



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

MARCH 6, 2014

6:00 P.M. Executive Session
 Wayne Board of Education
 Conference Room
 50 Nellis Drive
 Wayne, NJ 07470

7:30 P.M. Public Meeting
 Wayne Board of Education
 Conference Room
 50 Nellis Drive
 Wayne, NJ 07470

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 February 7, 2014 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

-RECOMMENDED ACTION:

X-14-01

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.

WHEREAS, THE Board has on its agenda for the meeting

being held on March 6, 2014 on issues relating to matters 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portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.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 March 6, 2014 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

- HIB

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 five minutes per person. No member of the public will be permitted to speak negatively about an employee or a student. Comments may be responded to tonight under "new business" or at subsequent meetings under "old business." The Board bears no responsibility for comments made by the public.

VIII. Approval of Minutes

Approval of Executive Session Minutes M-14-01
-RECOMMENDED ACTION:
that the Board approve the following Executive Session Minutes:

February 27, 2014 Regular Meeting

Approval of Public Meeting Minutes M-14-02
-RECOMMENDED ACTION:
that the Board approve the following Public Meeting Minutes:

February 20, 2014 Special Meeting
February 27, 2014 Regular Meeting

IX. Committee Reports and Action

None for approval. C-14-02

EDUCATION:

Approval of Overnight Field Trip **-RECOMMENDED ACTION:** that E-14-01
the Board approve the Overnight Field Trip for Wrestling as follows:

Wayne Valley High School Wrestling to attend NJSIAA Wrestling
Tournament State Championships from March 7, 2014 through
March 9, 2014 at Bally's in Atlantic City, New Jersey.

NOTE: Since the wrestling championships are part of the regular
wrestling season, the cost of attending is borne by the District and
has been budgeted.

Approval of Out of District Professional Travel for Staff Members E-14-02
-RECOMMENDED ACTION:
that the Board approve Out of District Professional Travel for the
2013-2014 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 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 Foreign Exchange Student -**RECOMMENDED** E-14-03
ACTION: that the Board accept Foreign Exchange Student, A.W. - Grade 10 to attend Wayne Hills High School for the 2014-2015 school year.

Approval of Home Instruction for the 2013-2014 School Year - **RECOMMENDED ACTION:** that the Board approve the Home Instruction for the 2013-2014 School Year as follows: E-14-04

I.D. #	Gen. Ed/ Spec. Ed.	School/ Grade	Reason	Hours	Hourly	Eff. Date
				Per Week	Rate	
5303755118	GE	WHHS – Gr. 10	Medical	10	\$40.00	2/10/14

HUMAN RESOURCE:

Approval of Appointment of Extra Curricular Volunteers - **RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve Extra Curricular Volunteers for the 2013-2014 School year as follows: H-14-01

1. Heather Higgins as a Volunteer Softball Coach at Wayne Hills High School
2. Kelly Rauco as a Volunteer Softball Coach at Wayne Valley High School

Approval of Appointment of Long Term Replacement Personnel - **RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, the following long term replacement personnel:

H-14-02

1. Enza Mennella as Long Term Replacement Clerical Assistant at Ryerson Elementary School, \$14.42 per hour, for 1.45 hrs per day, effective March 10, 2014 until the permanent clerical assistant returns, replacing Frances Cook. (\$14.42hr.) (PC#25-10-74/dmu)
2. Lance Visaggio as Long Term Replacement Dispatcher, Transportation, \$47,037.00 pro-rated, effective March 7, 2014 until the permanent dispatcher returns, replacing Sharon Johnson. (\$47,037) (PC#78-06-18/cli)

Approval of Retirement - **RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to accept the retirement of Marion McGrath from Principal of Albert P. Terhune Elementary School, effective August 18, 2014. (\$150,354/Step12MA) (PC#02-11-42/bcx)

H-14-03

Approval of Transportation Hours - **RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, transportation hours for Marie Kunicki a van driver from 5.25 hours per day to 7 hours per day, 4 days a week, Monday, Tuesday, Wednesday, and Thursday, effective February 17, 2014.

H-14-04

Approval of Paraprofessional Hours - **RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, paraprofessional hours for the following District staff:

H-14-05

1. Carla Thomas - 7:00 a.m. - 3:40 p.m, effective February 4, 2014.
2. Justina Granieri - 9:00 a.m. - 11:15 a.m., effective February 12, 2014.

NOTE: #1 correction of start time - #2 correction of end time

Approval of Appointment of Certified Substitute **-RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, the following certified substitute; and further, that this substitute also be approved for the 2013-2014 school year as substitute paraprofessional to expand the pool of paraprofessional substitutes: H-14-06

Artiben Desai

Approval of Staff Leaves **-RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, the following staff leaves: H-14-07

1. ID#88002860 - Carpenter, Building Services
Personal Leave - 2/19/14 to 2/26/14, w/o pay & w/benefits.
2. ID#87941878 - Van Driver, Transportation
Medical Leave - 3/10/14 - 3/31/14, w/o pay & w/benefits.

Approval of Resignation **-RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to accept the resignation as follows: H-14-08

1. Caterina Rebelo as a School Cafeteria Playground Aide at Packanack Elementary School, effective March 27, 2014. (\$15.83hr.) (PC#13-07-38/bst)
2. Michelle Lala, Assistant Spring Track Coach at Wayne Hills High School, effective March 1, 2014. (Step 3/\$5980.)

Approval of Appointment of Non Certified Substitutes - **RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, the following non certified substitutes: H-14-09

1. Caterina Rebelo: Paraprofessional
2. Jeannette Rivera: Caregiver
3. Dana Trabucco: Caregiver
4. Rosanna Guerriero: Caregiver
5. Jessica Prince: Caregiver

Approval of Appointment of Support Staff **-RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, the following support staff: H-14-10

Lucila Couso as a 1:1 Paraprofessional, Step 11 of the

Paraprofessionals Salary Guide, *\$17.58 per hour, at Wayne Valley High School for student ID#7963302624, from 7:10 a.m. to 2:20 p.m., effective March 17, 2014, replacing Patrick Del Vicario. (\$16.71hr./Step8-9) (PC#11-41-12/byq)

NOTE: *Salary pending completion of negotiations

Approval of Transfer -**RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, the transfer of Jenni Spadacinni from Kindergarten at James Fallon/Packanack Elementary Schools (PC#01-46-49/ckp; 01-46-49/cku) to Grade 1 at Lafayette Elementary School (PC#01-05-05/dnc), effective March 26, 2014. H-14-11

Approval to Revise Items -**RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve for the 2013-2014 school year, the following revised items: H-14-12

1. Denise Bonczek a Long Term Replacement for Kindergarten at James Fallon/Packanack Elementary Schools to a Year Long Replacement, Step J of the Masters Teachers Salary Guide, \$71,330.00 (PC#01-46-49/did; 01-46-49/azq)

2. Steven Andriulli a Long Term Replacement School Psychologist, change end date from March 7, 2014 to March 21, 2014. (PC#01-12-26/dnb)

Approval of Extra Curricular Coaches -**RECOMMENDED ACTION:** that the Board approve the Superintendent's recommendation to approve Michelle Lala as the Boys Freshman Volleyball Coach at Wayne Hills High School on Step 3, \$5,640.00 (a new position), for the 2013-2014 School year. H-14-13

POLICY:

Approval of Policy 3340--Second Reading for Action -RECOMMENDED ACTION: that the Board approve Policy 3340--Grievance--second reading for action, having been discussed at the February 6, 2014 Personnel Committee, as per attached. P-14-01

NOTE: To further clarify the Level 2 process.

Approval of Policy 4340--Second Reading for Action -RECOMMENDED ACTION: that the Board approve Policy 4340--Grievance--second reading for action, having been recommended at the February 6, 2014 Personnel Committee, as per attached. P-14-02

NOTE: To further clarify the Level 2 process.

Approval of Policy 3230--First Reading for Consideration - **RECOMMENDED ACTION:** that the Board approve Policy 3230-- P-14-03

Outside Activities--first reading for consideration, as discussed by the Board, as per attached.

NOTE: Revisions made based upon Board Counsel recommendation.

Approval of Policy 4230--First Reading for Consideration - **RECOMMENDED ACTION**; that the Board approve Policy 4230--Outside Activities--first reading for consideration--as discussed by the Board, as per attached.

P-14-04

NOTE: Revisions made based upon Board Counsel recommendation.

SCHOOL RESOURCES:

Authorization to Submit a NJSIG Safety Grant **-RECOMMENDED ACTION**; that the Board authorize the submission of a safety grant to the New Jersey Schools Insurance Group in the total amount of \$19,815 for the (1) installation of cabling and intercom call switches in 17 rooms at Wayne Valley HS; (2) installation of strobe lights in the band, choir and music rooms at Anthony Wayne MS, Schuyler Colfax MS and Wayne Valley HS; (3) installation of PA/intercom speakers in student bathrooms in Schuyler Colfax and (4) purchase of additional P5400 radios for schools.

S-14-01

NOTE: This grant is provided by our insurance carrier as an incentive to upgrade or improve our safety and security measures. The call systems are needed in many spaces in Wayne Valley for effective communication with the main office and to hear announcements. The strobe lights are needed in the band and music areas to provide for a visual alert when announcements are made. The boys and girls bathrooms in Schuyler Colfax do not currently have intercom systems so that announcements may be heard. The remainder of the funds will be used to supply the schools with additional radios.

X. 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 five minutes per person. No member of the public will be permitted to speak negatively about an employee or a student. Comments may be responded to tonight under "new business" or at subsequent meetings under "old business." The Board bears no responsibility for comments made by the public.

XI. Old Business

XII. New Business

XIII. Executive Session

XIV. Adjournment

E-14-02

Regular Board Meeting – March 6, 2014**OUT OF DISTRICT PROFESSIONAL TRAVEL OPPORTUNITIES FOR STAFF MEMBERS**

No.	NAME	BLDG.	WORKSHOP	DATE/S	REG. FEE	T = Travel L=Lodging M&I=Meals ° Incidentals	TOTAL COST
1	Abbattiscianni, F.	Bldg. Serv.	Asbestos Operations and Maintenance Refresher (ROM050214)	5/2/14	\$175.00	0	\$175.00
2	Aurilia, J.	GWMS	Language Acquisition through Motor Planning (LAMP)	3/26/14	\$79.00	0	\$79.00
3	Bishop, R.	AWMS/ WVHS	NJSIAA State Wrestling Tournament Atlantic City, NJ	3/7/14 Thru 3/9/14	0	T= \$94.24 L = \$276.00 M&I= \$140.00	\$510.24
4	Borchard, J.	Admin. Bldg.	Transforming the Culture of Learning: Aligning the Common Core to Digital Literacy	3/10/14 4/28/14 5/28/14	\$375.00	0	\$375.00
5	Celis, J.	Pines Lake	Transforming the Culture of Learning: Aligning the Common Core to Digital Literacy	3/10/14 4/28/14 5/28/14	\$375.00	0	\$375.00
6	Costa, A.	Bldg. Serv.	OSHA for Electricians, Emergency Systems for Electricians	3/28/14 3/29/14 4/7/14 4/10/14 4/12/14	\$565.00	0	\$565.00
7	Foord, M.	GWMS	Language Acquisition through Motor Planning (LAMP)	3/26/14	\$79.00	0	\$79.00
8	Gonzalez, R.	Admin. Bldg.	NJASA/NJAPSA Spring Conf. "Success is a Choice"	5/21/14 Thru 5/23/14	\$450.00	T = 94.73 L = \$218.00 M&I= 195.00	\$957.73
9	Hadley, S.	WHHS	Language Acquisition through Motor Planning (LAMP)	3/26/14	\$79.00	0	\$79.00
10	Kindler, C.	WHHS	Successful Transition to College for Students with Learning Disabilities	5/21/14	0	T = \$ 7.84	\$7.84
11	McHugh, P.	WVHS	NJSIAA State Wrestling Tournament Atlantic City, NJ	3/7/14 Thru 3/9/14	0	T= \$94.24 L = \$276.00 M&I= \$140.00	\$510.24
12	Ramirez, J.	T. Dey	Supporting Student Growth: Building a Nurturing Foundation for Student Success	3/19/14	\$60.00	0	\$60.00
13	Schroeder, T.	WVHS	NJSIAA State Wrestling Tournament Atlantic City, NJ	3/7/14 Thru 3/9/14	0	T= \$94.24 L = \$276.00 M&I= \$140.00	\$510.24
			TOTAL				\$4283.29

°Includes unanticipated tolls, transportation (taxi, etc.) and/or parking expenses

P-14-01

POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS
3340/Page 1 of 3
GRIEVANCE

3340 GRIEVANCE

The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of teaching staff members not covered by the terms of a negotiated agreement.

The Board directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, "grievance" means an unresolved problem concerning the application or interpretation by an officer or employee of this district of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent; "grievant" is a district employee who alleges a grievance or the employee's representative; "party" means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and "day" means a school day.

A grievant may use personal leave time when it becomes necessary to process a grievance during school hours. A grievance that arises late in the school term will be submitted to an expedited process in order that the grievance may be resolved as soon after the school term as possible. There will be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance.

Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure.

Level One

Within three working days of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to the grievant's immediate supervisor. The written document will be a clear, concise statement of the grievance and will include the law, rule, policy, or regulation that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference; and the remedy sought.



POLICY

P-14-01
**WAYNE TOWNSHIP
BOARD OF EDUCATION**

TEACHING STAFF MEMBERS
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GRIEVANCE

Within seven working days the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

Level Two

A grievant not satisfied with a decision at Level One may appeal that decision in writing to the Director within three working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal will include a copy of the original grievance; the decision rendered, if any; the name of the grievant's representative, if any; and a clear, concise statement of the reasons for the appeal of the decision.

The Director shall present a decision to the grievant within seven working days. If no decision is rendered within that time limit, the grievant may appeal to the next level.

Level Three

A grievant not satisfied with a decision at Level Two may appeal that decision in writing to the Superintendent within three working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Superintendent will include copies of the original grievance, the appeal of that grievance at Level Two, and the decision, if any, rendered at Level Two. Within ten working days after the delivery of the appeal, the Superintendent shall investigate the grievance, giving all persons who participate in Levels One and Two a reasonable opportunity to be heard.

Within seven working days of the presentation of the appeal, the Superintendent shall submit a decision in writing together with the reasons that support that decision to the grievant and any other party to the grievance. If the Superintendent does not render a decision within that time limit, the grievant may appeal to the next level.

Level Four

A grievant not satisfied with the Superintendent's decision may appeal that decision in writing to the Board within three working days after the receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Board will include copies of the original grievance, the appeal of that grievance at Level Two, and the decisions, if any, rendered at Levels Three and Four.



P-14-01

**WAYNE TOWNSHIP
BOARD OF EDUCATION**

POLICY

TEACHING STAFF MEMBERS
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GRIEVANCE

The Board shall schedule the grievance for hearing to be held within forty-five calendar days of the presentation of the appeal. The grievant shall be present at the hearing and may require the presence of a party to the grievance.

Within ten calendar days of the hearing, the Board shall submit its decision in writing together with reasons that support the decision to the grievant. A copy of the decision shall be given to the Superintendent and to any other party to the grievance.

The decision of the Board shall be final.

N.J.S.A. 34:13A-5.3

Adopted: 15 October 2009



POLICY

P-14-02
**WAYNE TOWNSHIP
BOARD OF EDUCATION**

SUPPORT STAFF
4340/Page 1 of 3
GRIEVANCE

4340 GRIEVANCE

The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of support staff members not covered by the terms of a negotiated agreement.

The Board directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, "grievance" means an unresolved problem concerning the application or interpretation by an officer or employee of this district of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent; "grievant" is a district employee who alleges a grievance or the employee's representative; "party" means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and "day" means a school day.

A grievant may use personal leave time when it becomes necessary to process a grievance during the working day. There will be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance.

Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure.

Level One

Within three working days of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to the grievant's immediate supervisor. The written document will be a clear, concise statement of the grievance and will include the law, rule, policy, or regulation that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference; and the remedy sought.

Within seven working days the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.



POLICY

P-14-02
**WAYNE TOWNSHIP
BOARD OF EDUCATION**

SUPPORT STAFF
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GRIEVANCE

Level Two

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Within seven working days of the presentation of the appeal, the Superintendent shall submit a decision in writing together with the reasons that support that decision to the grievant and any other party to the grievance. If the Superintendent does not render a decision within that time limit, the grievant may appeal to the next level.

Level Four

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The Board shall schedule the grievance for hearing to be held within forty-five calendar days of the presentation of the appeal. The grievant shall be present at the hearing and may require the presence of a party to the grievance.



P-14-02

**WAYNE TOWNSHIP
BOARD OF EDUCATION**

POLICY

SUPPORT STAFF
4340/Page 3 of 3
GRIEVANCE

Within ten calendar days of the hearing, the Board shall submit its decision in writing together with reasons that support the decision to the grievant. A copy of the decision shall be given to the Superintendent and to any other party to the grievance.

The decision of the Board shall be final.

N.J.S.A. 34:13A-5.3

Adopted: 15 October 2009

