



FROM THE OFFICE OF THE SUPERINTENDENT
WAYNE BOARD OF EDUCATION
WAYNE, NEW JERSEY

JUNE 6, 2013

6:00 P.M. Executive Session Wayne Board of Education Conference Room 50 Nellis Drive Wayne, NJ 07470	7:30 P.M. - Regular Meeting Wayne Board of Education Conference Room 50 Nellis Drive Wayne, NJ 07470
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REGULAR MEETING AGENDA

I. Reading of "Sunshine Law" Statement

Adequate notice of this Regular and Executive Meeting, setting forth time, date and location, has been provided in accordance with the requirements of the Open Public Meetings Act on January 4, 2013 by:

Prominently posting a copy on the bulletin board in the lobby of the offices of the Board of Education, which is a public place reserved for such announcements, transmitting a copy of this notice to The Record, The Wayne Today, and the Municipal Clerk.

II. Roll Call

III. Approval to Convene into Executive Session

WHEREAS, the Wayne Township Board of Education (hereinafter referred to as the "Board") from time to time must convene into Executive Session to discuss confidential matters including but not limited to personnel issues, legal matters, student issues and labor negotiations.

X-13-01

WHEREAS, THE Board has on its agenda for the meeting being held on June 6, 2013 on issues relating to Personnel, Negotiations, Property and Legal which must be discussed in a confidential closed session.

NOW THEREFORE BE IT RESOLVED, the Board shall move into Executive Session to discuss the above referenced matter.

BE IT FURTHER RESOLVED, that the minutes of the executive session will provide as much information as possible without violating any applicable privilege or confidentiality so that the public can understand what was discussed and when available what the Board decision was.

BE IT FURTHER RESOLVED, that the minutes of the executive session will be released to the public in an appropriately redacted form within a reasonable period of time.

BE IT FURTHER RESOLVED, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

IV. Reconvene

The Executive Session of the Wayne Board of Education Regular Meeting of June 6, 2013 was convened in the Conference Room of the Wayne Board of Education, 50 Nellis Drive, Wayne, NJ 07470.

The Statement of Compliance setting forth time, date and location was read in accordance with the requirements of the Open Public Meetings Act and the roll call was taken. The meeting was recessed and is now being reconvened.

FLAG SALUTE

MOMENT OF SILENCE

V. Administrative Summary Report

- Superintendent's Report
- District Communications Program Overview

- HIB Report

VI. Revisions to Agenda Items

VII. Open to Public Agenda Items Only

This portion of the meeting is open to citizens for comment on agenda items only. Residents are to state their names, addresses, and subject

matter. Comments may be limited to no more than five minutes per person. All members of the public are to be courteous and mindful of the rights of other individuals when speaking. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public will be permitted to speak negatively about an employee or a student. A response may be forthcoming if and when appropriate. There will be no discussion during the public portion of this meeting. Comments may be responded to tonight under "new business" or at subsequent meetings under "old business." Members of the public are legally responsible and liable for their comments. The Board bears no responsibility for comments made.

VIII. Approval of Minutes

Approval of Executive Session Minutes M-13-01

-RECOMMENDED ACTION:

"that the Board approve the following Executive Session Minutes:"

May 13, 2013	Special Meeting
May 16, 2013	Regular Meeting

Approval of Public Meeting Minutes M-13-02

-RECOMMENDED ACTION:

"that the Board approve the following Public Meeting Minutes, as per the attached:"

May 13, 2013	Special Meeting
May 16, 2013	Regular Meeting

IX. Committee Reports and Action

None for approval C-13-01

X. Action on Agenda

ADMINISTRATIVE:

Approval of HIB Report A-13-01

-RECOMMENDED ACTION:

"that the Board affirm the Superintendent's decision on the Harassment, Intimidation and Bullying matters as required by N.J.S.A. 18A:37-15(b)(6)(e) on the following cases:"

Case #66 2012-2013 first reported to the Board on 4/11/13
 Case #78 2012-2013 first reported to the Board on 5/16/13
 Case #79 2012-2013 first reported to the Board on 5/16/13

Case #80 2012-2013 first reported to the Board on 5/16/13
 Case #81 2012-2013 first reported to the Board on 5/16/13
 Case #82 2012-2013 first reported to the Board on 5/16/13
 Case #83 2012-2013 first reported to the Board on 5/16/13
 Case #85 2012-2013 first reported to the Board on 5/16/13

Approval of Board Committee Standard Operating Procedures Handbook A-13-02

-RECOMMENDED ACTION:

"that the Board approve the Board Committee Standard Operating Procedures Handbook in order to improve internal communications on the Board of Education, as per attached."

NOTE: This will satisfy the 2013 Board Goal No. 2 to improve internal communications between the Board of Education.

EDUCATION:

Approval of Out of District Professional Travel

E-13-01

-RECOMMENDED ACTION:

"that the Board approve Out of District Professional Travel for the 2012-2013 school year as follows:"

Whereas, District employees listed on the attached chart are attending conferences, conventions, staff training, seminars, workshops, student events or other required travel; and

Whereas, the attendance at stated functions were previously approved by the Chief School Administrator and School Business Administrator as work related and within the scope of the work responsibilities of the attendees; and,

Whereas, the attendance at the functions were approved as promoting delivery of instruction of furthering efficient operation of the District, and fiscally prudent; and

Whereas, the travel and related expenses particular to attendance at these functions are within state travel guidelines established by the Department of Treasury in NJOMD circular letter; now therefore

Be it resolved, that the Board of Education finds the travel and related expense particular to attendance as these previously approved functions; and further,

Be it resolved, that the expenses are justified and therefore reimbursable and/or payable, as per the attached."

Approval of Home Instruction E-13-02
-RECOMMENDED ACTION:
 "that the Board approve home instruction by P.E.S.I. Glassboro, NJ for two hours per day at the rate of \$40.00 per hour for approximately four to six weeks for student #033542 start date 5/3/13 and student #021001 start date 5/13/13 not to exceed \$2,400.00 per student."

Approval of Field Trip Destination E-13-03
-RECOMMENDED ACTION:
 "that the Board approve the Field Trip Destinations for the 2012-2013 school year as follows"

Destination	City and State	School
Cedar Grove High School	Cedar Grove, NJ	A.P. Terhune

Approval of ABA Therapy Services E-13-04
-RECOMMENDED ACTION:
 "that the Board approve Kid Clan Services, Inc. Clifton, NJ to provide student #034078 ABA Therapy services as per the student's Individualized Education Program in the amount not to exceed \$5,107.50 effective July 2012 through October 2012."

Approval of Revision to Agreement of Related Services E-13-05
-RECOMMENDED ACTION:
 "that the Board approve a revision to the agreement with Invo HealthCare Associates, Inc. to provide Occupational, Physical and Speech therapies to Wayne students as per their Individualized Education Programs at the rate of \$85.00 per hour for the 2012-2013 school year up to an additional \$70,000.00."

Approval of Revision to Contracted Services with Behaviorist E-13-06
-RECOMMENDED ACTION:
 "that the Board approve a revision to contracted services with Stasia Amenta to provide services as outlined in students' Individualized Education Programs for the 2012-2013 school year at the rate of \$125.00 per hour for up to an additional \$16,000.00."

HUMAN RESOURCE:

Approval to Rescind Staff Leave

H-13-01

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to rescind staff leave ID#3699."

Approval of Appointment of Principal

H-13-02

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, Jose Blankely-Celis as Principal of Pines Lake Elementary School, MA Northeastern University, Step 6 of the Masters ESP Salary Guide, *\$131,737.98 pro-rated, effective August 19, 2013, replacing Pamela Longo, as per the attached." (\$152,148.18/Step10MA+30ESP) (PC#02-08-42/bcv)

*Pending completion of negotiations

Approval of Staff Leaves

H-13-03

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve Staff Leaves, as follows."

ID#8504 - Clerical Assistant, James Fallon/Randall Carter Elementary Schools

5/16/13 - 6/30/13 - Extension of Personal Leave w/o pay & w/o benefits.

ID#3583 - Grade 4, Lafayette Elementary School

6/5/13 - 6/26/13 - paid sick days

9/3/13 - 11/27/13 - FMLA Maternity Leave, w/o pay & w/benefits.

ID#3687 - School Cafeteria Playground Aide, John F. Kennedy Elementary School

5/9/13 - 5/31/13 - Medical Leave, w/o pay.

ID#6855 - Grade 5, Ryerson Elementary School

9/3/13 - 10/2/13 - paid sick days

10/3/13 - 1/3/14 - FMLA Maternity Leave, w/o pay & w/benefits.

ID#5345 - Grade 4, Ryerson Elementary School

9/3/13 - 9/24/13 - paid sick days

9/25/13 - 12/20/13 - FMLA Maternity Leave, w/o pay & w/benefits.

ID#2540 - OP III Accounts Payable, Business Office

5/22/13 - 6/11/13 - 12 days from WEA Office Personnel Sick Bank

ID#6535 - Physical Education, Wayne Hills High School
 9/3/13 - 9/13/13 - paid sick days
 9/14/13 - 12/19/13 - FMLA Maternity Leave, w/o pay & w/benefits.

ID#7551 - School Psychologist, Theunis Dey/Pines Lake Elementary Schools
 9/3/13 - 9/13/13 - paid sick days
 9/14/13 - 12/9/13 - FMLA Maternity Leave, w/o pay & w/benefits
 12/10/13 - 3/4/14 - WEA contractual extension, w/o pay & w/o benefits.

ID#6637 - Speech Therapist, Pines Lake School
 6/13/13(1/2 day) - 6/26/13 - Medical Leave, w/o pay & w/benefits.

ID#1105 - Custodian, Building Services
 6/7/13 - 6/20/13 - 10 days from the WCMA sick bank.

ID#6121 - Grade 3, James Fallon Elementary School
 9/9/13 - 10/22/13 - paid sick days
 10/23/13 - 1/22/14 - FMLA Maternity Leave, w/o pay & w/benefits
 1/23/14 - 1/31/14 - WEA contractual extension w/o pay & w/o benefits.

Approval of Salary Adjustment for Substitute Paraprofessional H-13-04

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year the salary adjustment for Lisa Acampora a substitute paraprofessional for 21 consecutive days of work, as per policy, from the per diem rate of \$10.00 per hour to Step 1-3 of the Paraprofessionals Salary Guide \$16.09 per hour, at Wayne Valley High School, effective March 26, 2013."

Approval of Appointment of School Cafeteria Playground Aides H-13-05

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year, the following School Cafeteria Playground Aides and further, that up to 6 hours of professional development be approved during the school year at their hourly rate of pay in accordance with the negotiated agreement."

Carol Cacioppe, School Cafeteria Playground Aide at Schuyler Colfax Middle School, \$15.60 per hour, effective May 20, 2013, replacing Stephanie Petracco. (\$15.60hr.) (PC#13-31-38/bto)

Franca Monachello, School Cafeteria Playground Aide at Lafayette Elementary School, \$15.60 per hour, effective May 29, 2013, replacing Maureen Crowley. (\$15.60hr.) (PC#13-05-38/bsn)

Approval of Payment of Honorarium

H-13-06

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to accept an honorarium from College Board in the amount of \$250.00 to be paid to Kate Kay, Pre K - 12 Supervisor of Guidance, for work as the AP Coordinator for the 2013 AP Exam."

Approval of Athletic Workers

H-13-07

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to appoint Denise Scalzitti, Spring Track, Worker/Timer for the 2012-2013 school year at the rate of \$62.00 per game."

Approval of Resignation

H-13-08

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to accept the resignation of Robert Zawistowski as Safety & Security Engineer for the District, effective June 30, 2013." (\$94,503) (PC#12-42-44/bmi)

Approval of Extracurricular Coaching

H-13-09

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2013-2014 School year, Kevin Grimes, Head Basketball Coach at Wayne Hills High School, Step 1, \$7,400.00."

Approval of Substitute H-13-10
-RECOMMENDED ACTION:
 "that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year, Leopold Morris as substitute custodian."

Approval of Retirement H-13-11
-RECOMMENDED ACTION:
 "that the Board approve the Superintendent's recommendation to accept the retirement of Eileen Mischio as Administrative Assistant to the Superintendent, effective June 1, 2013." (\$71,621) (PC#08-59-16/bmf)

Approval of Employment Agreement with the School Cafeteria Playground Aides H-13-12
-RECOMMENDED ACTION:
 "that the Board approve the Superintendent's recommendation to approve an employment agreement with the School Cafeteria Playground Aides for the school years 2013 - 2016, as per attached."

Approval of Elementary Chaperones H-13-13
-RECOMMENDED ACTION:
 "that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year, the following elementary chaperones for Spring Concerts at the rate of \$82.00."

Kimberly Mathisen	LAF
Tina Woiski	LAF
Melissa Farber	LAF
Mary Rudeen	APT
Joseph Maio	FALLON
Peggie Biondo	FALLON
Sue Caplan	FALLON
Tina Loureiro	FALLON
David McGrath	PL
Laura Luizzi	PL
Josephine Zecca	PL
Carla Wharton	RY

Diana Gracia	RY
Allison Jones	TD
Donna Nyegaard	TD
Karen Holgersen	PACK
Michele Mordkoff	PACK
Michael Loniewski	RC
Sandra Harrison	RC
Paulette Kearns	RC

Approval of Stipend for NJ ASK Program

H-13-14

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2012-2013 school year, the following staff members to be paid a stipend in the amount of \$500.00 each for NJ ASK prep program entitled S.T.A.R.S. at Lafayette Elementary School."

Kimberly Mathisen
Elaine Kelly
Julie Anne Graziano

NOTE: Funds donated by Lafayette PTO in the amount of \$1,500 and donation approved on the February 21, 2013 board agenda.

Approval of Appointment of Professional Staff

H-13-15

-RECOMMENDED ACTION:

"that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, Wayne Demikoff as Social Studies Teacher, MA Mary Grove College, Step E of the Masters Teachers Salary Guide, \$85,500.00, at Wayne Hills High School, effective September 1, 2013." (PC#01-40-32/dhm)

Approval of Superintendent Merit

H-13-16

-RECOMMENDED ACTION:

"that the Board approve a merit payment to Raymond A. Gonzalez for the achievement of 2012-2013 goals per his employment contract in the total amount of \$17,145.61 as per the attached and pending final review of the Executive County Superintendent."

POLICY:

Approval of Policy 9180--Second Reading for Action

-RECOMMENDED ACTION:

P-13-01

"that the Board approve Policy 9180 School Volunteers--second reading for action, having been recommended at the May 2, 2013 Personnel Committee, as per attached."

NOTE: The changes reflect a clear distinction between long and short term volunteers and requires greater oversight of volunteers by administration.

Approval of Policy 9181--Second Reading for Action

P-13-02

-RECOMMENDED ACTION:

"that the Board approve Policy 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants--second reading for action, having been recommended at the May 2, 2013 Personnel Committee, as per attached."

NOTE: The change reflects the addition of Co-Curricular Activity Advisors/Assistants that were not previously addressed. The policy also acknowledges that any volunteer who is not covered by this policy must comply with Policy 9180. In addition, the policy also requires greater oversight of volunteers by administration.

Approval of Policy 8600--First Reading for Consideration

P-13-03

-RECOMMENDED ACTION:

"that the Board approve Policy 8600--Transportation--first reading for consideration, having been recommended at the May 16, 2013 Facilities and Transportation Committee, as per attached."

NOTE: Revised to clarify how measurement to determine student eligibility is conducted.

SCHOOL RESOURCES:

Approval of Treasurer of School Funds Report as of April 30, 2013

S-13-01

-RECOMMENDED ACTION:

"that the Board approve the Treasurer of School Funds Report as of April 30, 2013, as per the attached."

Approval of Report of Board Secretary as of April 30, 2013

S-13-02

RECOMMENDED ACTION:

"that the Board approve the Report of the Board Secretary as of April 30, 2013 as per the attached."

S-13-03

Approval of Monthly Certification Resolution as of April 30, 2013

-RECOMMENDED ACTION:

WHEREAS, N.J.A.C. 6A:23-2.11(c) requires monthly certifications by Boards of Education that major account/fund balances have not been over-expended and that sufficient funds are available to meet the district's financial obligations for the 2012-2013 fiscal year; and,

WHEREAS, the Board Secretary has certified that no major account has been over-expended for the month ending April 30, 2013 and that sufficient funds are available for the remainder of the fiscal year;

WHEREAS, ALL Board members have been provided with expenditure summaries;

NOW, THEREFORE BE IT RESOLVED by the Board of Education of the Township of Wayne that they collectively certify the expenditures of the district for the month ending April 30, 2013 to be within the guidelines established under N.J.A.C. 6A:23-2.11(a), with General Operating Fund expenditures as follows:

Budgeted Appropriations: \$137,694,594.54
Encumbrances (Open Purchase Orders): \$26,720,138.53
Expenditures (Cash Disbursements): \$109,406,293.76

and further,

BE IT RESOLVED that a copy shall be appended to and made a part of these minutes.

Juanita A. Petty, RSBA

Approval of Transfer of Funds as of April 30, 2013

S-13-04

-RECOMMENDED ACTION:

"that the Board approve Resolution - Transfer of Funds as of April 30, 2013, as per the attached."

Approval of 2013-2014 Tuition Rates

S-13-05

-RECOMMENDED ACTION:

"that the Board approve the 2013-2014 tuition rates as follows:

Pre-School/Kindergarten	\$11,391
Grades 1-5	\$13,662
Grades 6-8	\$14,245
Grades 9-12	\$15,042

LLD	\$21,259
M.D.	\$30,303
Autistic	\$28,102
Pre-School Handicapped - PT	\$38,632

Approval of Electric Generation Service Agreement S-13-06

-RECOMMENDED ACTION:

"that the Board approve the Agreement with Direct Energy Business, LLC for Electric Generation Service as awarded by the Alliance for Competitive Energy Services ("ACES") for the period from the May 2013 meter reading date through the May 2015 meter reading date, as per the attached."

Approval of Agreement for Communications Services S-13-07

-RECOMMENDED ACTION:

"that the Board approve an Agreement with Success Communications Group for Communications Services in the amount of \$2,500 per month from July 1, 2013 to June 30, 2014, for a total of \$30,000, as per the attached."

NOTE: Rates are the same as the current year contract.

Approval of Revised Rates for District Architect of Record S-13-08

-RECOMMENDED ACTION: "that the Board approve Parette Somjen Architects, Rockaway, New Jersey, as the District's Architect of Record for the 2013-2014 school year, at hourly rates of \$160 per Principal Architect and \$150 for Partner Architect, as revised from the May 16, 2013 Regular Meeting and as per the attached."

NOTE: As a courtesy to the District, the Principal fee has been reduced from \$175.00 to \$160.00 per hour.

Authorization to Award Contract for Bid #7-1213, Lawn and Landscape Maintenance S-13-09

-RECOMMENDED ACTION:

"that the Board authorize the School Business Administrator to award a contract for Bid #7-1213 to Total Lawn Care and Landscape Services, LLC in the amount of \$104,796.00 as per attached checklist, pending final review and approval of the contract by Board Attorney."

Note: This bid includes lawn services for all District buildings and fields, exclusive of the athletic fields at the two high school facilities.

Approval to Renew Bid 1-1213 - Gym and Wood Floor Services S-13-10**-RECOMMENDED ACTION:**

"that the Board approve the renewal of Bid 1-1213 - Gym and Wood Floor Services to Classic Sport Floors in the amount of \$26,780.00 from July 1, 2013 to June 30, 2014.

Approval to Renew Bid 1-1112 - District Wide Snow Plowing & Snow Removal Services S-13-11**-RECOMMENDED ACTION:**

"that the Board approve the renewal of Bid 1-1112 - District Wide Snow Plowing & Snow Removal Services of Various Wayne Board of Education Properties to Zuccaro & Sons from July 1, 2013 to June 30, 2014.

Note: This contract is only used when large accumulations of snow require the District to remove the snow from the school sites.

XI. Open to Public

This portion of the meeting is open to citizens for comment on any topic. Residents are to state their names, addresses, and subject matter. Comments may be limited to no more than five minutes per person. All members of the public are to be courteous and mindful of the rights of other individuals when speaking. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public will be permitted to speak negatively about an employee or a student. A response may be forthcoming if and when appropriate. There will be no discussion during the public portion of this meeting. Comments may be responded to tonight under "new business" or at subsequent meetings under "old business." Members of the public are legally responsible and liable for their comments. The Board bears no responsibility for comments made.

XII. Old Business**XIII. New Business****XIV. Executive Session****XV. Adjournment**

Regular Board Meeting – June 6, 2013

OUT OF DISTRICT PROFESSIONAL TRAVEL OPPORTUNITIES FOR STAFF MEMBERS

NAME	BLDG.	WORKSHOP	DATE/S	REG. FEE	T = Travel L=Lodging M&I=Meals Incidentals ° (See Below)	TOTAL COST
M. Berrios	Central Office	Strauss Esmay Annual Educational Policy & School Law Seminar	6/14/13	0	T = \$47.58	\$47.58
J. Petty	Business Office	Strauss Esmay Annual Educational Policy & School Law Seminar	6/14/13	0	T = \$47.58	\$47.58
M. Corrado	SCMS	NJASK Math Gr. 6, 7,8 **(Previously approved for Patti Foulds at the cost of \$210.00 at the 9/20/12 BOE Meeting for 5/13/ 13 and 5/29/13 but cancelled due to Hurricane Sandy. Due to P. Foulds retirement M. Corrado will be taking her place)	5/13/13 & 5/29/13	0	0	0**
D. Pandolfi	Central Office	A Morning with Dr. Strickland: Connecting Common Core Standards and PARCC Assessments NOTE: \$195.00 Registration Fee for: Pandolfi/Liskiewicz/ Reichman)	6/10/13	\$195.00 (see note)	0	\$195.00
T. Liskiewicz	Lafayette	A Morning with Dr. Strickland: Connecting Common Core Standards and PARCC Assessments	6/10/13	0 (see note under Pandolfi)	0	0
D. Reichman	Packanack	A Morning with Dr. Strickland: Connecting Common Core Standards and PARCC Assessments	6/10/13	0 (see note under Pandolfi)	0	0
M. Ben-David	AWMS	Inspire 2013 FEA/NJPSA/NJASCD Fall	10/17/13 & 10/18/13	\$225.00	T = \$39.18	\$264.18
		TOTAL				\$554.34

*Charge to NCLB Title I

E-13-01

**Charge to NCLB Title IIA

***Charge to NCLB Title III Grant

°Includes unanticipated tolls and/or parking expenses

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

COMMUNITY
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School Volunteers

9180 SCHOOL VOLUNTEERS

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the schools of the school district.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities throughout the school year.

Volunteers fall into one of two categories defined as follows:

1. Short Term Volunteer – a volunteer who occasionally performs a service for the school district. Persons fitting this category may include, but are not limited to, a volunteer helping at a school fair, school party, participating in a school clean-up day, field trip chaperone, attending a career day, or volunteer athletic coach and/or co-curricular activity advisor/assistant not covered by Policy 9181.
2. Long Term Volunteer – a volunteer who regularly performs a service for the school district for more than 20 hours per week.

A Long Term Volunteer, as defined above, must have an approved criminal history record background check and fingerprinted. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2. The Long Term Volunteer must be approved by the Board upon the recommendation of the Superintendent.

A Short Term Volunteer, as defined above, shall not be required to complete a criminal history check and is not required to be approved by the Board.



POLICY

P-13-01
**WAYNE TOWNSHIP
BOARD OF EDUCATION**

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School Volunteers

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a "volunteer" for the purpose of this Policy and if so whether the person is a Short Term Volunteer or Long Term Volunteer.

The Superintendent or his/her designee will prepare and promulgate regulations, rules and/or procedures for the selection, conduct, and monitoring of individuals serving as volunteers. The administration is responsible for the recruitment, use, coordination, and training of volunteers. Specifically, the Building Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks and must submit their names for Board approval if the person is considered a Long Term Volunteer.

Volunteers must be persons of known character, responsibility, and integrity.

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

Each school volunteer shall be given a copy of this Policy, the rules of conduct, and a Volunteer Agreement which must be signed and returned to the Principal.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;



POLICY

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**WAYNE TOWNSHIP
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School Volunteers

7. Volunteers may consult with the Principal or his/her designee regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.
9. Short Term Volunteers may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent or designee.
10. Long Term Volunteers may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent or designee with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

The Superintendent shall develop guidelines and procedures to implement the provisions of this Policy.

N.J.S.A. 18A:6-7.1; 18A:6-7.2
Adopted: 15 October 2009
Revised: 28 June 2012
Revised:



P-13-02

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

COMMUNITY

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Volunteer Athletic Coaches and
Co-Curricular Activity Advisors/Assistants

9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes that the services of volunteer coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist the district's coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, "volunteer athletic coach and co-curricular activity advisor/assistant" is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Superintendent or designee shall determine if a person meets or will meet the definition and requirements to be a "volunteer athletic coach and/or co-curricular activity advisor/assistant" for the purpose of this Policy. If a person does not meet the definition and requirements to be a volunteer athletic coach and/or co-curricular activity advisor/assistant" than the person must comply with Policy 9180 School Volunteers.

The Athletic Director will be responsible for the recruitment and screening of volunteer athletic coaches and their assignment. The building principal will be responsible for the recruitment and screening of volunteer co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

The site coordinators will be available for any questions regarding day-to-day operations of a sport, club or activity.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.



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Volunteer Athletic Coaches and
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All school volunteers athletic coaches and co-curricular activity advisors/assistants must have an approved criminal history record background check and fingerprinted at Board expense.

The Athletic Director will prepare and promulgate rules of conduct for volunteer athletic coaches as the principal will with volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and volunteer co-curricular activity advisors/assistants will be given a copy of this Policy, the rules of conduct, and a Volunteer Agreement which must be signed and returned to the Principal or Athletic Director.

The Superintendent or his/her designee will prepare and promulgate regulations, rules and/or procedures for the selection, conduct, and monitoring of individuals serving as volunteer athletic coaches and volunteer co-curricular activity advisors/assistants.

The Athletic Director and the building principal will be responsible for maintaining an up to date record of all volunteer athletic coaches, volunteer co-curricular activity advisors/assistants, and school volunteers who assist with athletics and school activities.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisors/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in athletic program or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil;



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5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupil records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches must consult with the District Athletic Director regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer co-curricular activity advisors/assistants must consult with the Principal regarding any matters or questions regarding their duties and responsibilities;
9. Volunteers athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
10. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.
11. Any behaviors exhibited by a volunteer athletic coach and/or volunteer co-curricular activity advisor/assistant that does not support this Policy, and any accompanying regulations, procedures and/or rules, may result in the removal/dismissal of the individual as a volunteer athletic coach and/or volunteer co-curricular activity advisor/assistant. In addition, as stated in paragraph 10 above, volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent or designee.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 15 October 2009

Revised:

