



**RANDOLPH TOWNSHIP SCHOOLS
BOARD OF EDUCATION
BOARD COMMITTEE REPORT**

The Board Secretary should receive this report one day after the meeting is held for distribution to the entire Board.

Committee: Policy Chairperson: MaryAnn Spagnuolo
Tuesday, 8:45 10:15
August 13, 2013 Start End

Date of Meeting: _____ Time: _____

Board Members in Attendance:	Mrs. Amy Sachs, Mrs. MaryAnn Spagnuolo
Administrators in Attendance:	Dr. David Browne, Ms. Jennifer Fano, Mrs. Debbie Iosso, Mr. Jesse Spencer, Ms. Marybeth Foran
Others:	Ms. Aggie Gerrety, Ms. Luli Feti
Business Discussed:	<p>1 - <u>Facilities Use Reservation System</u> - rSchool program is up and running. Luli Feti gave an overview of the new system. Prior to reserving any facility, users must be approved by the district. All building level activities have been entered (school programs, back to school nights, athletic events, concerts etc.) The program has been opened to Booster Clubs, RAC, PTOs and the Randolph Recreation Department. The calendar will be available to the public in the coming weeks.</p> <p>2 - <u>Concussion Policy 2431.4 /Procedure Update</u> - The Athletic Department is working with the RAC to schedule the Impact Concussion test for fall athletics. There is no cost to students. Parents must sign a consent form or may opt out of the test. The recommendation from the AD is for all athletes to be tested. The Impact contract is due for renewal in January 2014 at which time the program will be renewed by the district (approximate yearly cost: \$1,300 - \$1,400). A follow-up discussion will be held in Feb to discuss revisions to the Concussion Policy/Regulation.</p> <p>3 - <u>Attendance & Tardiness Policies/Regulations</u> A discussion was held regarding the following policies/regulations: 5200/R5200 - Attendance-Tardiness - Grades K-8 (M) 5200.1 - Attendance-Tardiness High School 5230/R5230 - Late Arrival and Early Dismissal 5240/R5240 - Tardiness RHS Code of Conduct RHS Student Handbook</p>

	<p>The policies contain redundant and conflicting information. The recommendation of the committee is to delete P5230/R5230 and P5240/R5240. The information contained in the proposed cuts are incorporated into the attendance-tardiness policies (P5200 & P5200.1). Prior to deleting any information, we will be sure that all references and NJAC information is included in the attendance policies. It was requested that K-8 building Principals be given the opportunity to review the K-8 policies/regs and make recommendations. The RHS attendance process will be distributed as a reference if needed.</p> <p>The RHS Student Handbook is being revised to reflect current attendance information. The RHS Code of Conduct is now featured as a link off the main RHS home page and contains attendance information.</p> <p>4 - <u>Policy Updates</u>: Strauss Esmay Alert 198 (Dec 2012) - minor changes in language and/or NJAC references (<i>first reading on 8/20 -or- 9/10</i>)</p> <p>P2468 - Independent Education Evaluation - <i>new</i> P3230/R3230 & P4230/R4230 - Outside Activities (staff & support staff) R3281/R4281 - Inappropriate Staff Conduct (staff & support staff) P6480 - Purchase of Food Supplies (M) P8505 - School Nutrition (M)</p> <p>5 - List of Policies Requiring Annual Attention/Training *List will be shared to all staff members for the 2013-2014 school year.</p>
Pending Business:	<p><u>September 2013: Discussion of Strauss Esmay Alert 199 (June 2013)</u></p> <p>P3232/R3232 - Tutoring Services - <i>new</i> P5117/R5117 - Interdistrict Public School Choice P5120 - Assignment of Pupils P5300/R5300 - Automated External Defibrillators (AED) (M) P5533 - Pupil Smoking P7434 - Smoking in School Building and on School Grounds (M) P7522 - School District Provided Technology to Staff Members P7523 - School District Provided Technology to Students</p>
Recommendations:	<p>Proposed dates for 2013 Policy meetings 9/9/13, 10/7/13, 11/4/13, 12/2/13 *all meetings to begin at 9:00 am - CO1</p>

Contact person for additional information:

Name: MaryAnn Spagnuolo Email: mspagnuolo@rtnj.org

Next Meeting:

Date: 9/9/13 Time: 9:00 Place: CO1

Possible Topics:

MaryAnn Spagnuolo

Signature of Preparer

08/13/13

Date

STRAUSS ESMAY ASSOCIATES, LLP

School Policy and Regulation Consultants

Policies Requiring Annual Attention/Annual Training

0177	PROFESSIONAL SERVICES (M)	Dollar amount established annually
1521	EDUCATIONAL IMPROVEMENT PLAN (M)	Evaluation report distributed annually
1631	RESIDENCY REQUIREMENT FOR PERSON HOLDING SCHOOL DISTRICT OFFICE, EMPLOYMENT, OR POSITION	Notice of the residency requirements in N.J.S.A. 52:14-7 and Policy should be provided to all existing persons holding office, employment, or a position in the school district and to candidates seeking to hold office, employment, or a position in the school district.
2260	AFFIRMATIVE ACTION PROGRAM FOR SCHOOL PRACTICES (M)	Parents, pupils & staff informed annually
2360	USE OF TECHNOLOGY	New staff trained
2361	ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)	Provide reasonable public notice. Hold one annual public hearing or community input.
2431.4	PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)	Head injury safety training program required; Written policy required; and Youth organizations using school facilities must have insurance and comply with district policy
3159	TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES	Make requirements known to all employees upon initial employment and on an annual basis
3281	INAPPROPRIATE STAFF CONDUCT	Distributed to all staff
3362	SEXUAL HARASSMENT (M) Teaching Staff	Instruct all staff
4159	SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES	Make requirements known to all employees upon initial employment and on an annual basis
4281	INAPPROPRIATE STAFF CONDUCT	Distributed to all staff
4352	SEXUAL HARASSMENT (M) Support Staff	Instruct all staff
5331	MANAGEMENT OF LIFE THREATENING ALLERGIES IN SCHOOLS	Annually reviewed and evaluated disseminated and communicated to parents
5338	DIABETES MANAGEMENT (M) (Policy & Regulation)	Disseminated and communicated to parents
5350	PUPIL SUICIDE PREVENTION	Disseminated to staff
5512	HARASSMENT, INTIMIDATION, AND BULLYING (M)	Posted on school website Staff trained Disseminated to staff, pupils & parents

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5519	DATING VIOLENCE AT SCHOOL (M)	Must publish in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.
5530	SUBSTANCE ABUSE (M)	Staff trained Available to staff, pupils & parents
5600	PUPIL DISCIPLINE/CODE OF CONDUCT (M) (Policy & Regulation)	Disseminated to staff, & parents
5615	SUSPECTED GANG ACTIVITY	Staff trained Made available to staff, pupils & parents
5751	SEXUAL HARASSMENT (M) (Policy & Regulation)	Staff trained Published & distributed pupils & staff
6230	BUDGET HEARING (M)	Made available to the public in the form and at the places required by law
7420	HYGIENIC MANAGEMENT (M)	Plan made accessible to Staff
7422	SCHOOL INTEGRATED PEST MANAGEMENT PLAN (M)	Staff educated
7441	ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS	Use effective means to publish use of surveillance equipment to staff, parents and pupils
7510	USE OF SCHOOL FACILITIES	Youth sports team organizations that use school facilities need to comply Policy and Regulation Guides 2431.4 and are required to meet the minimum insurance requirements and sign a statement of assurance for the district to receive immunity as outlined in N.J.S.A. 18A:40-41.5
8420	EMERGENCY AND CRISIS SITUATIONS (M)	Plan disseminated to staff In-Service training
8431	PREPAREDNESS FOR TOXIC HAZARD	Plan disseminated to public Instruction for staff
8462	REPORTING POTENTIALY MISSING OR ABUSED CHILDREN (M)	Staff trained
8601	PUPIL SUPERVISION AFTER SCHOOL DISMISSAL (M)	Published in handbook
8690	MONITORING DEVICES ON SCHOOL VEHICLES	Notice of policy in handbook
9120	PUBLIC RELATIONS PROGRAM (M)	Dollar amount established annually
9713	RECRUITMENT BY SPECIAL INTEREST GROUPS (M)	Parent informed of right to refusal

Updated January 2013