

## 0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. In the event it appears the public comment portion of the meeting may exceed five minutes, the presiding officer may limit each statement made by a participant to ten 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 presiding officer; no participant may address or question Board members individually;
5. The presiding officer 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;

# BYLAWS

## RANDOLPH BOARD OF EDUCATION

BYLAWS

0167/page 2 of 2

Public Participation in Board Meetings

- 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.

Comments and questions at the end of regular monthly public meetings may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the agenda of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the Board is made through newspapers. Emergency meetings scheduled within a forty-eight hour period will be posted in school buildings and newspapers so notified.

Items to be presented annually at such meetings must include, but are not limited to:

1. Discussion of State rules and local procedures for implementation of district goals, objectives and standards;
2. Presentation of audit report;
3. Presentation of budget;
4. Report on pupil progress, including testing program results;
5. Annual plans for special education, bilingual/ESL, and basic skills programs;
6. Graduation and dropout statistics; other demographic data;
7. Mandated inservice programs.

When required by the administrative code as part of the monitoring process, the Board Secretary shall publish a special notice ten days in advance of meetings. The notice shall describe the purpose of the meeting, list the items to be discussed, and indicate the availability of material relative to such items.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

Adopted: 17 July 2012

Revised:

## 2363 PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, “technology” means hardware or software.

For the purpose of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil’s parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil’s instructional program. A teaching staff member may approve a pupil’s use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Pupils who use privately-owned technology in school will ~~not~~ be given access to the school district’s computer server(s) or network(s). A pupil must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member’s specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.



The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Adopted:



## 2622 PUPIL ASSESSMENT

The New Jersey statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained New Jersey's ~~Core Curriculum Content~~ Standards. The Board of Education will comply with implementing the schedule of the New Jersey State Board of Education Statewide assessment program.

### Assessments

The Superintendent shall develop and present to the Board annually for its approval an assessment program that complies with rules of the State Board of Education.

### Records

The Board shall maintain an accurate record of each pupil's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Notwithstanding Policy 8330, information regarding individual pupil test scores shall be released only to the adult pupil, his/her parent(s) or legal guardian(s) or individuals eligible by court order and school personnel and school officials deemed authorized by Federal and State Law. Parents and emancipated minors may authorize in writing the release of pupil test scores to other persons.

### Dissemination of Information

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the school district is required to report annually to the State Board of Education and the public on the progress of all pupils and pupil subgroups in meeting the ~~Core Curriculum Content~~ New Jersey Standards as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

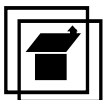
### Parental Notification

Parent(s) or legal guardian(s) shall be informed of the district assessment program and of any special tests that are to be administered to their children.

## PROGRAM EXCEPTIONS

### Pupils With Disabilities

Pupils with disabilities shall participate in all state assessments systems in accordance with provisions as outlined in N.J.A.C. 6A:14-4.10. Accommodations and modifications approved by



the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.

## English Language Learner (ELL)

An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs shall participate in all statewide assessments and may be provided appropriate accommodations or modifications as approved by the New Jersey Department of Education.

All ELLs shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except that any ELL may demonstrate they have attained State minimum levels of proficiency through:

1. Passage of the Alternative High School Assessment (AHSA) process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education; or
2. Passage of the AHSA process in English with appropriate accommodations.

Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessment (HSPA).

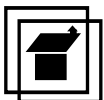
N.J.S.A. 18A:7C-6.2

N.J.A.C. 6A:7-1.7; 6A:8-4.1 ; 6A:8-5.1.;

6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10; 6A:14-4.12; 6A:15-1.11

Adopted: 17 July 2012

Revised:



3127 TERMS AND CONDITIONS FOR CONFIDENTIAL  
AND NON-REPRESENTED SUPERVISORY STAFF

This policy sets forth terms and conditions of employment for those employees who are not members of a bargaining unit with which the Board has a collective bargaining agreement and/or are not covered by an individual employment contract approved by the Board.

A. Definitions:

1. "Immediate family" members shall include husband, wife, children, mother, father, grandparents, sisters, brothers, sisters-in-law, brothers-in-law, parents-in-law and other relatives who reside in the employee's household.
2. "Salary" is defined as the employee's base pay excluding stipends, overtime, compensatory time off, or tax-sheltered annuity contributions by the Board.
3. "Year" and "work year" are defined as the period from July 1 to June 30.

B. Work Year

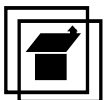
The work year for twelve (12) month employees shall be two hundred sixty (260) days. The work year for ten (10) month employees shall be two hundred seventeen (217) days.

C. Part-time employees

Employees who work at least 20 hours per week and at least 217 days per year will earn the benefits discussed in this policy on a pro-rated basis.

D. Vacation

Employees shall be granted twenty (20) days of paid vacation each year. Employees shall accrue vacation at a rate of thirteen and one-third (13.33) hours per month worked. Employees who wish to carry over vacation time from one year to the next must have the advance approval of the Superintendent. Employees will be permitted to carry over a maximum of five (5) days of accrued, unused vacation. Employees may have a maximum total accumulation of twenty five (25) days vacation at any given time. Employees hired after the beginning of the school year will earn vacation time on a pro-rated basis of thirteen and one-third (13.33) hours per month worked. An employee must work past the 15<sup>th</sup> day of the month to accrue vacation for that month.



E. Holidays

The employee will be entitled to paid time off for the following eleven (11) holidays:

1. Independence Day (or designated State day) for 12-month employees only
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas Eve
6. Christmas Day
7. New Year's Day
8. Presidents' Day
9. Memorial Day
10. Good Friday
11. New Year's Eve Day

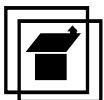
F. Paid Leaves of Absence

1. Sick Leave

Employees will be credited with their annual allotment of sick leave on the first workday of the year. An employee must subsequently earn the accrued leave at the rate of one (1) day of paid sick leave for each month worked during the school year. A twelve-month employee who works a full year will earn twelve (12) days; a ten-month employee who works a full year will earn ten (10) days. Accrued but unused sick leave will accumulate from year to year.

2. Personal Leave

Employees may take up to four (4) days of personal leave each year. Personal leave should be requested for personal business which cannot be scheduled outside of business hours or for religious holidays that are not included in section E of this policy. Leave requests must be submitted for approval to the employee's immediate supervisor at least one week in advance of the time at which it must be taken, except in cases of emergency. Personal leave may not be requested by an employee on a day immediately preceding or immediately following a vacation day or holiday. Personal leave will not be granted during the week immediately preceding the start of school or the last week of school. Requirements for advance approval of personal leave and restrictions of use adjacent to holidays, vacation, the week before school starts and the last week of school do not apply in an emergency. The Superintendent may require proof of an actual emergency after the employee returns from emergency leave.





3. Compassionate Leave

The use of compassionate leave is restricted to illness or emergencies in the immediate family. An employee may use unused personal days to build a compassionate leave bank containing a maximum of eight (8) days. Once banked, single compassionate leave days may be used by the employee with permission of the employees supervisor. Employees who desire to use two (2) or more compassionate leave days in succession, or who wish to use a compassionate leave day in tandem with personal days, holidays or vacation days, must secure the approval of the Superintendent.

4. Bereavement Leave

Employees make take up to five (5) consecutive days of paid leave in the event of a death in the immediate family. Absence due to the death of a non-immediate family member or a non-family member living in the employee's home shall be allowed for one (1) day for the day of the funeral. Up to an additional two (2) days may be granted for travel at the discretion of the Superintendent.

5. Jury Duty/Court Leave

Absence from work by reason of subpoena or jury duty shall be allowed at no loss in pay. The District reserves the right to review the circumstances surrounding the request for court leave due to subpoena. The District may deny court leave by reason of subpoena if the employee stands to gain from the court appearance or cause of action itself.

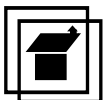
G. Unpaid Leaves of Absence

1. Pregnancy Disability Leave

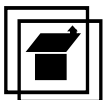
- a. An employee may, upon confirmation of her pregnancy, apply to the Board for a disability leave. Such leave will be granted in conformance with the following procedures.
- b. Such request will be accompanied by a physician's written confirmation of the anticipated date of disability and the anticipated date of delivery. This confirmation shall be sent to the Superintendent no later than sixty (60) days prior to the anticipated date of delivery, except in the case of emergency.



- c. The employee may use all or part of her accumulated sick days during the period of the disability, and the Board shall grant such use under the same terms and conditions governing leave of absence for other illness or medical disabilities.
- d. The period of disability leave for pregnancy shall be determined by the employee's physician subject to confirmation by the Board's physician if required by the Superintendent. Differences of opinion will be resolved in accordance with the provisions of paragraph g. (2) (iii) below.
- e. In addition to the medical certificate of disability referenced in F (1) b. above, all employees shall be required to produce an additional medical certificate within fourteen (14) calendar days following the date of the delivery. This certificate shall state the specific period and termination date of the post-partum disability period. In the event that normal conditions do not prevail for post-partum, the employee's physician may submit an additional certificate of disability.
- f. The Board shall not maintain any policy or practice for removal of any employee from her duties based solely on pregnancy or term of pregnancy but shall consider the employees ability to perform the essential duties of the job and treat each employee on an individual basis.
- g. The Board may remove any pregnant employee from her duties on any one of the following bases:
  - 1. Performance: Her work performance has declined because of disability from the time immediately prior to her pregnancy
  - 2. Physical incapacity: Her physical condition or capacity is such that her health would be impaired if she were to continue or resume working, and which physical incapacity shall be deemed to exist only if:
    - i. the pregnant employee fails to produce a certificate from her doctor that she is medically able to continue work following a request by the Board for such certification ; or
    - ii. the Board's physician and the employee's physician agree that she cannot continue working; or



- iii. following any difference of medical opinion between the Board's physician and the employee's physician, the Board requests expert consultation in which case the Morris County Medical Society shall appoint an impartial third physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue working or to remain on disability leave due to pregnancy. The expense of any examination by an impartial third physician shall be borne by the Board.
  - h. The employee may return to work immediately following the medically-certified disability period established under section F (1) (d) or (e) above.
  - i. In the event that normal conditions attendant upon pregnancy and birth do not prevail, the employee may apply to the Board in writing to return to her position prior to the end of the disability period for which leave had been requested initially. Such return shall be effective no later than seventy-five (75) calendar days from the date of application by the employee seeking early return from disability leave. During this period of time between the end of the medical disability period and the date of return to duty, the employee shall be placed on an unpaid leave of absence.
2. Child-Rearing Leave
- a. In the case of the birth or adoption of a child, any employee with three or more years of continuous service in the district immediately prior to the leave request will have the right to apply for a leave of absence without pay for child-rearing purposes. In cases where both spouses are employed in this district, only one parent will be eligible to apply for such leave at any one time.
  - b. A child-rearing leave may be granted for not more than two (2) years from the birth or adoption of the child.
  - c. Application for a child rearing leave must be filed at least sixty (60) days before the anticipated birth or adoption of the child. Application shall specify the intended period of leave requested by the employee. Application deadlines may be waived in the case of emergency.



- d. Child-rearing leave for employees on pregnancy disability leave shall begin immediately upon the termination of the pregnancy disability as certified by the employee's physician subject to Section F(1)(e) above.
- e. Notification by the employee of intent to return from leave, request for a leave extension, or request for shortening of time for a previously-approved child-rearing leave must be submitted to the Superintendent no later than sixty (60) days before the expiration of the leave. Failure to give written notice of intent to return from leave may be considered job abandonment and lead to termination of employment.
- f. A child-rearing leave may be granted to an employee with less than three (3) years of continuous experience but shall not be extended beyond June 30 in the "contract year" which the leave began.
- g. Any employee returning from child rearing leave is entitled to all benefits to which employees returning from other unpaid leave would be entitled.

## H. Health Benefits

Employees will be provided health insurance benefits, beginning in the first workday following sixty (60) calendar days of employment, under a plan established by the Board. The health insurance provider(s) will be determined by the Board.

## I. Tax Sheltered Plans

Any employee who works twenty (20) hours per week or more is eligible to participate in tax-sheltered plans upon employment. The Board will match the employee's contribution up to 6% of the employee's yearly salary. The Board match will vest at 20% per year over a five (5) year period. The Board match will be fully vested on the date of the employee's 5 (five) year anniversary of employment.

## J. Professional Association Membership Fees

The employee may be reimbursed for the cost of membership fees charged by local, state, regional and national professional associations with approval by the Superintendent. The employee must, at the request of the Superintendent or the Board, submit reports on the benefits of maintaining these memberships and activities with these associations.



K. Continuing Educational Reimbursement

The employee shall be reimbursed for 75% of registration fees, tuition, and text books for undergraduate and graduate school work taken in a subject matter related to the professional responsibilities of the employee and approved by the Superintendent. The reimbursement should not exceed \$5,000 per work year. The employee shall comply with the current Board policy with respect to submission of itemized statements and documentation verifying the expenses for which the continuing educational reimbursement is sought.

L. Professional Development

With prior approval of the Superintendent, the employee may be excused from work to attend appropriate professional meetings at the local, state or national level with approval of the Superintendent. Under the travel reimbursement policy No. 0147, subject to the Superintendent's decision to set lower limits, the employee will be reimbursed for reasonable costs of attending professional development. These costs include attendance, travel, food and lodging, providing the costs do not exceed the reimbursement limits set by the Superintendent.

M. Evaluations

All employees with less than three (3) years of service will be evaluated by their immediate supervisor three (3) times each year. Employees with three (3) or more years of service shall receive an evaluation once each year performed by the immediate supervisor. The timing, form of the evaluation instrument, and process and procedures regarding the evaluations will be established by the Superintendent.

N. Termination and Non Renewal

If any employee is lawfully precluded from performing the employee's duties by any judgment, order or direction of any court of competent jurisdiction or the Commissioner of Education, the employee's employment will terminate.

Employees must provide thirty (30) days notice prior to resignation. Such notice should be in writing and sent via certified mail, addressed to the Superintendent.

The Board may terminate the employee's employment, in accordance with applicable state laws or regulations adopted by the New Jersey State Board of Education.



TEACHING STAFF MEMBERS

3127/page 8 of 8

Terms and Conditions for Confidential and  
Non-Represented Supervisory Staff

O. Payment for unused sick days

Employees who leave the employ of the Board, and who at the time of separation become officially retired, under the provisions of the NJ State Pension Plan, shall receive reimbursement from the Board for a percentage of accrued but unused sick days. The percentage shall be thirty-three percent (33%). Sick leave payment will be calculated as follows:

1. A day's pay shall be calculated by using  $1/260$  of the contracted salary of the employee for twelve-month employees and  $1/217$  for ten-month employees.
2. The formula to be used to determine the amount to be paid will be the current salary divided by 260 times the accumulated but unused sick day bank times 33%.
3. There will be a cap of \$10,000 for sick time payout.
4. Sick time payout upon retirement may be made over two (2) fiscal years at the discretion of the Superintendent.
5. In the event of the death of an employee who has completed fifteen (15) years of service in the district, payment of such terminal pay as calculated in accordance with numbers 1 – 4 above shall accrue to said employee's estate and/or designated beneficiary(s). Payment of such entitlement shall be made to the beneficiary and/or estate in lump sum payment within one (1) month of the death or within the calendar year.

Adopted: 17 July 2012

Revised:



## 6470 PAYMENT OF CLAIMS

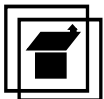
The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

The School Business Administrator/Board Secretary shall identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found by the School Business Administrator/Board Secretary that an increase to a purchase order is warranted, the School Business Administrator/Board Secretary shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found an increase is not warranted, the purchase order shall be cancelled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The school district's financial systems shall be programmed to:

1. Limit system access so that only appropriate Business office staff may make purchase order adjustments;
2. Reject adjustments in excess of any established approval thresholds;
3. Prevent unauthorized changes to be processed;
4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;
5. Reject duplicate purchase order numbers;
6. Reject duplicate invoice numbers; and
7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.



The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy 6422. The Board must approve all claims for payment, except such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations.

All claims shall be fully itemized, verified, and shall be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged.

When a claim for payment is duly approved in accordance with this Policy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants shall be signed by the Board President, Board Secretary, Superintendent of Schools and/or Treasurer of School Moneys, as appropriate to the district.

N.J.S.A. 18A:17-36; 18A:18A-3; 18A:19-1 et seq.; 18A:19-3 ;  
18A:18-4; 18A:19-4.1;18A:22-8.1  
N.J.A.C. 6A:23A-6.10

Adopted: 17 July 2012  
Revised:

