

Tim McBinnes
732-932-1900
Ext 210

Call on



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
PO Box 700
TRENTON, NJ 08625-0700

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

COPY

90 (3-4 classes)
Schedule consent forms
1st vs 2nd per 2 8501/23
Feb 6 5.00 GC
JENNIFER VELEZ
Commissioner

ATTACHMENT e

October 11, 2011

Dr. Mark Porto
Superintendent
Hasbrouck Heights Boro School District
379 Boulevard
Hasbrouck Heights, NJ 07604-1421

SUBJECT: 2011-2012 New Jersey Middle School Risk and Protective Factor Survey

Dear Dr. Porto:

Hasbrouck Heights Middle School in your district has been selected to participate in the 2011-2012 New Jersey Middle School Risk and Protective Factor Survey being conducted by the New Jersey Department of Human Services (DHS). Your support is essential to the success of this project, which facilitates both the planning and the evaluation of education and health programs statewide. DHS has conducted this survey among public middle school students bi-annually since 1999. The *2010 New Jersey Middle School Risk and Protective Factor Survey* may be downloaded from the DHS website at <http://www.state.nj.us/humanservices/das/news/reports/surveys/>.

The findings of this survey will: (1) help parents and other constituents to identify the needs for school and community health programs; (2) assist professionals in planning prevention and intervention programs at both the local and State levels; and, (3) provide outcome measures for State investments in population-based prevention efforts to reduce adolescent tobacco use, alcohol use and drug use and to increase protective factors related to adolescent substance use.

The Bloustein Center for Survey Research of Rutgers University will conduct the survey on behalf of the State from October 2011 through May 2012. The Bloustein Center has an experienced school survey team that will provide extensive administrative support in order to minimize the burden on school staff. This support includes an award of up to \$800 to the school based upon the return rate of parental consent forms, teacher and student incentives for return of forms, and on-site administration of the survey on a day selected by the school. Your office will be contacted in the coming weeks by the Bloustein Center to schedule the survey and provide any additional information you may require.

The 2011-2012 New Jersey Middle School Risk and Protective Factor Survey will be administered to students by trained field staff during one regular class period in about three to nine classes selected by

Dr. Mark Porto
Hasbrouck Heights Middle School
Page 2
October 11, 2011

random sampling. This middle school survey has approximately 70 items and requires a reading level of grade six. Only students with documented parental consent and who provide their own voluntary assent will be permitted to complete the survey. Student participation will be anonymous. School and district participation will not be reported; only statewide and county findings will be reported. Survey procedures conform to both federal and State law concerning parental notification and permission, and will be modified as appropriate to also incorporate district policies.

The research design and sampling method require high participation rates to ensure usable data, so your participation is essential to the success of this project. The number of sampled schools has been kept as small as possible in order to minimize demand on schools. Since at least 90% of selected schools are needed in order to secure representative findings, we urge that you actively support participation by each of the selected schools. Through your commitment to this effort, we will be able to obtain critical information about students' at-risk behaviors and together take action to address our students' needs.

Enclosed is a copy of the New Jersey Middle School Risk and Protective Factor Survey questionnaire, a timeline of the survey process, a fact sheet, and a sample parental permission form. Also enclosed is a form for your signature indicating agreement to participate. Please FAX this form to Dr. Chris Bruzios, The Bloustein Center for Survey Research at 732-932-1881. If you have questions concerning the study, please direct them to Ms. Siobhan Foley at 732-932-1900, extension 215 or to the DHS at 609-292-8930.

Thank you very much for your assistance and cooperation in this important endeavor.

Sincerely yours,



Jennifer Velez
Commissioner

Enclosures

c: Chris Bruzios
Linda Simmons, Principal

School Agreement

Participation in the 2011-2012 New Jersey Middle School Risk and Protective Factors Survey

The _____ (school name) agrees to participate in the 2011-2012 New Jersey Middle School Risk and Protective Factors Survey through early Spring 2012. We understand that this agreement to participate entails the following commitment of resources from the state and the school's agreement to cooperate in the following ways, so that the survey is representative of New Jersey students and meets state and/or federal requirements for parental consent and student voluntary anonymous participation.

State and its Contractor:

1. Will provide up to \$800 to the school as unrestricted funds, prorated on the rate of return of parental consent forms (regardless of consent or refusal).
2. Will provide information and forms to teachers of selected classes.
3. Will work with the school's liaison to provide incentives for teachers and students to secure return of parental consent forms, consistent with school policy and norms.
4. Will send trained staff to help administer the survey in the school on a day of the school's choosing.
5. Will recheck parental consent forms to assure this documentation is received prior to administration of the survey.
6. Will assure that survey administration procedures support student voluntary and anonymous participation.
7. Will distribute incentives only to students in classes the contractor (Bloustein Center for Survey Research) selects.

School and its Staff:

1. Will provide a list of classes (such as all second or third period classes) with the number of enrolled students in each class so that a random sample of about three to nine classes can be selected.
2. Will provide the name and contact information for the teacher of each class selected to participate.
3. Will designate a person within the school to serve as liaison for the survey.
4. Will select a date for survey administration through May 2012.
5. If the school elects to have students complete the survey in a single location rather than in separate classrooms, the school will assure that the central location has seating for at least four times the number of students in order to assure student privacy.
6. Will support sending of parental consent forms no less than 15 calendar days before the scheduled date. (Forms will be distributed by Rutgers staff in each selected classroom).
7. Will maintain a copy of the survey questionnaire in the principal's office and make it available for review by parents or guardians on request.
8. Will provide telephone numbers or e-mail addresses of teachers of selected classes to permit follow-up concerning return of parental consent forms before the scheduled date.

Sincerely,

Name

Title

Date

PLEASE FAX THIS FORM TO THE ATTENTION OF CHRIS BRUZIOS, BLOUSTEIN CENTER FOR SURVEY RESEARCH,
AT 732-932-1881

county data will be provided.

The survey procedures have been carefully reviewed by the Rutgers University Institutional Review Board to ensure that they provide for student privacy and voluntary informed consent.

Do students answer questions truthfully?

Research indicates that data of this nature gathered from adolescents have the same reliability as data gathered from adults. Among both adolescents and adults, a few may over-respond and a few may under-respond. Internal reliability checks help to identify the small percentage who falsify their answers. To obtain truthful answers, students must perceive that the survey is important and be certain that procedures are implemented to protect their privacy and assure their anonymous participation.

Is the survey voluntary?

Yes. Participation is voluntary for schools and students. However, to obtain accurate statewide data, participation rates must be high. Selected students cannot be replaced. The goal is to achieve 90 to 95 percent participation by selected schools and students.

Is parental permission required?

Yes. New Jersey law requires documented parental permission before students may complete this survey because it includes questions about illegal behaviors. Schools must inform parents/guardians that their student's class was selected at least two weeks prior to the survey administration, make a copy of the survey available for review, and secure written permission for each student who participates. BCSR provides services, staff and incentives to assist in this process at the school.

What factors should the district consider regarding parental permission procedures?

The design of this survey requires that information concerning the survey and permission forms be provided directly to students to bring home to their parents. The school will be offered a variety of means to encourage return of parental permission forms (regardless of consent or refusal), with

incentives based upon school policies and norms. BCSR will create documentation concerning the procedures used, but destroy the consent forms because they contain student names. If district policy requires it, schools may choose to make copies of the consent forms for their records.

What kind of incentives will be provided to the school for participation in this survey?

The state will award the school up to \$800 based on the number of signed consent forms that are returned, regardless of parental consent or refusal. The monetary award structure is defined as follows:

% of parental consent forms returned:

90% or more = \$800

75% - 89% = \$650

0% - 74% = \$500

Students who return their parental consent forms will receive a \$5 incentive, in the form of cash or gift card, at the time of survey administration.

Where can I get more information?

Bloustein Center for Survey Research,
Siobhan Foley at 732-932-1900 ext. 215.

New Jersey Department of Human Services at
609-292-8930.

Rutgers University, Office of Research and
Sponsored Programs, Institutional Review Board,
Sponsored Programs Administrator at
848-932-0150 ext. 2104.

2011-2012 NEW JERSEY MIDDLE SCHOOL RISK AND PROTECTIVE FACTORS SURVEY – FACT SHEET

Why is the survey being done?

The State of New Jersey Department of Human Services conducts this survey in order to obtain broad-based information about the health of in-school youth that cannot be obtained in any other way. State agencies use the findings to plan and evaluate prevention programs and substance abuse prevalence. Similar surveys have been done every other year in New Jersey since 1993, such as the "Youth Risk Behavior Survey."

How many New Jersey schools and students are asked to participate?

The state has selected approximately 100 public middle schools in New Jersey for the New Jersey Middle School Risk and Protective Factor Survey. Within each of these schools, about three to nine classes (75-150 students) in grades 7 through 8 will be selected by random sample to actually complete the survey. By using random sampling, the state can minimize the number of schools and the number of students that participate. Your participation is imperative for successfully obtaining this important information on student health issues.

When is the survey conducted?

Students will complete the survey sometime during October 2011—May 2012, on a day selected by the school.

How is the survey handled in each school?

A staff member at the school (e.g. assistant principal, nurse, counselor or teacher designated by the principal) serves as liaison for the survey. The liaison provides a list of class sections (so that a sample can be selected), assists with parental notification and promotes the survey in the school. The state's contractor, Bloustein Center for Survey Research (BCSR), provides all the materials and sends trained field staff to the school to administer the survey to selected classes on a day of the school's choosing.

What role do teachers play?

Rutgers staff will contact teachers of selected classes and arrange a date to distribute consent forms in the classroom no less than 15 days before the scheduled date. Teachers also maintain a log of returned consent forms. During the survey, teachers are asked to assist only with attendance and parental consent forms; they do not handle completed survey forms.

How do students complete the survey?

Students receive a booklet of multiple choice survey questions that are optically scannable (bubble sheet). They use a #2 pencil to fill in the answer form.

How long does it take to fill out the survey? Is there any physical test involved?

The survey takes one class period to complete. It takes about 5 minutes for field staff to distribute survey materials and read directions to students. It then takes about 30 minutes for students to record their responses. The survey contains about 70 questions. No physical test or exam is involved.

Are sensitive questions asked?

Yes. Some questions on the middle school survey may be considered sensitive by some school personnel, parents or students. For instance, tobacco use, alcohol and other drug use, and weapon carrying may be considered sensitive topics. This survey asks about fighting, drugs and alcohol, but does not include any questions about sexual behaviors.

How is student privacy protected?

The survey is carefully designed to protect student privacy and allow for anonymous participation. Teachers are not involved directly in survey administration and do not handle completed survey forms. Once students have completed their survey, BCSR field staff asks the students to place their completed surveys in an envelope which is then removed from the school building. No school personnel will handle any of these completed surveys. Students who are not participating in the survey will remain in the classroom but will be asked to either read, study, or engage in some other activity provided by the school. The report of findings will not identify participating school districts, schools or students. Only statewide and

**2011-2012 NEW JERSEY MIDDLE SCHOOL RISK
AND PROTECTIVE FACTORS SURVEY
Grades 7-8**

Dear Parent or Guardian:

Your child's class in school is taking part in the 2011-2012 New Jersey Middle School Risk and Protective Factors Survey. The survey is sponsored by the New Jersey Department of Human Services. Students in several classes will be asked to complete a survey which takes about 35 minutes to complete. The survey contains about 70 multiple choice questions concerning school work, community environment, physical fighting, carrying weapons and tobacco, drug or alcohol use.

Please check and sign this form, giving your written consent for your child to participate or your written refusal. We ask that you return the signed form in either case.

Your child will receive a \$5 incentive in the form of cash or a gift card, as determined by the school administrator, for returning the signed form, regardless of whether you check the YES or NO box on the form.

The State will award the school up to \$800 based on the number of signed forms that are returned.

The State conducts school student surveys in order to obtain important information on the health of students that cannot be collected in any other way. The information will be summarized so that those who work with New Jersey youth have a realistic understanding of emerging health

trends in this age group. Statewide information helps state agencies to plan and evaluate their prevention programs.

Students will not put their names on the survey. No school staff or student will handle the completed survey forms at any time. No school or student will be mentioned by name in a report of the results. There is no way to trace any survey to an individual so no one will know that your child has participated.

It is possible that some students might find certain questions to be sensitive or embarrassing. Students can skip any question that they do not wish to answer. In addition, students can stop participating in the survey at any point.

We would like all selected students to take part in the survey. But the survey is voluntary. No action will be taken against the school, you, or your child if your child does not participate.

You can review a copy of the survey by contacting the principal's office of your child's school. If the school principal cannot answer your questions about the survey or about your child's rights when participating, please call the New Jersey Department of Human Services at 609-292-8930 or Rutgers University Sponsored Programs Administrator at 848-932-0150 extension 2104.

2011-2012 New Jersey Middle School Risk and Protective Factors Survey

Please check **ONE** response below and write your child's name and grade, the date, and your signature. **Have your child return the form to their teacher right away**, regardless of whether or not you allow your child to participate.

☐ **YES**, my child may participate in this survey ☐ **NO**, my child may not participate in this survey

Student Name: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

Encuesta del 2011-2012 Sobre Los Riesgos y Factores Protectivos de las Escuelas de New Jersey Grados 7-8

Estimado Padre o Guardián:

La clase de su hijo/a en la escuela esta tomando parte en la encuesta del 2011-2012 sobre los riesgos y factores protectivos de la escuela de New Jersey. La encuesta esta patrocinada por el Departamento de Servicios Humanos. Van a pedir que estudiantes en varias clases llenen una encuesta que tomará unos 35 minutos para completar. La encuesta tiene al rededor de 70 preguntas de opción múltiples con respecto al trabajo de la escuela, el ambiente de la comunidad, peleas físicas, las armas, y uso del tabaco, drogas o del alcohol.

Por favor marque y firme esta forma, dando su consentimiento en escrito para que su hij/a participe o su denegación escrita. Pedimos que devuelva la forma firmada en cualquier caso.

Su hijo/a recibirá un regalo de \$5 en dinero en efectivo o una tarjeta de regalo que será determinado por la administración escolar, por devolver la forma firmada, sin importar si usted elige la caja SÍ o No en la forma.

El estado le dará a la escuela un premio de hasta \$800 basado en el número de formas firmadas y devueltas.

El estado conduce encuestas de estudiantes en la escuela con el fin de obtener información amplia basada en la salud de los estudiantes que no podría obtenerse de ninguna otra manera. Se resume la información de modo que todos los que trabajan con los adolescentes de New Jersey tengan una comprensión realista de las

tendencias de la salud que emergen en esta categoría de edad. La información estatal ayuda a las agencias del estado a planear y a evaluar sus programas de la prevención.

Los estudiantes no pondrán sus nombres en la encuesta. Ningún personal o estudiantes de la escuela estará encargado de los formularios en cualquier momento. No se mencionará ninguna escuela o estudiante por nombre en ningún informe de los resultados. No hay manera de trazar una encuesta a un individuo entonces nadie sabrá que su hijo/a ha participado.

Es posible que algunos estudiantes puedan encontrar ciertas preguntas sensibles o vergonzosas. Los estudiantes pueden omitir cualquier pregunta a que no deseen contestar. Además, los estudiantes pueden parar su participación en cualquier momento durante la encuesta.

Desearíamos que todos los estudiantes seleccionados participen en la encuesta. Pero la encuesta es voluntaria. No se tomará ninguna acción contra la escuela, usted, o su hijo/a si no participa.

Usted puede revisar una copia de la encuesta contactando la oficina del principal de la escuela de su hijo/a. Si el principal de la escuela no puede contestar sus preguntas o sobre los derechos de su hijo/a cuando participan, llame por favor a Departamento de Servicios Humanos de New Jersey, Oficina de Investigación, Planeo, Evaluación y Sistemas de Información al 609-292-8930 o al Administrador de los Programas Patrocinados Universitarias de Rutgers al 848-932-0150 extensión 2104.

Encuesta del 2011-2012 Sobre Los Riesgos y Factores Protectivos de las Escuelas de New Jersey Grados 7-8

Elija por favor **UNA** respuesta abajo y escriba el nombre y el grado de su hijo/a, la fecha, y su firma. **Haga que su hijo/a devuelva este formulario a su maestro/a enseguida sin importar si o no usted permite que participe su hijo/a.**

☐ **SÍ**, mi hijo/a puede participar en esta encuesta

☐ **NO**, mi hijo/a no puede participar en esta encuesta

Nombre Del Hijo/a: _____

Grado: _____

Firma del Padre/ Guardián: _____

Fecha: _____

Lincoln School
302 Burton Avenue
Hasbrouck Heights, New Jersey 07604
An Equal Opportunity Employer

Lesa Brinker
Principal

Telephone (201) 288-2365
Fax (201) 393-8362
E-mail brinkerl@hhschools.org

1. SAMSUNG MODEL # CXB1922
2. EMERSON MODEL # TC1972DA
3. PANASONIC MODEL # PV-M2028A
4. SONY MODEL # KV27522
5. QUASAR MODEL # W2001
6. JVC MODEL # AV27D302
7. PANASONIC MODEL # ? (32")

HASBROUCK HEIGHTS HIGH SCHOOL
WINTER ATHLETIC COACHES
2011-2012

BOYS BASKETBALL

HEAD COACH	MIKE	CEBULA	\$	7,901
ASST. COACH	VINNIE	BARCHINI	\$	5,490
FROSH COACH	MARK	SCHROBACK	\$	4,758

GIRLS BASKETBALL

HEAD COACH	BRETT	ROSCOE	\$	7,901
ASST. COACH	JOHN	VAN DAM	\$	5,490
FROSH COACH	AMANDA	KISTNER	\$	5,490

WRESTLING

HEAD COACH	CRAIG	MESSERY	\$	7,901
ASST. COACH	KURT	FREUND	\$	4,028
ASST. COACH	ARTUR	ROFI	\$	4,028

WINTER TRACK

HEAD COACH	ROBERT	BRADY	\$	5,490
ASST. COACH	VINNIE	MARCHESE	\$	2,409
ASST. COACH	JOHN	VALENTI	\$	2,409

SWIMMING

HEAD COACH	THOMAS	ROMANO	\$	5,000
ASST. COACH	EMILY	HASSE	\$	3,500

BOWLING

HEAD COACH	NICK	DELCALZO	\$	4,220
------------	------	----------	----	-------



ATTACHMENT G

HASBROUCK HEIGHTS HIGH SCHOOL
365 BOULEVARD- HASBROUCK HEIGHTS, NEW JERSEY 07604
201 - 393 - 8171
Email: scuillam@hhschools.org
Website: www.hhschools.org/HS/Athletic/Assets/Athletic.aspx

Michael Sculla
Director of Athletics

To: BOE

From: Michael Sculla

Date: 11/4/2011

Re: Winter Volunteer Coaches

Please approve the following volunteer coaches for the winter 2011-2012 season.

Boy's Basketball
Charlie McCarthy

Wrestling
Sal Scaglione
Bill Spindler

Winter Track
Mike Ryan
Jeff Seidel
Anthony Pomo – pending paperwork
Kaitlin Gianni

Paraprofessional Assignments – School Year 2011/2012**Up-Date 11/15/11****LS**

Altamura, Grace	Resource/PSD
Christafolo, Ro	.5 LLD Class (Returned as of Nov. 7)
Kathleen DiGiacinto	PSD (Long-term sub for Ro – Position needs to be filled)
Dallara, Bonnie	LLD
DePalma, Anna	PreK
Dunn, Joanne	Gr.3 504 & 1:1
Ellerbrock, AnneMarie	PSD
Wheeler, Karen	LLD (New K student requires a classroom para-Post(?))
Catapane, Julie	1:1
Albanese, Adele	504 1:1 – 4 th Grade
Checci, Dorothy	Reg. Ed. PSD

ES

Alosco, Patty	1:1 - Gr. 2
Bischoff, Michelle	1:1 - Gr. 5
Colaneri, Brenda	2:1 – Gr. K
Gasparino, Theresa	1:1,Gr.4
Latorre, Debbie	Resource, ICS – 5 th Grade for all Subjects
McCann, Maryann	LLD
Priore, Lynne	2:1 – Gr. 5
Shenloogian, Leanne	Resource/ICS
Valente, Sabina	Resource/ICS

Wipper, Donna	LLD
Hughes, Kathleen	Resource/2:1 – Gr. 4
Pasqualone, Helen	Resource/ICS
Garden, Maureen	Resource/ICS/1:1
Jaramillo, Vanessa	2:1
Christensen, Kathleen	.5 Resource (Change from .5 to .75)

MS/HS

Anderson, Esterina	Resource MS/HS
Kistner, Marie	1:1- Gr.9
Innis, Debbie	1:1- Gr.10
Lallo, Karen	1:1 - Gr. 9
Salerno, Francine	Resource MS
Verdi, Nancy	Resource MS
Wexler, Melissa	1:1 – Gr. 8
Cagiao, Lorraine	1:1 – Gr. 11
Delsole, Carmen	1:1
Iappelli, Kathy	1:1

- **Holly Delcalzo resigned need to fill position**