

PROPOSED (Revised)
(Jan. 11, 1989)

File Code: 5125R

STUDENT RECORDS

In accordance with the policy of the Board of Education and in conformance with the requirements of State and Federal legislation, the following district rules are promulgated for the handling of individual pupil records.

A. Definitions

For purposes of this regulation:

1. "Pupil records" shall be defined as any information concerning an individual pupil gathered from within or without this school system and maintained within the school system regardless of the form or place so employed, i.e.: in hand writing, printing, on film, on tape, etc. Pupil records shall not include:
 - a. Records of instructional, supervisory, and administrative personnel and educational personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute. (For the purposes of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.)
 - b. Records of law enforcement unit of the school district which are maintained apart from the records described above, maintained solely for law enforcement purposes, and are not disclosed to individuals other than law enforcement officials of the same jurisdiction.
 - c. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity, or assisting in

that capacity; created, maintained, or used only in connection with the provision of treatment to the student; and not disclosed to anyone other than individuals providing the treatment, provided, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. (For the purpose of this definition, "treatment" does not include remedial educational activities or activities which are part of the program of instruction.)

2. "Parent" includes a natural parent(s), a legal guardian(s) or an individual approved by the Board of Education to act in the absence of a parent or guardian. It may be presumed the parent has the authority to exercise the right of the pupil unless the district has been provided with evidence that there is a State law or court order governing such matters as divorce, separation or custody, or a legally binding instrument which provides to the contrary.
3. "Personally identifiable" means that the data or information includes:
 - a. the name of a student, the student's parent, or other family member,
 - b. the address of the student,
 - c. a personal identifier such as the student's social security number or student number,
 - d. a list of personal characteristics which would make the student's identity easily traceable, or
 - e. other information which would make the student's identity easily traceable.
4. "Disclosure" means permitting access or the release, transfer, or other communication of education records of the pupil or the personally identifiable

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5. All other records required to be kept by State regulations including records of children referred to the Child Study Team.

C. Permitted Records

In accordance with a policy of the Board of Education permission has also been granted to the administration to compile the following data regarding individual pupils:

1. Observations and ratings of individual pupils by professional staff members acting within their sphere of competency.
2. Information obtained from professionally acceptable standard instruments of measurement such as: interest inventories, achievement tests, standardized intelligence tests.
3. Authenticated information provided by a parent or adult pupil concerning achievement and other school activities which the pupil wants to make a part of the records.
4. Verified reports of serious or recurrent behavior patterns.
5. Extracurricular activities and achievements.
6. Rank in class and academic honors earned.

No other record may be accumulated unless the collection of such facts has been authorized by the Board.

D. Form of Records

All anecdotal information collected about a pupil, whether part of the "mandated"

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information contained therein, orally or in writing, or by electronic means or by any other means to any party.

5. "Eligible student" means a pupil who has attained eighteen years of age or is attending an institution of postsecondary education.
6. "Directory information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, awards received, the most recent previous educational institution attended by the student and other similar information.

B. Mandated Records

In accordance with State mandate, the following records must be maintained:

1. Personal data which identifies each pupil enrolled in the district, including name, address, date of birth, name of parents and/or guardians, citizenship, and sex; but may not include data which indicates religious or political affiliation of the pupil or parents (unless requested by the parent or adult student) or the labeling of the pupil as illegitimate.
2. Record of daily attendance.
3. Descriptions of pupil progress including courses taken and evaluations made. Grade level (or other program) assignment must also be recorded.
4. Health history and status records compiled in accordance with State regulations including results of any physical examinations given by qualified district employees.

or "permitted" pupil record, shall be authenticated information which has been dated and signed by the individual who originated the data. Hearsay information is not considered to be authenticated by this definition.

E. Maintenance of Records

It shall be the responsibility of the Building Principal to assure the physical security of all pupil records, devise procedures for assuring access is limited to authorized persons only, and to maintain regular pupil records. Pupil health records shall be maintained by the school nurse. Records of handicapped pupils shall be maintained by the Assistant Superintendent responsible for special education services.

Pupil records shall be reviewed annually by the person(s) designated responsibility for their maintenance in order to evaluate the educational relevance of the material contained therein. Each reviewer shall delete from the records data detrimental to the pupil and no longer descriptive of the pupil or education situation. Such data shall be destroyed and not be recorded elsewhere nor shall a record of such deletion be made.

Records of students who have completed secondary school or otherwise terminated their schooling shall be preserved permanently and shall include a pupil's name, date of birth, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name(s) of parent(s) and citizenship status. No addition shall be made to the records after graduation or permanent pupil departure without the prior consent of the parent or adult pupil.

All records for each individual pupil shall be maintained together in the pupil's school of attendance, provided that records for an individual pupil may be maintained in a different location if there is a notation in the pupil's central file as to

which records are maintained by the district and where all records may be found.

Any other pupil records of currently enrolled pupils may be destroyed after the information is no longer necessary to provide educational services to a pupil. Such destruction shall be accomplished only after written parental or adult pupil notification and written parental or adult pupil permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental permission have been unsuccessful.

F. Access to Records

Only authorized individuals, organizations or agencies shall be granted access to individual pupil records, except directory information, under any conditions. It may be presumed that the parent or eligible student has the authority to give consent unless the district has been provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation or custody which provides to the contrary. Where authorized individuals are other than the pupil, his/her parent, the adult pupil or professional staff member of the district, or are organizations or agencies, access shall be limited to those records requisite to the specific purpose to be served by such access. Those so authorized and the limiting conditions are:

1. The parent of a pupil and the pupil who has the written permission of such parent or the pupil granted access to his/her own records at the discretion of school authorities or the pupil who has reached the age of 16 and will terminate his/her education by discontinuance or by secondary school graduation.
2. The adult pupil and the parent of such pupil who has his/her written permission, except that the parent shall have access without the consent of the adult pupil if the pupil is financially dependent on the parent and enrolled in the public school.

3. Board of Education members when acting in accordance with the legal responsibilities of the Board and professional staff members who have assigned responsibility for the education program of the pupil.
4. Appropriate persons in case of emergency may be provided personally identifiable information from a student's records if such knowledge is necessary to protect the health or safety of the pupil or other person, but in consideration of the following conditions:
 - a. The seriousness of the threat to the health or safety of the student or other individuals.
 - b. The need for the information to meet the emergency.
 - c. Whether the parties to whom the information is disclosed are in a position to deal with the emergency.
 - d. The extent to which time is of essence in dealing with the emergency.
5. Accrediting organizations in order to carry out their accrediting functions.
6. The parent of a pupil about whom information is contained on another pupil's record shall have access only to the specific information on the requested pupil.
7. Organizations, agencies or persons outside the school provided they have the written consent of the parent or the adult pupil, except that these organizations shall not transfer pupil information to a third party without consent of the parent or adult pupil.

8. Organizations, agencies or persons outside the school upon the presentation of a court order provided that the parent or the adult pupil has been given at least three days notice (in writing, if practicable) of such order enumerating the requesting agency and the specific records requested. Only those records related to the specific purpose of the court order shall be disclosed.
9. Officers and employees of a State agency responsible for protective services to children engaged in investigations pursuant to N.J.S.A. 9:6-8.40 as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency.
10. Authorized representatives of the Comptroller General of the N.J. or the Secretary of Health, Education and Welfare when authorized by law.
11. The Commissioner of Education and member of the New Jersey Department of Education staff who have assigned responsibility necessitating the review of such records.
12. Limited access to pupil records by secretarial and clerical personnel pursuant to N.J.A.C. 6:3-2.5. when acting under the direct supervision of certified school personnel.
13. Researchers from State or Federal Government agencies, educational institutions, and the like who will be using the records under strict conditions of anonymity and confidentiality.
14. Provide for access to and security of pupil records maintained in a computerized system through the use of computer pass codes.

G. Written Consent

The written consent required by paragraph F of this regulation must be signed and dated by the parent or the eligible student giving the consent and shall include:

- a. A specification of the records to be disclosed.
- b. The purpose or purposes of the disclosure and
- c. The party or class of parties to whom the disclosure may be made.

When a disclosure is made pursuant to paragraph F the district shall, upon request, provide a copy of the record which is disclosed to the parent or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

H. Viewing of Records

Authorized individuals, organizations and agencies as defined in F shall have access to the records of a pupil, subject to the following procedure:

1. Authorized individuals, organizations, agencies and persons from outside the school must have prior approval to view the records from the principal. Access to eligible persons must be granted within 10 days from the date of the request.
2. No pupil record shall be altered or destroyed during the time period between a request to review the record and the actual review of the record.
3. The building principal or child study team member shall be present during the period of inspection in order to be available for the interpretation of the records and to prevent the alteration, damage or loss of the record itself.

4. All individuals, organizations or agencies desiring access to the records of a pupil shall be required to sign a form which shall be kept permanently with the records and which shall specify the name(s) of the person(s) granted access, the reason access was granted, the date of inspection and the records studied.
5. Upon request the principal shall provide for the interpretation of the pupil records in the dominant language of the authorized viewer.
6. A record may be withheld from a parent or from an adult pupil, only when the person who originated the record demonstrates with clear and convincing proof to the Superintendent (or Principal) that such disclosure would create a substantial risk of harm to the pupil or the person about whom the record deals.
7. If the Superintendent is convinced that the risk noted in (6) above is of such high degree, the parent or adult pupil shall be notified within five days that access to the record has been denied and that the requester has the right to appeal to the Commissioner of Education in accordance with State rules.

I. Reproduction of Records

Upon the request of the viewer, a record shall be reproduced, at no cost to the viewer.

J. Challenge to Records

1. Pupil records are subject to challenge by parents and adult pupils on grounds of inaccuracy, irrelevancy, disclosure or denial of access to individuals, organizations or agencies; or violative of the privacy of other rights of the pupil. The parent or adult pupil has the following rights:
 - a. To seek expungement or correction of inaccurate, misleading, irrelevant, violative, invalid or otherwise improper information contained in the pupil record.

- b. To insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records.
 - c. To request an immediate stay of disclosure pending final determination of the challenge procedure.
2. To appeal, a parent or adult pupil must notify the Superintendent, in writing, of the specific issues relating to the pupil record.
- a. Within ten days of notification, the Superintendent or designee shall meet with the parent or adult pupil to review the issues set forth in the appeal.
 - b. The Superintendent shall decide whether to amend the education records of the pupil in accordance with the request within a reasonable period of time following the meeting.
 - c. If the Superintendent decides to refuse to amend the education records of the pupil in accordance with the request, s/he shall so inform the parent of the pupil or the eligible student of the refusal, and advise the parent or the eligible student of the right to appeal.
3. If the matter is not satisfactorily resolved, the parent or adult pupil may appeal this decision in writing to the Board of Education or the Commissioner of Education within ten days. If appeal is made to the Board, the hearing shall be conducted as follows:
- a. The hearing shall be held after the Board has received the request, and the parent of the pupil or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.

- b. The hearing shall be conducted by any party, including an official of the Board who does not have a direct interest in the outcome of the hearing.
 - c. The parent of the pupil or the eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
 - d. The Board shall make its decision in writing within 20 days after hearing the appeal.
 - e. The decision of the Board shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decisions.
4. If, as a result of the hearing, the Board decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of students, it shall amend the education records of the pupil accordingly and so inform the parent of the pupil or the eligible student in writing.
5. If, as a result of the hearing, the Board decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the pupil, it shall inform the parent or eligible student in writing. Regardless of the outcome of any appeal, a parent or adult pupil shall be permitted to place a statement in the pupil record commenting upon the information in the pupil record or setting forth any reason for disagreement with the decision of the agency. Any explanation placed in the education records of the pupil under this section shall:

- a. Be maintained by the Board as part of the education records of the pupil as long as the record or contested portion thereof is maintained by the Board.
- b. If the education records of the pupil or the contested portion thereof is disclosed by the district to any party, the explanation shall also be disclosed to that party.
- c. The decision of the local Board may be appealed to the Commissioner pursuant to State Law and Code.
- d. Appeals relating to the pupil records of educationally handicapped pupils shall be processed in accordance with the requirements of N.J.A.C. 6:28.

K. Right to Know

1. Parents shall be notified annually in their dominant language at the start of the school year by individual notice of their rights under these regulations. Such notice may be made by individual means or in a student handbook, catalog or newspaper, or by bulletin board.
2. Copies of this policy and regulations along with applicable state and federal regulations regarding pupil records shall be made available to parents on request.
3. Upon the graduation or permanent departure of a pupil from the school system, the parent or adult pupil shall be notified that a copy of the entire pupil record will be provided to them upon request.

4. Parents and eligible students shall be notified of the material designated as "directory information" and given the right to refuse to permit the release of any or all such designated material with respect to that pupil within ten (10) school days of such notification.
5. Parents and eligible students shall be informed that the district forward education records on request to a school in which the pupil seek or intends to enroll.

L. Waiver of Rights

1. A parent of a pupil or a pupil as appropriate may waive any of his/her rights under this regulation provided such waiver is signed by the parent or pupil as appropriate.
2. A parent may be requested but may not be required to waive rights hereunder.
3. A waiver may be made with respect to certain types of records.
4. A waiver may be revoked in writing at any time. An eligible student may revoke a waiver made previously by his/her parents.

Prior to voting on Auxiliary items, Mr. Cevasco and Mr. D'Ambola voiced concerns regarding item (j). Mr. Cevasco was not happy with some of the wording on the contracts and Mr. D'Ambola suggested making the contracts 1-2-3-4 and voting separately on each.

Motion was then made by Mr. D'Ambola, seconded by Mr. Cevasco with the following roll call vote to remove item (j) from Auxiliary and vote on the four different contracts separately: Mrs. DeConde, no; Mr. Cevasco, yes; Mr. Readel, no; Mr. Stites, no; Mr. D'Ambola, yes and Mrs. Benton, no. Motion was defeated.

Motion was made by Mr. Stites, seconded by Mrs. DeConde with the following roll call vote to approve items (a through m): Mrs. DeConde, yes; Mr. Cevasco, no on item (j); Mr. Readel, yes; Mr. Stites, yes; Mr. D'Ambola, no on item (j) and Mrs. Benton, yes. Motion carried.

Item A motion that the Board of Education accept reports submitted as follows:

Secretary's Report (November)
Custodian of School Moneys Report
Suspensions
Investment Schedule (December)
Field Trip Requests

REPORTS

Item B motion that the Board of Education be advised of the following information with regard to Enrollment: ENROLLMENT

	As of <u>12/23/88</u>	<u>11/30/88</u>
Kindergarten to 6	4239	4247
Grades 6-8	1868	1874
BTHS	1413	1421
BTMHS	1273	1282
Specials	411	405
Bedside	<u>33</u>	<u>26</u>
	9237	9255

Item C motion that the Board of Education approve the following items necessary to conduct the Annual School Election to be held on Tuesday, April 4, 1989 from 2:00 p.m. to 9:00 p.m. and to employ workers at \$4.00 per hour as follows:

ANNUAL
SCHOOL
ELECTION

To post notices of the election at all school houses, post offices, municipal building, firehouses, and various stores.

To give To give permission to the Board Secretary to purchase all necessary supplies for the election, to place in the Ocean County Times-Observer or Brick Town News legal notices according to law, and to secure nineteen (19) voting machines two for each location, except Herbertsville which has one.

Polling Place No. 1
Raymond Peck, Judge
Elizabeth Swanhaus, Inspector
Mario Marchese, Clerk

Herbertsville (1, 27)
95 Central Boulevard
43 Sidney Court
5 Whitman Street

AUXILIARY (CONT'D)ANNUAL
SCHOOL
ELECTIONPolling Place No. 2

Richard V. Scott, Judge
Arilda Anderson, Inspector
Margaret Hendricks, Clerk
Josephine Skirde, Clerk
Mary Trento, Clerk

Polling Place No. 4

Richard Dlugokenski, Judge
Mary Alsheimer, Inspector
Marie DeVincentis, Clerk
Helen Dlugokenski, Clerk
Barbara Wright, Clerk
Margaret Nacion, Clerk
Wallace Lomano, Clerk
Theresa Johnson, Clerk

Polling Place No. 5

Frances Fischer, Judge
Mary Torsiello, Inspector
Irene Ruth Cook, Clerk
Lillian Issler, Clerk
Tillie Paris, Clerk

Polling Place No. 6

Frances Woytowicz, Judge
Jeanne Grozinski, Inspector
Mildred Egeland, Clerk
Margaret Falcone, Clerk
Ruth Haugh, Clerk
Roz Jacobs, Clerk
R. Mary Pomponio, Clerk
Lawrence Popp, Clerk

Polling Place No. 7

Hazel Teller, Judge
John Curry, Inspector
Kiernan Ashe, Clerk
Sarah Doyle, Clerk
Bertha Menig, Clerk

Polling Place No. 8

Pat Thatcher, Judge
Paris L. Cocco, Inspector
Ann Mulvihill, Clerk
Jeanne Peltier, Clerk
Dorothy Weber, Clerk

Polling Place No. 9

Judith Vogel, Judge
Mary Marchese, Inspector
Rose Aiello, Clerk
Mary E. Krause, Clerk
Edith Suydan, Clerk

Polling Place No. 10

Beulah Dicovitsky, Judge
Anthony DeInnocentes, Inspector
Helen Bram, Clerk
Mary Dickler, Clerk
Edward Novak, Clerk
Ruth Panzer, Clerk
Sophie Saluk, Clerk

Lanes Mill (3, 17, 24, 29)

4 Masters Road
14 Central Boulevard
250 South Lake Drive
10 Arnold Street
348 Kentwood Boulevard

Drum Point (6, 7, 8, 9)

58 Brentonian Way
908 Cypress Avenue
167 Binnacle Road
58 Brentonian Way
23 Brenner Court
293 Cherry Quay Road
35 Bark Road
713 Lions Lane

Lake Riviera Middle (13, 21, 33)

310 Heritage Drive
309 Heritage Drive
308 Cherry Quay Road
65 Channel Drive
30 Seaview Avenue

Osbornville (10, 11, 19, 25, 26)

43 Vanard Drive
440 Preston Street
14 Farragut Drive
129 Matthe Drive
11 Wayne Lane
552 Colorado Avenue
238 Sky Manor Boulevard
37 Nautilus Drive

Veterans Middle (2, 14, 22)

19 River Lane
249 Doyle Terrace
46 Patmore Road
456 Rose Avenue
340 Tuscaloosa Avenue

Midstreams (12, 15, 18)

116 Crescent Drive
45 Stratford Drive
117 Timothy Drive
432 Bella Vista Road
723 Midstreams Road

High School (16, 20)

414 Lafayette Drive
5 Whipman Street
157 Chambers Bridge Road
114 Basin Avenue
2 Sprucewood Drive

Greenbriar Clubhouse 1 (23, 28, 30, 31)

1 Bryant Road
24 Brooke Drive
46 Tony Court
43 Farragut Drive
4 Midland Park
32 Sidney Court
16 Brook Road

AUXILIARY
CONTINUED
DRAWING FOR
POSITION

Item D motion that the Board of Education approve the Drawing for Position on Ballot for the Annual School Election scheduled for Tuesday, April 4, 1989 to be held on February 9, 1989 at 4:05 p.m. in the Conference Room of the Administration Building.

OUT OF DISTRICT
PLACEMENT

Item E motion that the Board of Education approve the out-of-district placement of one (1) student to the Coastal Learning Center, Howell, effective 1/4/89 at a cost of \$14,645. per year.

APPROVE
CONTRACT
ONE-WAY
RETURN

Item F motion that the Board of Education approve contract #22 to Ocean County Occupational School one way-return at 1:50 p.m. at \$25.00 per diem for one (1) Brick Township student starting 1/3/89 at a cost to Brick of \$2750.00 transported by Scholastic Transportation.

Item G motion that the Board of Education approve contract #23 to Lakewood Middle School for one (1) Brick Township student starting 1/3/89, at a cost of \$45.00 per diem and total cost of \$4950., transported by American Multi Transport.

CANCEL
CONTRACT

Item H motion that the Board of Education cancel contract #21, Shore Youth Center, Toms River, N.J. for one (1) Brick Township student attending 10 days at a cost of \$43.50 per diem, total cost to Brick of \$435.00.

ADDENDUM

Item I motion that the Board of Education approve addendum #1 for contract route #21 to Harbor House, Toms River, N.J. for one (1) Brick Township student to be transported from Harbor House, Toms River to Laurelton School, Brick for only two (2) days at a cost to Brick of \$75.80 totalled.

APPROVE
CONTRACTS

Item J move that the Board of Education approve the contracts with the following personnel groups for the years 1989-90, 1990-91 and 1991-92 as per the attached:

Brick Township Association of School Administrators

Transport Workers Union (for 1989-90, 1990-91 only)

Central Administration

Civil Service Supervisory Personnel and Secretary to Superintendent

RE-APPOINT
J. SENDZIK

ALL CONTRACTS ON FILE IN THE BOARD OFFICE

Item K motion that the Board of Education reappoint Jay C. Sendzik, school board attorney, for the school year 1988-89, effective July 1, 1988 through June 30, 1989 at a retainer in the amount of \$56,804.00

RESOLUTION

Item L motion that the Board of Education adopt the following Resolution:

AUXILIARY
CONTINUED

RESOLUTION

WHEREAS, New Jersey Boards of Education have exercised their authority to organize the Administration of School Districts in any manner that best suits their individual needs, and

WHEREAS, Petitions have been filed with the Commissioner of Education which, if affirmed by the Commissioner, would prevent a Board of Education from exercising its prerogative to organize its Administrative functions in any way it chooses, and

WHEREAS, Said Petitions, if affirmed by the Commissioner would have a negative impact on the principle of Local Control of New Jersey School Districts, how therefore, be it

RESOLVED, that the New Jersey School Boards Association lend its full legal support for the purpose of preserving the principle of Local Control, and be it further

RESOLVED, that a copy of this RESOLUTION be provided to all Boards of Education in the State of New Jersey.

APPROVE Item M motion that the Board of Education approve entering into the Family
ENTERING Court proposed group program for children of separated and divorced
INTO FAMILYparents to be held at the Justice Complex in Toms River, New Jersey.
COURT PROGRAM

IMP. DATES Important Dates were reviewed by Mr. Readell as follows:

February 2, 1989 - 7:30 p.m. - Pre-Agenda Meeting
Administration Building

February 9, 1989 - 7:55 p.m. - Regular Public Meeting
Administration Building

Annual School Election will be held on Tuesday, April 4, 1989

Deadline for Filing Petition for Administration Building
Board Membership is February 9, 1989 4:00 p.m.

Drawing for Position on Ballot Administration Building
February 9, 1989 4:05 p.m.

March 9, 1989 - Budget Hearing immediately following the regularly
scheduled meeting.

DISCUSS
PROTEST
RE: CUTS
IN ST. AID Several Board Members mentioned the protest that would be taking place on the following day, Thursday, January 26 in Trenton. Many districts were going to Trenton to protest lack of State Aid and poor funding formula. Mr. Stutts is planning to attend the protest on behalf of Brick Township and he was asked by the Board to send letters to Trenton and legislators to register our protest.

A parent from the audience brought up some concerns she had with bedside tutoring and a gentleman asked if the Budget Hearing scheduled for after the March 9 meeting will be open to the public. The answer was "yes". AUDIENCE

Mr. Stites requested a Personnel Committee Meeting on January 31, 1989.

Motion to adjourn was made by Mrs. Benton, seconded by Mr. Cevalasco with ADJOURN all in favor to adjourn this meeting at 8:42 p.m.

Respectfully submitted,



Kathryn Amalfa

February 2, 1989
Brick, New Jersey

The Brick Township Board of Education held their Pre-Agenda Meeting beginning at 7:30 p.m. on Thursday, February 2, 1989 in the Administration Building, 101 Hendrickson Avenue, Brick, New Jersey.

Present were: Mrs. DeConde, Mr. Cevasco, Mr. Readell and Mrs. Benton.

Also present: Dr. Aragona, Mr. Wolf, Mr. Stutts and Mr. Sendzik.

SUNSHINE LAW Mr. Stutts announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on January 27, 1989 as follows: Board Office Bulletin Board, Asbury Park Press, Ocean County Times-Observer, Municipal Clerk and Brick Town News.

C. & I. Dr. Aragona presented the agenda. Item (a) was to approve application for Chapter I Carry-Over funds in the amount of \$60,265. Mr. Hayer was asked to speak regarding item (b) which was to certify eleven (11) teachers who were selected to be in the 1989 Governor's Teaching Recognition Program. Brick is proud of these teachers. Mr. Murphy reviewed item (c) audit recommendations of ECIA: Chapter I., and explained that some recommendations had already been done and others were in the process of being carried out.

FINANCE & BUSINESS Mr. Stutts was asked to review Finance & Business. He explained items (c,d,e and f) which were walk-throughs regarding rejecting bids for typewriters and to record and award bids for classroom and auditorium carpeting. Only one school will be done now, other schools will be done at a later date.

PERSONNEL-TEACHING Dr. Aragona reviewed Personnel-Teaching items. Mr. Wolf mentioned the possibility of adding a part time special education teacher for the next meeting.

PERS.-NON-TEACHING Personnel-Non-Teaching items were reviewed by Mr. Stutts.

REVISE & APPROVE NEW POLICY - 1ST READING Motion was made by Mrs. DeConde, seconded by Mrs. Benton, with the following roll call vote to approve revisions to policies 5121 and 6140, and to approve new policies 5145.4, 6121, 6122, 6147, 6160 and 6171.2 on first reading: Mrs. DeConde, yes; Mr. Cevasco, abstain; Mr. Readell, yes and Mrs. Benton, yes.

AUXILIARY Auxiliary items were reviewed by Dr. Aragona. Mr. Stutts asked to have item (g) removed as it was in error.

APPROVE MEM. H.S. CHEER-LEADERS TO GO CHICAGO Motion was made by Mrs. DeConde, seconded by Mrs. Benton and carried unanimously by roll call vote to give permission to Brick Township Memorial High School Cheerleaders to go to Chicago for Cheerleading Competitions from April 6 through April 9, 1989.

Important Dates were reviewed by Mr. Readell as follows:

IMPORTANT DATES

- February 9, 1989 - 7:55 p.m. - Regular Public Meeting
Administration Building
- February 9, 1989 - 4:00 p.m. - Deadline for Filing Board Petitions
Administration Building
- February 9, 1989 - 4:05 p.m. - Drawing for Position on Ballot
- February 17-20, 1989 - Presidents Weekend - SCHOOLS CLOSED
- March 2, 1989 - 7:30 p.m. - Pre-Agenda Meeting
Administration Building
- March 9, 1989 - 7:55 p.m. - Regular Public Meeting
Administration Building
- March 9, 1989 - Budget Hearing - Immediately following
Regular Public Meeting

There were no questions or comments from the audience.

AUDIENCE

Mrs. DeConde asked the Board attorney to draw up a Resolution for the next meeting to support full funding of education.

BOARD MEMBER
WRAP-UP

Motion was made by Mrs. DeConde, seconded by Mrs. Benton and carried unanimously by roll call vote to draft this Resolution.

REQUEST RESOL.
SUPPORTING
FULL FUNDING

Motion was made by Mrs. Benton, seconded by Mrs. DeConde and carried unanimously by roll call vote to adjourn this meeting at 8:03 p.m.

ADJOURN

Respectfully submitted,

Kathryn Amalfa
Kathryn Amalfa

February 9, 1989
Brick, New Jersey

The Brick Township Board of Education held their Regular Public Meeting at 7:55 p.m. on Thursday, February 9, 1989 in the Administration Building, 101 Hendrickson Avenue, Brick, New Jersey.

Present were: Mrs. DeConde, Mr. Cevasco, Mr. Readell, Mr. Stites, Mr. D'Ambola, Mrs. Benton and Mr. Williamson.

Also present: Dr. Aragona, Mr. Stutts and Mr. Sendzik.

SUNSHINE LAW

Mr. Stutts announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on February 3, 1989 as follows: Board Office Bulletin Board, Asbury Park Press, Ocean County Times-Observer, Municipal Clerk and Brick Town News.

Mr. Williamson opened the meeting and stated how happy he was to be here and thanked all who sent him good wishes during his recent operation.

C & I

ITEM (B)

CERTIFY 11
TEACHERS FOR
GOVERNOR'S
RECOGNITION
PROGRAM.

Motion was made by Mrs. Benton, seconded by Mrs. DeConde and carried unanimously by roll call vote to approve item (b) under Curriculum and Instruction as follows:

Item (b) Motion that the Board of Education certify the following teachers as Brick Township's nominees for the 1989 Governor's Teacher Recognition Program. The teachers were selected in accordance with the procedure established in law (C.322, P.L. 1985):

<u>Staff Member</u>	<u>School</u>	<u>Assignment</u>
Susan Andrews	Emma Havens Young	1st Grade
Elaine Yarusinsky	Drum Point	Spec. Education
Elizabeth A. Mason	Herbertsville	4th Grade
Noeline Carter	Lanes Mill	5th Grade
Lisa Costello	Midstreams	Art
Donna Stump	Osbornville	Spec. Education
Maureen Zolkiewicz	Veterans Mem. Elem.	Spec. Education
Mary Ann Scutro	Lake Riviera Middle	Basic Skills
Dorothy Irre	Veterans Mem. Middle	7th Grade
Rosemary Capitano	Brick Twp. H.S.	French
Peter Leighton	Memorial H.S.	Science

C & I ITEMS Motion was made by Mrs. Benton, seconded by Mr. Cevasco and carried unanimously by roll call vote to approve items (a, c, d, e, & f) under Curriculum and Instruction as follows:

APPROVE
APPLICATION FOR ECIA: Item (a) Motion that the Board of Education approve the application for ECIA: Chapter I Carry-Over funds in the amount of \$60,265. The funds will be applied to the salaries of BSIP staff members.

APPROVE
ECIA: AUDIT RECOMMENDATIONS Item (c) Motion that the Board of Education approve the audit recommendations of ECIA: Chapter I as follows:

1. To charge prorated salaries of split-funded personnel as incurred;
2. To include dates of purchase and cost of equipment on the inventory list;
3. To proceed with the comparability documentation;
4. To calculate and apply the net cost of maintenance of effort rather than the total cost.

Item (d) Motion that the Board of Education approve application for the following Flow Thru Grants: P.L. 94-142 for handicapped children ages 3-21 in the amount of \$474,560.; and P.L. 99-457 for handicapped children ages 3-4 and 5 in the amount of \$34,000. These are for the 1989-90 school year.

APPROVE APPLI-
CATION FOR FLO-
THRU GRANTS: PL
94-142 \$474,560.
& PL99-457 \$34,000

* **Items (e & f) listed on bottom of page 27 of these minutes.**

At this point Mr. Murphy presented achievement awards to Helaine Donovan and Susan Hopson, two of our teachers who are being recognized for their work with the Literacy Volunteers of America, an affiliate of the Ocean County Reading Council of which Mrs. Donovan is President and Mrs. Hopson is Vice President. They have been doing volunteer work with adults who cannot read. Mrs. Donovan thanked the Board for this honor.

AWARDS TO
HELAINE DONO-
VAN AND SUSAN
HOPSON

Motion was made by Mrs. DeConde, seconded by Mrs. Benton and carried unanimously by roll call vote Items A - F under Finance and Business.

FINANCE &
BUSINESS

Item A motion that the Board of Education approve payment of vouchers in the amount of \$5,283,691.12 as follows:

<u>VOUCHERS</u>	<u>AMOUNT</u>
Abbott Laboratories	\$ 760.00
Academy Chicago Publ.	16.98
Academy Fence Supply C	42.00
Acme Typewriter Center	2,287.81
Addison/Wesley	30.87
Allied Boiler Repair C	1,550.00
Alpha School	2,850.00
Alpha Medical Services	39.00
American Multi Trans S	1,996.80
AT&T Information Systems	878.43
Andersen's Equip. Service	413.72
Anserfone	265.80
Apple Computer Inc.	2,665.10
Dr. Louis Aragona	165.00
Arrow Uniform Supply	4,139.78
A P P - N I E	49.60
Asbury Park Press-NIE	198.79
Ashton-Tate	181.80
Tamra Bach	26.20
Rhonda H. Batlas, MSW,A	300.00
Beaver Dam Hardware	167.00
Behavior Therapy Assoc.	720.00
Syliva Behnke, RN	104.24
Mary Beijger	28.96
Robert Berkowitz MD PA	150.00
Jeanne H. Bird	42.00
Ellen Blank	49.68
Bloiner & Company, Inc.	187.00
Board of Education, DE	1,276.00
Manchester Township Board	4,524.54

VOUCHERS
CONT'D

VOUCHERS	AMOUNT
Board of Ed. of Toms River	\$ 752.60
Board of Ed of the Vocational	2,790.00
Board of Education, NE	782.60
Boro Busses Co.	1,035.00
R. R. Bowker Co.	71.40
Brick Auto Supply Inc.	648.04
Brick Lanes	326.70
Brick Starter & Alternator	123.50
Brick Town Medical Group	120.00
Brick Township Board of Ed.	350,000.00
Brick Township Board of Ed.	346,129.73
Brick Township Memorial	2,775.44
Brick Township Schools	12.00
Brick Township Town News	31.96
Brodar Co.	94.39
Brodhead-Garrett Co.	132.61
BSN Corporation	33.18
BCL/Business Credit LE	216.47
Business Micro Service	834.24
Calico Industries, Inc.	409.92
Carlton Surgical Supply	16.50
Carter Foundation Tut.	80.00
C D M, Inc.	196.12
Creating Effective Org.	1,720.00
Chaselle Inc.	15.31
Children's Psychiatric	7,976.09
Chocolate Bells	109.00
Chronicle Guidance Pub.	88.00
Circle System Group	612.00
City Supply Co., Inc.	8,508.82
W S Ciuffini, Inc.	1,181.05
Clancy Paul	82.00
Clarus Music, LTD	28.39
Clement Communications	273.27
Coast Cities School Buses	22,177.44
Coast Cities Truck Sales	210.18
Coastal Learning Center	1,615.80
The College Board	150.00
Collier School	4,800.00
Computer Land of Toms River	70.00
Con-Lux Coating Inc.	275.25
Continental Press, Inc.	205.54
Council for Indian Edu	944.42
The Craftsman	598.25
Creative Learning	209.77
Crest/Good Mfg. Co., I	74.28
CTB Mc Graw-Hill	2,400.00
CTB MC Graw-Hill	149.15
Curtis Industries	109.80
Doris Czarnecki	199.27
Dataflex Corporation	255.00
Data Research Inc.	71.00
Dean Oil Corporation	10,055.80
Decision Data Service	456.00
H A Dehart & Son	168.86
Demco Educational Corp.	57.76
Patricia Depko	45.69

VOUCHERS
CONT'D

<u>VOUCHERS</u>	<u>AMOUNT</u>
DLM Inc.	\$ 66.00
Devereux Foundation	2,470.88
Dow Jones Info. Service	13.00
Dramatists Play Service	72.63
Dugout Sporting Goods	219.42
James Dunn	21.00
East Coast Supply Co.	164.80
Ebsco Subscription Service	68.46
Econo-Clad Books	102.22
Ed's Hardware	183.27
Educational Equip. Service	446.50
Education Week	47.94
Efinger Sporting Goods	2,048.65
Elemendorf Typewriter Service	390.06
Emma Havens Young School	30.00
Evansion Educators Inc.	160.40
Herbert L. Farkas Co.	1,095.00
Five Star Sharpening	321.05
Follett Library Book C	899.48
Joseph R. Fontanella M	175.00
Lee M Fox	2,651.00
Fulfillment Center	265.00
Gale Resaerch Co.	455.34
Garden State Business	293.02
Garden State G.E.M. LE	319.66
Garden State Hardware	122.07
Gaskin, Conover	70.28
General Binding Corporation	760.34
General Business Machines	2,017.00
General Electric	140.30
Global Supply Inc.	3,074.00
Good Friend Electric	40.79
Goodyear Auto Service	843.04
Good Year Auto Service	703.35
Good Will Specialty Co.	51.90
Gym Door Repairs, Inc.	2,620.00
J. L. Hammett Co.	4,994.12
Hammett's	137.32
Richard S. Hancock	150.00
Hartford Steam Boiler	259.00
Banc One Leasing Corp.	393.38
D. C. Heath Co.	20.60
Herman & Anayiotos Neu	175.00
Highsmith Co., Inc.	614.75
HRW/W B Saunders	10,105.12
I.B.M.	1,217.00
Independent Child Study	11,275.25
Industrial Controls Di	270.12
Industrial Scales, Inc.	128.40
Institutional Systems	397.00
Instructional Systems	306.00
International Bell Group	99.69
Jackman's Inc.	253.30
Jersey Central P&L Co.	53,525.55
Jersey Shore Medical C	178.50
Johnson's Pt. Pleasant Hardware	101.15
Edward Kardell	62.06

VOUCHERS
CONT'D

VOUCHERS

AMOUNT

Charlene Keller	\$ 346.45
Helenanne Kennedy	89.00
Kepwell Spring Water C	882.50
Thomas Kerwin	20.96
Richard C. Kinstler	90.70
K-Log Inc.	252.88
Koffler Sales Corp.	268.40
Deborah Kraft	26.40
Kraft Food Service	127.24
Lake Riviera Middle School	91.95
Lakewood Auto Supply	466.20
Lang's Auto Supply, Inc.	408.52
Lee Battery Service	1,074.90
The Letterman	1,912.50
Levy's Inc.	494.60
L & H Plumbing & Heating	1,429.70
L M Mobile Radio Service	822.85
E Allen MacDuffie, Jr.	35.00
MacMillan Publishing Co.	197.50
Margaret Madeiros	87.60
Majestic Oil Co.	3,212.54
Manzo Contracting Co.	1,989.55
A. Marrucca & Sons	40.95
Maria C. Martone	1.88
Matheny School	4,219.40
Beverly McDaniels	52.46
Neal Metnick	23.20
Cathy Miller	39.60
Minnesco Division	217.54
Modern Gas Service	518.39
Monmouth Medical Center	474.00
Motive Aid Inc.	709.45
Roseanne Multari	420.00
The Music Shop	285.00
Nasco	173.87
Grace Marie Nash	16.38
NASSP	1,004.90
National Waste Disposal	462.60
N. J. Bell Telephone Co.	14,690.94
New Jersey Natural Gas	73,094.44
New Jersey School Board	101.21
Jean Niedzwiecki	135.00
North Brunswick Twsp.	375.00
Northeast Audio Visual	771.28
Ocean County Observer	37.40
Ocean County Occupational	1,800.00
Ocean City Personnel-GU	50.00
Ocean City Personnel-GU	100.00
Ocean-Monmouth Office	383.60
Omni Business Services	230.00
Open Court Publishing	594.16
Osgeola Inc.	6,168.10
Park Pediatrics & Adol.	300.00
Passon's Sports	1,188.81
Paxton Patterson	926.40
Pedroni Fuel Co.	7,147.95
J W Pepper Son, Inc.	300.78

VOUCHERS
CONT'D

<u>VOUCHERS</u>	<u>AMOUNT</u>
Perfection Form Co.	\$ 132.60
Dr. Dorothy M. Pietrucci	1,678.50
Pilot Electric Co., Inc.	316.20
Pine Belt Chevrolet Co.	1.98
Pitney Bowes	229.50
Point Pleasant Hardware	203.91
Prentice Hall-Allyn	1,131.38
Promaco Inc.	1,242.96
Public Employees Retirement	463.64
Pyramid Artist Material	435.62
Quill Corp.	217.46
The Rag Shop	143.29
Rale Electric Supply	4,309.68
Rainbow Bakery	130.40
Rand McNally & Co.	671.38
Dr. Morris Reby	1,400.00
Regency Cap & Gown Co.	91.21
Richard's Sales & Rental	218.00
Rio Grande Book Co.	84.01
James Rochford	195.60
Dorothy O. Rohland	28.04
Ray Rosamilia	42.50
Rubber Stamp Co.	30.20
Lenora Scaturro	171.70
Schenck Appliance Corp.	120.00
David A. Schilisserman	51.00
Scholastic Inc.	380.81
Scholastic Trans Co. Inc.	25,237.40
School Bus Parts Co.	229.01
School Health Supply	984.20
School Publications Co.	693.00
Scholastic Inc.	55.00
Science Research Assoc.	333.71
Scribner Educational P	2,435.77
Search Day Program	3,483.46
Seely Equip. & Supply C	168.06
Robert Selk	2.80
Jay C. Sendzik, Esquire	4,383.00
William Sherengos	70.50
Shore Bearing & Supply	31.00
Silver & Renzi	3,128.00
Simon & Schuster School	3,796.81
Sipersteins	995.70
Sarah Ann Sked	115.00
Slosson Educational Pu	57.20
Smithsonian Books	18.87
Soccer Plus	48.97
Sommer & Maca Industries	153.20
South-Western Publishing	252.01
Sportsmaster	109.74
Alvah M. Squibb Co. Inc.	25.23
Standard Lumber & Bldg.	31.39
The State Chemical Mfg.	166.50
State Products Inc.	439.88
Steck Vaughn Co.	947.52
William D. Steele Co.	1,857.00
Jim Stembel Tire Service	483.80

VOUCHERS
CONT'D

VOUCHERS

AMOUNT

Surrey Electric Supply	\$ 167.43
Syntrex Inc.	977.84
Tapco Incorporated	1,390.00
Tape Tel Electronics	189.50
Technomic Publishing C.	40.25
Tee Jay's Muffler & RA	45.00
Marne Thomas MA CCC	45.00
Elaine Thompson	11.04
Thrasher	16.50
Transportation	72.50
Treasurer, State of New	17,802.20
Trenton Brake	188.85
United Cerebral Palsy	7,333.60
Univ. of Medicine & Dentistry	297.00
University of Northern	20.00
OCS Inc.	453.00
Veterans Memorial Elementary	58.00
Veterans Memorial Middle	81.45
Visual Sound Co.	202.84
Pet Walski	91.80
Wardell Security Service	1,129.00
Warren Balderston Co.	45.70
Franklin Watts, Inc.	355.39
Weekly Reader Periodic	512.13
Welco Gases Corp.	156.10
Western Psychological	301.95
Wherry Doors & Hardware	392.00
Wilray Audio Visual	605.50
Warren H. Wolf	125.00
Wolstens Projector House	1,281.68
Woodhaven Foods	347.18
The Lumber Store	124.95
World Almanac	191.95
Word Book Inc.	559.00
Xerox Corporation	6,417.87
Xerox Corporation	1,330.00

"W" 1987-88

Atlantic Computer Systems	\$ 27.90
Treasurer, State of New	2,500.00
Xerox Corporation	552.72

The following bills have been paid but have not appeared on a previous list:

Brick Township High School/Athletic Account	\$ 3,171.42
Brick Township High School/Athletic Account	3,903.69
Brick Township Memorial High School/Athletic Account	4,654.77
Bruce Machine Shop	125.00
Connecticut General Life Ins. Co.	36,673.07
Foodtown of Brick	1,934.13
Lacey Township Board of Education	4,111.62 pp
National Music Supply	215.75
National Music Supply	216.89
New Jersey Department of Education	120.00
Ocean County Association of School Business Officials	25.00
Ocean Ice Palace	5,763.75

BILLS
CONT'D

Postmaster/Brick Township	\$ 850.00	
Postmaster/Brick Township	1,938.00	
Postmaster/Brick Township	60.00	
Rasmussen Agency, Inc.	24,873.36	pp
Service Engineering Associates, Inc.	475.00	
Washington National Insurance Co.	1,129.21	
West Manor Music	145.50	
Window Wonderland	700.00	
	<u>\$ 91,086.16</u>	

PAYROLL
DECEMBER 88

PAYROLL - DECEMBER, 1988

Brick Township Board of Education/Payroll Account	\$ 794,854.20	pp
Brick Township Board of Education/Agency Account	570,555.85	pp
Brick Township Board of Education/Payroll Account	2,496.62	pp
Brick Township Board of Education/Agency Account	2,963.07	pp
	<u>\$ 1,370,869.74</u>	pp

PAYROLL
JANUARY 89

PAYROLL - JANUARY, 1989

Brick Township Board of Education/Payroll Account	\$ 766,840.42	pp
Brick Township Board of Education/Agency Account	574,708.35	pp
Brick Township Board of Education/Payroll Account	755,061.05	pp
Brick Township Board of Education/Agency Account	574,788.80	pp
	<u>\$ 2,671,398.62</u>	

VOUCHERS
CHECKS
CANCELLED

Item B motion that the following vouchers and checks be cancelled from bill list of 1/12/89

<u>VENDOR</u>	<u>P.O. #</u>	<u>CHECK #</u>	<u>AMOUNT</u>
N.J. Turfgrass Expo 88	88-3662	G33916	\$40.00

REJECT
BIDS

Item C motion that the Board of Education REJECT bids received January 27, 1989 for LEASING CLASSROOM TYPEWRITERS.

RECORD
BIDS

Item D motion that the Board of Education RECORD bids received January 27, 1989 for CLASSROOM & AUDITORIUM CARPETING as follows:

<u>VENDOR</u>	<u>AMOUNT</u>
Atlantic Carpet & Tile 1 Cranberry Road Tinton Falls, NJ 07753	\$13,084.
Ocean County Floor & Wall 1215 Richmond Avenue Point Pleasant, NJ 08742	\$14,803.

AWARD
BIDS

Item E motion that the Board of Education AWARD bid received January 27, 1989 for CLASSROOM & AUDITORIUM CARPETING as follows:

Ocean County Floor & Wall	\$ 3,788.
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