

HASBROUCK HEIGHTS BOARD OF EDUCATION
Hasbrouck Heights, New Jersey 07604 File Code: 9120
Bylaw

Highlighted areas to be removed; **Bolded areas to be added**

ELECTION AND APPOINTMENT OF
OFFICERS AND AUXILIARY PERSONNEL

The board shall elect a president and a vice president at its annual organization meeting. Nominations shall be made by board members present. If no nominee receives a majority vote of the members of the board present and voting, the nominations previously made shall be declared void and the nominations reopened.

Should the office of the president or vice president become vacant, the board shall use the method of election set forth above to select a member to fill the vacancy for the balance of the unexpired term. The election shall take place within 30 days of such time as the office becomes vacant. Should both president and vice president be absent from a meeting at which a quorum is present, the majority of the quorum shall appoint a presiding officer protem.

The board shall, by a recorded roll-call majority vote at its annual organization meeting, appoint a person to serve as school business administrator unless the incumbent is tenured.

The board shall also appoint a treasurer of school moneys at the annual organization meeting. The treasurer shall be bonded according to law.

Other auxiliary officials the board finds necessary, such as a **public school accountant**, an attorney, **member to serve as delegate to NJSB**, or architect or others permitted or required by law, shall be appointed at the organizational meeting when feasible, or otherwise at a later date.

Date: May 22, 1990

Revised (First Reading): July 19, 2012

Legal References: N.J.S.A. 18A:15-1 President and vice president; election or failure to elect
N.J.S.A. 18A:15-2 Removal of president or vice president;
vacancies

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ELECTION AND APPOINTMENT OF
OFFICERS AND AUXILIARY PERSONNEL

Legal References (continued)

- N.J.S.A. 18A:17-5 Appointment of secretary
- N.J.S.A. 18A:17-6 Bonding of secretary
- N.J.S.A. 18A:17-31 Appointment of treasurer of school moneys
- N.J.S.A. 18A:17-32 Bonding of treasurer

Cross Reference: 9123 School business administrator

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NUMBER OF MEMBERS AND TERMS OF OFFICE

Number of Members

The board of education shall consist of nine citizens who are qualified electors and residents of the regional municipalities **Hasbrouck Heights and Teterboro**.

Terms of Office

The term of a board member shall be three years, except that a member appointed to fill a vacancy shall serve until the organization meeting following the next annual election, unless he/she has been appointed to fill a vacancy occurring within the 60 days immediately preceding such election to fill a term extending beyond such election, in which case he/she shall serve until the organization meeting following the second annual election next succeeding the occurrence of the vacancy. All members shall serve after the expiration of their respective terms until the appointment and qualification of their successors.

Date: May 22, 1990

Revised (First Reading): July 19, 2012

Legal References: N.J.S.A. 18A:12-1 Qualifications of board members

N.J.S.A. 18A:12-11 Election and number of board members; terms

N.J.S.A. 18A:12-11.1 New district may elect three, five, seven, or nine members

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ELECTIONS

The annual election shall be held on a date specified by law. Members are chosen for three years from candidates who have filled the necessary petition with the school business administrator. A board member may succeed himself/herself.

The school business administrator shall post no fewer than seven notices of the annual school election in the schoolhouse and in other areas as deemed necessary by him/her **or using media (newspapers, internet, email, etc.) as deemed necessary by him/her to which the residents of Hasbrouck Heights and Teterboro have equal access..**

The board of education shall encourage the participation of as many voters as possible in the annual school election **in November** by disseminating information about the budget, location of polls and the time during which the polls will be open.

Date: May 22, 1990

Revised (First Reading): July 19, 2012

Legal References: N.J.S.A. 18A:12-11 Election and number of board members; terms
N.J.S.A. 18A:14-1 et seq. Annual and special school elections
N.J.S.A. 18A:14-2 Time of holding annual school election
N.J.S.A. 18A:14-19 Notices; contents; posting and publication
N.J.S.A. 18A:14-61 Tally sheets, poll lists, ballots and statement of results; delivery to secretary of board of education; canvas; announcement of results, certification

Cross References: 1100 Communication with the public
1112.2 School news releases

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Bolded areas to be added

FILLING VACANCIES

Vacancies Filled by the Board

The board shall fill vacancies created by the resignation, removal by the board for cause or death of a serving member, or when a member ceases to be a bona fide resident of the district. The vacancy shall be filled within the 65 days prescribed by law.

Procedures by which to select the persons to fill such vacancies may include advertisement of the vacancy in suitable local media **to which residents of Hasbrouck Heights and Teterboro have equal access**, and interviews with interested parties conducted in public by the board acting as committee of the whole.

Vacancies Filled by the County Superintendent

The county superintendent fills vacancies which the board fails to fill within 65 days, and those caused by the voters' failure to elect a member, or by the removal of a member because of lack of qualifications, some flaw in the election, or when a recount or contested election fails to elect a member. The county superintendent also appoints enough members to make up a quorum.

Date: May 22, 1990

Revised (First Reading): July 19, 2012

Legal References: N.J.S.A. 18A:6-56 Election; terms (educational services commission)
N.J.S.A. 18A:12-1 Qualifications of board members
N.J.S.A. 18A:12-3 Removal of members
N.J.S.A. 18A:12-7 Boards; appointments; vacancies (Type I district)
N.J.S.A. 18A:12-15 Vacancies (Type II district)
N.J.S.A. 18A:13-11 Vacancies in membership of board; filling (regional)

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PUBLIC AND EXECUTIVE SESSIONS

The board of education shall officially transact all business at a legal meeting of the board in accordance with New Jersey law.

All meetings of the board of education shall be open to the public with the exception of meetings to discuss:

- A. Any matter which by express provision of state or federal law or rule of court shall be rendered confidential;
- B. Any matter in which the release of information would impair a right to receive federal funds;
- C. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy, unless the individual (or all the individuals) concerned shall request in writing that the same be disclosed publicly. This includes information contained in pupil records, and any reports or recommendations concerning a specific individual (see #1120 for "needless public labeling");
- D. Any collective bargaining agreement or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the actual negotiating sessions with representatives of employee groups;
- E. Any matter involving the purchase, lease or acquisition of real property (land or buildings) with public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
- F. The tactics and techniques used in protecting the safety and property of the public, provided that their disclosure could impair such protection;
- G. Any investigations of violations or possible violations of law;
- H. Any pending or anticipated litigation or contract negotiations other than collective bargaining, and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;
- I. Any matter involving employment, appointment, termination, terms and conditions of employment, evaluation, promotion or disciplining of any prospective or current public employee or officer unless all the individual employees whose rights could be adversely affected request in writing that the matter be discussed at a public meeting;
- J. Any deliberations occurring after a public hearing that may result in the imposition of a specified civil penalty or loss of license to an individual.

Such sessions shall be closed to the public and press, and shall be declared so by a formal motion at a public meeting. Minutes taken at such meetings shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and other persons attending the session are honor-bound not to disclose the topic or details of discussion at executive session.

The board may invite staff members or others to attend executive sessions at its discretion.

No official action shall be taken at executive sessions, except such as may be sanctioned by law. To take final action on any other matter discussed, the board shall convene or reconvene in open session.

Public Participation

Meetings of the board are open to the public and all members of the community should feel free to attend. A time for public discussion of agenda items shall be included in the order of business at an appropriate time.

Brief comments on any matter of interest to the district should be reserved for the time provided in the order of business.

Provision may be made for the introduction by a member of the public of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it to the next meeting would not be in the public interest.

Public participation shall be governed by the following rules:

- 1. A participant must be recognized by the Board President or Designee and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;**
- 2. Each statement made by a participant shall be limited to five minutes' duration;**
- 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;**
- 4. All statements shall be directed to the Board President or Designee; no participant may address or question Board members individually;**
- 5. The Board President or Designee may:**
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;**
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;**
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;**
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and**
 - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.**

The following statement will be read at each public Board Meeting by Board President or Designee:

This portion of the meeting is open to citizens of Hasbrouck Heights. Residents are to state their names, addresses, and subject matter. Comments may be limited to no more than five minutes per person. The Board Members request that all members of the public be courteous and mindful of the rights of other individuals when speaking. Issues raised by members of the public may or may not be responded to by the Board. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public may speak about an employee or employees or about a student or students of the district for any reason at any time. All comments will be considered and a response may be forthcoming if and when appropriate. Members of the public must 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. The Board bears no responsibility nor will it be liable for any comments made by members of the public.

Grievances or complaints that have not previously been considered through administrative channels shall not be considered by the board.

Date: May 22, 1990

Revised (First Reading): July 19, 2012

Legal References: N.J.S.A. 2C:33-8 Disrupting meetings and processions

N.J.S.A. 10:4-6

through -21 Open Public Meetings Act

N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.A.C. 6:8-4.3(a)2iii Evaluation of elements and standards (school and community relations)

Manual for the Evaluation of Local School Districts (P.T.M. No. 700.7, revised July 1988)

Cross References: 1120 Board of education meetings

9121 President

9323/9324 Agenda preparation; advance delivery of meeting materials

9326 Minutes/taping

Hasbrouck Heights Schools
Instilling Community Values & Global Skills

ATTACHMENT K

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July 2012

Memo to: Board President, Ms. Josephine Ciocia
From: Dr. Mark Porto
Re: 2012-2013 Action Plan on behalf of the Heights Admin Team

Attached is the school-wide action plan that was developed collaboratively with the administrators during the summer for School Year (SY) 12-13. Each school administrator will submit activity logs that detail what school-based activities are in place to document progress in these goals.

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INTRODUCTION

Federal Government

No Child Left Behind Legislation has prompted significant changes in American schools. While these changes are shifting since New Jersey is exempt from NCLB mandates, New Jersey Department of Education legislation focuses on designing educational programs that fit the needs of all children while providing the means to measure growth through assessment tools such as, but no only, the NJ Assessment of Skills and Knowledge (NJ ASK) and the High School Proficiency Assessment (HSPA).

New Jersey Department of Education

Our state government implements federal mandates and directs school districts to meet certain standards and criteria. Curriculum and the delivery of instruction are critical elements of this process. Each district works closely with county offices to meet the many standards and requirements. School districts are regularly monitored by educational experts to ensure that standards are met and to initiate improvements needed.

District

The school district assesses its educational programs continually and initiates programs to improve on both an annual and multiple year basis. Needs are identified and measurable goals with detailed plans are designed. District goals were designed collaboratively by the district administrators and were approved by the Hasbrouck Heights Board of Education. Activity Logs will outline and document the strategies utilized to achieve progress in each of these goals during SY1213.

Professional Staff

The professional certified staff will collaboratively design Individual Performance Plans (IPPs) with their respective supervisors and in their respective content areas. Goals and activities are aligned with district goals.

Action Plan Elements

Activities

This column cites the various tasks to be performed in the action plan.

Person(s) responsible

This indicates which of the professional staff members are responsible for implementing the respective activity.

Dates/Timelines

This indicates when each activity will take place including deadlines for completion. Many activities are ongoing, which indicates that the activities may have already begun or will continue into future school years. The timelines for some activities may be affected by grant funding timelines and limitations.

Constraints

This indicates any issue that can affect the activity such as limited time, limited staff, or costs involved in implementing an activity.

Evaluation

This indicates how the activity will be documented and/or measured including test results, logs, and reporting media.

Definitions

Administrators consist of principals, director of special services, director of curriculum/instruction, 6-12, and assistant principal. Professional staff includes all district employees who hold a valid NJ certificate for a subject area or administrative post.

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Goal 2: District Mathematics Focus: Student behavioral change will be monitored by introduction of Scholastic Math Inventory (SMI) Pre- and Post-Scores; 5% increase in proficiency on “Measuring Up Diagnostic Tests” that model NJ ASK, Grades 3-8 (emphasis on algebra readiness); 3%-5% increase in proficiency in Algebra I End of Course Assessment; 3% - 5% increase in Advanced Placement enrollment and passing scores of 4-5; 5% increase in advanced proficiency on Math HSPA.

Activities	Timelines	Person(s) responsible	Constraints	Evaluation

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Goal 3: With character education programming, PreK-12, the student behavior change will be monitored by the reduction in the number of Harassment, Intimidation, and Bullying (HIB) Incidents by 7%-10% in SY1213.

Activities	Timelines	Person(s) responsible	Constraints	Evaluation

Received Students 12-13

Teterboro			
AJ	Grade 12	High School	\$ 26,174.00
HR	Grade 2	Lincoln School	\$ 10,190.00
AR	1	Lincoln School	\$ 10,190.00
MR	Grade 12	High School	\$ 13,213.00
MT	Grade 9	Middle School	\$ 13,213.00
AT	Grade 6	Lincoln School	\$ 9,939.00
DT		1 Euclid School	\$ 10,190.00

Wood Ridge			
DA	Grade 12	High School	\$ 26,174.00

7/5/2012

2012-2013	DISTRICT TAX REQUIREMENT		
<p>At a meeting of the Board of Education of the Borough of Hasbrouck Heights held on the 19th day of July 2012, the following resolution was adopted:</p> <p>RESOLVED that the amount of district taxes needed to meet the obligations of this Board for the 2012-2013 school year is \$24,770,960 and that the Borough of Hasbrouck Heights is hereby requested to place in the hands of the School Business Administrator that amount as per the following schedule in accordance with the statutes relating thereto as per the following schedule:</p>			
		Dina Messery Board Secretary	
2012-2013	REQUEST FOR TAXES		
CURRENT EXPENSES			\$24,154,212.00
DEBT SERVICE			\$616,448.00
TOTALS			\$24,770,660.00
<u>DATE</u>	<u>GENERAL FUND</u>	<u>DEBT</u>	<u>TOTAL</u>
7/15/2012	\$2,012,876.00	\$25,000.00	\$2,037,876.00
8/15/2012	\$2,012,876.00	\$283,224.00	\$2,296,100.00
9/15/2012	\$2,012,876.00		\$2,012,876.00
10/15/2012	\$2,012,876.00		\$2,012,876.00
11/15/2012	\$2,012,876.00		\$2,012,876.00
12/15/2012	\$2,012,876.00		\$2,012,876.00
Sub-Total	\$12,077,256.00	\$308,224.00	\$12,385,480.00
1/15/2013	\$2,012,876.00	\$25,000.00	\$2,037,876.00
2/15/2013	\$2,012,876.00	\$283,224.00	\$2,296,100.00
3/15/2013	\$2,012,876.00		\$2,012,876.00
4/15/2013	\$2,012,876.00		\$2,012,876.00
5/15/2013	\$2,012,876.00		\$2,012,876.00
6/15/2013	\$2,012,876.00		\$2,012,876.00
Sub-Total	\$12,077,256.00	\$308,224.00	\$12,385,480.00
	\$24,154,512.00	\$616,448.00	\$24,770,960.00

Paraprofessional Assignments – School Year 2012/2013

LS

Altamura, Grace

Dallara, Bonnie

DePalma, Anna

Dunn, Joanne

DiGiacinto, Kathy

Wheeler, Karen

Albanese, Adele

Colleneri, Brenda

Ellerbrock, AnneMarie

Pasqualone, Helen

Total - 10

ES

Alosco, Patty

Gasparino, Theresa

McCann, Maryann

Priore, Lynne

Shenloogian, Leanne

Valente, Sabina

Garden, Maureen

Hughes, Kathleen

Barrios, Trish

Jaramillo, Vanessa

Christensen, Kathleen

Checci, Dorothy

Total = 12

MS/HS

Anderson, Esterina

Kistner, Marie

Innis, Debbie

(Need to fill this position)

Salerno, Francine

Verdi, Nancy

Wexler, Melissa

Cagiao, Lorraine

Delsole, Carmen

Catapanne, Julie

Bischoff, Michelle

Latorre, Debbie

Wipper, Donna

- Traina, Lisa Out-of-District

Total = 14

Overall Total = 36