

**HASBROUCK HEIGHTS BOARD OF EDUCATION**

**Wednesday, September 24, 2014**

**Regular Meeting Agenda (Final)**

**Time: 7:00 p.m.**

**I. A. Meeting called to order at:**

**B. Announcement of adequate meeting:**

The New Jersey Open Public Meeting Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **September 18, 2014**.

Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

Notice of said meeting was published under legal notice in The Record.

**C. Roll Call**

**II. Flag Salute**

**III. Presentations**

**IV. Public Hearing on Resolutions to be acted upon this meeting.**

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

**V. Approval of Minutes August 28, 2014 (on file in business office)**

**VI. Correspondence and Report of School Business Administrator/Board Secretary**

**VII. Report of the Board President**

**VIII. Report of the Superintendent**

**IX. Committee and Liaison Reports:**

- A. Education
- B. Special Education
- C. Technology
- D. Facilities

- E. Recreation
- F. Finance
- G. Personnel
- H. Policy
- I. NJ/BCSBA
- J. Borough Council Liaison
- K. Faculty Liaison
- L. PTA Liaison

X. Resolutions:

Awards/Presentations:

None

Education Committee

- E09-01-15 Approve Monthly Superintendent Discipline Report
- E09-02-15 Approve Monthly Superintendent HIB Report
- E09-03-15 Approve Monthly District Calendar
- E09-04-15 Approve Workshop
- E09-05-15 Approve Disposal of Books
- E09-06-15 Approve Program
- E09-07-15 Approve Self- Assessment
- E09-08-15 Approve Consultant
- E09-09-15 Approve Policy Re-numbering
- E09-10-15 Approve Policies/Regulations
- E09-11-15 Approve Uniform State Memorandum of Agreement
- E09-12-15 Approve Curriculum Guides

Special Education Committee

- S09-01-15 Approve Special Services

Technology Committee

None

Facilities Committee

- B09-01-15 Approve Facilities Use

Recreation Committee

- R09-01-15 Approve Field Trip Calendar
- R09-02-15 Approve Fundraisers
- R09-03-15 Approve Program
- R09-04-15 Approve Junior Prom

Finance Committee

- F09-01-15 Approve Financial Certification
- F09-02-15 Approve Actual Payroll for August
- F09-03-15 Approve Estimated Payroll for Sept
- F09-04-15 Approve Bill Authorization – Sept
- F09-05-15 Approve Board Secretary's Report
- F09-06-15 Approve Purchases
- F09-07-15 Approve Change Order
- F09-08-15 Approve NJSB Convention
- F09-09-15 Approve NCLB Grant Application Amendment

Personnel

P09-01-15	Approve Personnel Action
P09-02-15	Approve Personnel Action
P09-03-15	Approve Personnel Action
P09-04-15	Approve Personnel Action
P09-05-15	Approve Personnel Action
P09-06-15	Approve Personnel Action
P09-07-15	Approve Personnel Action
P09-08-15	Approve Personnel Action
P09-09-15	Approve Personnel Action
P09-10-15	Approve Personnel Action
P09-11-15	Approve Personnel Action
P09-12-15	Approve Personnel Action
P09-13-15	Approve Personnel Action
P09-14-15	Approve Personnel Action
P09-15-15	Approve Personnel Action
P09-16-15	Approve Personnel Action
P09-17-15	Approve Personnel Action
P09-18-15	Approve Personnel Action
P09-19-15	Approve Personnel Action
P09-20-15	Approve Personnel Action
P09-21-15	Approve Personnel Action
P09-22-15	Approve Personnel Action
P09-23-15	Approve Personnel Action

XI. Old Business

XII. New Business

XIII. Open Public Hearing

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

XIV. Private Session (If necessary)

XV. Adjournment

*HASBROUCK HEIGHTS BOARD OF EDUCATION*  
**RESOLUTIONS – September 24, 2014 (Final)**

**Awards/Presentations:**

**RESOLUTIONS:**

**AWARDS:**

None

**EDUCATION COMMITTEE:**

**RESOLUTIONS:**

E09-01-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Accept Monthly Discipline Report

E09-02-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014 – 2015 school year:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents:  
(if applicable)

2014 – HS - None

2014 – MS -None

2014 – LS - 2 (one incident)

2014 – ES - None

E09-03-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:

The monthly district calendar

E09-04-15     Be it Resolved that the Hasbrouck Heights Board of Education approve the following workshop for the 2014-2015 school year:

9/19/14 – C. Cassidy – NJAPA Administrator Training Session – Saddle Brook, NJ @ no cost to district

10/14/14 – B. Stine, K. Toy, D. Rispoli, D. Pignatiello - NJ Science Convention - Princeton, NJ @ \$170 each cost to district

- E09-05-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:
- Disposal of approximately 85 – 3<sup>rd</sup> grade Harcourt math (ISBN #0-15-3347422), 4<sup>th</sup> grade math (ISBN #0-15-334743-0), 5<sup>th</sup> grade math (ISBN #0-15-334744-9)
- E09-06-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:
- The Suspension Alternative Program (SAP) through the Bergen County Special Services for the 2014 – 2015 school year at a cost of \$500/year  
**(On file in business office)**
- E09-07-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following:
- NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2013 – 2014 school year **(On file in the business office)**
- E09-08-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:
- Approve West Hudson Associates to edit/audit final curriculum not to exceed \$7,875
- E09-09-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:

The re-numbering of the following policies/regulations for the evaluation of staff:

<u>Old Number</u>	<u>New Number</u>	<u>Policy Name</u>
4116	3221	Evaluation of Teachers
4221	3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrator
2500	3223	Evaluation of Admin, Excluding Principals, Vice Principals, & Asst. Principals
2400	3224	Evaluation of Principals, Vice Principals & Asst. Principals

E09-10-15 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:  
**(Attachment A)**

Policy #3283 – Electronic Communications Between Teaching Staff Members and Students **(First Reading)**

Policy #4283 – Electronic Communications between Support Staff Members and Students **(First Reading)**

E09-11-15 **Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:**

**Uniform State Memorandum of Agreement for the 2014 – 2015 school year with no changes/updates (on file in business office)**

E09-12-15 **Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2014-2015 school year:**

**Adopt Curriculum Guides for Pre-K through 5 and grades 6 through 12 (on file in board office)**

#### SPECIAL EDUCATION COMMITTEE:

#### RESOLUTIONS:

S09-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following Special Services for the 2014 – 2015 school year:

Student #1000065 – Education Services Commission of Morris County to provide transportation for OOD – 3 days school and 2 days transition program beginning 9/4/14 to 6/19/15 @ \$29,646.00

Student #1000417 – PT services for 2 hrs per week @ \$100/hr beginning 9/15/14 – M. Herz

Student #1000417 – PT services for 2 hrs per week @ \$125/hr beginning week of 9/15/14 – BCSS Dr. Kelly

Student #123 – Asst soccer coach on a 1:1 basis from July – Oct 2014

Student #990113 – home instruction not to exceed 5 hrs per week @ \$40/hr beginning 9/16/14

Student 1000496 – OT evaluation @ \$275 – J. Wagner

**Student #123 & 7089 – BCSS to provide transition services for a total cost of \$14,835.50**

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

- B09-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

Facilities Use (**Attachment B**)

RECREATION COMMITTEE:

RESOLUTIONS:

- R09-01-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

District Field Trip Calendar

- R09-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following fundraisers for 2014-2015 school year:

Once per month "Charity Jean Days"- ES staff @ \$5.00 donation for various charities

12/14/14 – Key Club Flea Market – A. Lewites

Sept & Oct 2014 – Boys Soccer Clothing Sale – V. Marchese

Sept & Oct 2014 – Volleyball Clothing Sale – J. Ferranti

10/14/14 – Volleyball Breast Cancer Awareness Night – J. Ferranti

9/15/14 – Senior Class Coupon Books – E. Schneeweiss

10/15/14 – 10/30/14 - Magazine Sales – E. Schneeweiss

11/1/15 – 11/15/14 – Grand Café Order Sales – E. Schneeweiss

Once per month "Jean Dress Down Days" – LS Staff @ \$5.00 donation for various charities

- R09-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following program for 2014-2015 school year:

11/19/14, 12/16/14, & 2/12/15 – Heroes and Cool Kids – BCCC – Paramus, NJ @ \$4,500

**Oct – Nov 2014 – PTA Sponsored "Mad Science" 6 week program – cost to participants @ \$90/child**

R09-04-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for 2014-2015 school year:

3/13/15 – Junior Prom at the Tides Estates

#### FINANCE COMMITTEE:

#### RESOLUTIONS:

- F09-01-15 Be it resolved that the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.
- F09-02-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the actual payroll for the month of August 2014 in the amount of \$290,459.06 that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above.
- F09-03-15 Be it Resolved that the Hasbrouck Heights Board of Education approve the estimated payroll for the month of September 2014 at \$1,400,000 and that the President of the Board, the School Business Administrator, and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above \$1,400,000.
- F09-04-14 Be it Resolved that the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of Sept 2014
- F09-05-15 Be it Resolved that the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b) which are on file in the office of the Board Secretary:

Board Secretary's Report  
Treasurer's Report  
Monthly Fund Transfer Report  
August 2014



F09-06-15 Be it Resolved that the Board of Education approve the following purchases for the 2014 – 2015 school year:

P. O. #500597 – Interactive Achievement LLC \$29, 700 – Assessment Management System & Reporting grades 2-12  
Quotes Received

F09-07-15 Be it Resolved that the Board of Education approve the following For the 2014 – 2015 school year:

Approve change order #1 for the Video Surveillance System

Integrated Systems & Services – outdoor camera and additional wall rack @ \$7,339

F09-08-15 Be it Resolved that the Board of Education approve the following For the 2014 – 2015 school year:

NJSB Convention October 28th – October 30<sup>th</sup> – Atlantic City – cost not to exceed \$1200

F09-09-15 Be it Resolved that the Board of Education approve the following For the 2014 – 2015 school year:

Amend Resolution #P07-13-15 to approve the NCLB Grant Application:

Title IA:	\$135,112
Title II Part A:	\$ 36,384
Title III:	\$ 7,423
Title III Immigrant:	\$ 7,769

PERSONNEL COMMITTEE:

RESOLUTIONS:

P09-01-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Sub Keys Asst**

V. Schwartz @ \$14.30/hr

G. Altamura @ \$14.30/hr

- P09-02-15 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2014 – 2015 school year:
- Fall 2014 - J. Guerra – BBC – 20 hrs at LS Kindergarten  
E. Pacheco – Pratt Inst. – 20 hrs at ES media center  
**Fall 2014 – J. Dowd – 20 hrs at LS with L. Siconolfi**
- P09-03-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:
- Rescind appointments of M. Schroback as freshman basketball coach and N. Iapelli as Color Guard and Pierrot coach
- P09-04-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:
- Volunteers:**  
S. Gomez – LS\*  
\*pending receipt of all paperwork
- P09-05-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:
- Amend Resolution #P07-02-14- CST Summer Hours (**Attachment C**)
- P09-06-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:
- J. Pennisi – to train new visitor monitor at Euclid school @ \$14.30/hr not to exceed 5 hrs.

P09-07-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Leave Replacement:**

C. Cuttita – leave replacement for A. Daly @ \$150/day beginning 9/2/14 – 9/30/14

M. Porter – leave replacement for K. Doyle @ \$150/day starting date pending paperwork and ending 1/7/15

P09-08-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Leave of Absence:**

Amend Resolution #P08-29-15 for A. Daly to 9/30/14

A. Albanese – unpaid leave of absence from 10/6/14 – 10/08/14

P09-09-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Sub Visitor Monitor:**

W. Herron – sub visitor monitor @ \$14.30/hr\*

\*pending receipt of all paperwork

**Visitor Monitor:**

P. Alosco – visitor monitor @ ES from 7:00 am to 9:00 am @ \$14.30/hr

P09-10-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**6<sup>th</sup> Period Stipend:**

**30 Periods Per Week**

F. Avella – \$3,500 to be pro-rated – start date to be determined

C. Anastasi – as of 9/4/14 - \$3,500

M. Stoebs – as of 9/4/14 - \$3,500

A. Mai – as of 9/4/14 - \$3,500

- P09-11-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Sub Administration Asst:**

M. Marino @ \$10/hr

- P09-12-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Sub Paraprofessionals:**

A. Alosco @ \$10/hr

- P09-13-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Sub Bus Aide:**

K. Petruzella @ \$10/hr

- P09-14-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Substitute Teachers:**

K. Atwell – State Certified @ \$85/day

N. Mattern – County Certified @ \$80/day

P. Maloupis – County Certified @ \$80/day

\*N. Bermeo – State Certified @ \$85/day

\*Pending Paperwork

- P09-15-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Coaches:**

K. Fruend - 1:1 assistant coach (Student #123) for soccer from July – Oct 2014 @ .7 of step 3 = \$3330.60

- P09-16-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Keys Assistant:**

M. Kistner – 1 day per week for 3 hrs @ \$14.30/hr

- P09-17-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Home Instruction:**

S. Unglert – home instruction not to exceed 5 hrs per week @ \$40/hr beginning 9/16/14 (student #990113)

- P09-18-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:

**Bus Aide:**

J. Freschi – afternoon bus aide for 1 hr – 2:30pm – 3:30pm @ \$16.81/hr

A. Ellerbrock – am bus aide for 1 hr each day @ \$18.84/hr

- P09-19-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Certified:**

**S. Confrancisa – Supervisor of Special Services/Psychologist - \$87,729 pro-rated from 10/26/14 plus benefits\***

**Pending Receipt of all Paperwork\***

- P09-20-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Extra Pay:**

**M. Squillace – 15 hrs curriculum writing @ \$32/hr for a total of \$480**

**M. Abbatiello – after school taping when needed @ \$32/hr**

- P09-21-15 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Amend Resolution #P06-14-14 to read: Asst. Football coaching stipend to be split – D. D'Amico .5 of step 5 = \$3,157 and S. Mansfield .5 of step 1= \$2,425.50**

**P09-22-15      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Paraprofessionals:**

**L. DelSole – Paraprofessional @ \$20,482 pro-rated to 9/26/14**

**P09-23-15      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2014-2015 school year:**

**Resignations:**

**L. DelSole – VM from HS effective 9/26/14**

# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

3283/page 1 of 5

Electronic Communications Between Teaching Staff  
Members and Students

M

### 3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or



# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

3283/page 2 of 5

### Electronic Communications Between Teaching Staff Members and Students

2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

- I. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtones;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

- I. E-Mail Electronic Communications Between a Teaching Staff Member and a Student





# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

3283/page 3 of 5

#### Electronic Communications Between Teaching Staff Members and Students

- a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
  - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
  - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
    - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
      - (I) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
    - a. Text messaging communications between a teaching staff member and an individual student are prohibited.



# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

3283/page 4 of 5

#### Electronic Communications Between Teaching Staff Members and Students

- (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
  - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
  - b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
  - c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
  - d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.



# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

### TEACHING STAFF MEMBERS

3283/page 5 of 5

### Electronic Communications Between Teaching Staff Members and Students

#### Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Approved (First Reading): September 25, 2014



# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4283/page I of 5

Electronic Communications Between Support Staff  
Members and Students

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### 4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.



# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 2 of 5

#### Electronic Communications Between Support Staff Members and Students

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
  - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.



# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 3 of 5

#### Electronic Communications Between Support Staff Members and Students

- b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
    - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.
  - 2. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student
    - a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
      - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
  - 3. Text Messaging Electronic Communications Between Support Staff Members and Students
    - a. Text messaging communications between a support staff member and an individual student are prohibited.
      - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.



# POLICY

## HASBROUCK HEIGHTS BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 4 of 5

### Electronic Communications Between Support Staff Members and Students

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
  - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
  - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.
  - c. If a support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
  - d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

#### Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.



# POLICY

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## HASBROUCK HEIGHTS BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 5 of 5

### Electronic Communications Between Support Staff Members and Students

2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Approved (First Reading): September 25, 2014





[illegible]

Approve the following CST members for evaluations and case management during the summer at the following rates (note rate change for July 1st)

Jun-14 July/Au 2014 Hrs not to exceed

*ONSITE*

*APPROVE*

*\* \* New HES*

	Jun-14	July/Au 2014	Hrs not to exceed	New hours	Total \$ amount
L. Ciraco	\$73.37	\$83.04	50	33	\$2,740.32
N. Fried	\$56.74	\$59.03	38	42	\$2,479.26
D. Johnson	\$81.48	\$82.31	50	67	\$5,514.77
S. Gallo	\$82.73	\$83.56	50	65	\$5,431.40
K. Kellher	\$48.94	\$50.57	50	28	\$1,415.96
M. Philp	\$53.51	\$55.14	38	37	\$2,040.18
L. Pizute	\$82.73	\$83.56	50	59.5	\$4,971.82

**\$24,593.71**