
**The Somerset Hills School District
Regular Meeting Agenda - April 26, 2023
Executive Session - 5:30 P.M.
Public Budget Hearing Input & Action - 7:30 P.M.
Bernards High Media Center**

I. Call to Order & Welcome

Welcome to a meeting of the Board of Education of Somerset Hills. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Somerset Hills at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

II. Roll Call

III. Executive Session

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

RESOLVED that the Board of Education of Somerset Hills now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

IV. Pledge of Allegiance

V. Roll Call

VI. Report of the Superintendent

1. Student Representatives’ Report

2. Board Recognition - Retiree

a. WHEREAS, Dianne Schaefer has been employed from September 2012 through June 2023 as a Special Education Paraprofessional; and

WHEREAS, she exemplified expertise, commitment, and professionalism in her duties; and

NOW THEREFORE BE IT RESOLVED, that the Somerset Hills School District and Board of Education recognize Dianne Schaefer’s retirement effective July 1, 2023, and

extend to her congratulations and best wishes for a happy, healthy, and enjoyable retirement.

VII. Report of the Business Administrator

VIII. Public Comments for Actionable Agenda Items

We very much welcome input from the public. Public comments are welcome at this time on any actionable agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but are offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public Comments will be limited to 30 minutes. Thank you for your input.

IX. Approval of Minutes*

1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for March 15, 2023 and Special Meeting minutes for April 19, 2023.

X. FINANCE

A. Public Hearing Regarding 2023-2024 Budget

WHEREAS pursuant to N.J.S.A. 18A:22-13, the Board is required to conduct a public hearing for the 2023-2024 budget; and

WHEREAS on March 15, 2023 the Board of Education adopted a preliminary budget for the operation of the Somerset Hills Public Schools during the 2023-2024 school year and submitted it to the County Superintendent of Schools for approval, and

WHEREAS, pending that approval, the budget and notice of a public hearing were advertised in the Bernardsville News and Courier News.

Now, THEREFORE, be it resolved that the Board hereby opens the public hearing on the 2023-2024 Budget.

· Discussion

· Public Comments

· Motion to close the public hearing and adopt the 2023-2024 Budget.

B. Committee Report & Discussion:

C. Finance Action Items:

1. Approve Final 2023-2024 Budget*

Resolved, that the Somerset Hills Board of Education adopt the 2023-2024 Budget as approved by the Executive County Superintendent of Schools in accordance with the statutory deadline and to make all necessary adjustments to the budget to comply with State regulations.

| 2023-2024 | General Fund | Special Revenues | Debt Service | Total |
|--------------------------|---------------------|-------------------------|---------------------|--------------|
| Total Expenditures | \$46,005,675 | \$1,377,600 | \$3,077,920 | \$50,461,195 |
| Less Anticipated Revenue | \$11,387,929 | \$1,377,600 | \$297,831 | \$13,063,360 |

| | | | | |
|--------------------|--------------|-----|-------------|--------------|
| Taxes to be Raised | \$34,617,746 | \$0 | \$2,780,089 | \$37,397,835 |
|--------------------|--------------|-----|-------------|--------------|

BE IT RESOLVED, that the Somerset Hills Board of Education, in the County of Somerset, New Jersey, approves the following capital project and the withdrawal of \$2,216,100 from the Capital Reserve account to provide funding for the following projects/equipment for the 2023-2024 school year:

Bernards High School Turf Replacement
 Bernards High School PAC House Lighting Upgrade
 Bernards High School Grandstand Audio Upgrade - Olcott Field
 Bernards High School Interior Door Panic Hardware Replacement (Rest of B,C,E,D Wing)
 Bernardsville Middle School Media Center Renovation
 Bernardsville Middle School Multi-Purpose Room Sound System Upgrade
 District Technology WiFi Upgrade
 John Deere 1200A Field Rake
 Auto Scrubber - Custodial

Total costs for this project are \$2,216,100, which represent expenditures for construction elements or projects that are in addition to the facilities' efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

2. Approve Travel and Related Expense Reimbursement 2023-2024*

WHEREAS, the Somerset Hills Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B:1.1 et. seq. Requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B:1.1 et. seq. , but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of district Travel, and Reimbursement Forms; now THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B:1.1 et. seq. Education out of District Travel and Reimbursement Forms; and BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with 6A:23B:1.2 (b), to a maximum expenditure of \$75,000.

3. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of March 2023 showing the following balances:

| FUND | Board Secretary Cash Balance (1) | Treasurer Cash Balance (2) |
|----------------------------|-------------------------------------|-------------------------------|
| (10) General Fund | \$11,623,463.99 | \$11,623,463.99 |
| (20) Special Revenue Fund | (\$139,715.02) | (\$139,715.02) |
| (30) Capital Projects Fund | \$371,191.25 | \$371,191.25 |
| (40)Debt Service Fund | (\$780,305.55) | (\$780,305.55) |

| | | |
|------------------------|-----------------|-----------------|
| Total Government Funds | \$11,074,634.67 | \$11,074,634.67 |
|------------------------|-----------------|-----------------|

(1) From Secretary's Report (2) From Treasurer's Report

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it

RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it

FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

4. Approve 2022-2023 Budget Transfers*

Resolved, that the Somerset Hills Board of Education approves the attached list of budget transfers for March 2023.

5. Payment of Bills*

WHEREAS, the Board Secretary has presented attached March 2023 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

| FUND | |
|----------------------------|-----------------------|
| (10) General Fund | \$3,674,437.04 |
| (20) Special Revenue Fund | \$7,075.76 |
| (30) Capital Projects Fund | – |
| (40) Debt Service Fund | \$2,281,185.00 |
| (60) Cafeteria Fund | \$69,497.66 |
| (90) Agency Fund | \$1,059,735.39 |
| TOTAL | \$7,091,930.85 |

6. Payment of Bills*

WHEREAS, the Board Secretary has presented attached April 2023 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

| FUND | |
|----------------------------|-----------------------|
| (10) General Fund | \$2,067,017.18 |
| (20) Special Revenue Fund | \$67,126.38 |
| (30) Capital Projects Fund | – |
| (40) Debt Service Fund | – |
| (60) Cafeteria Fund | \$172.78 |
| (90) Agency Fund | \$394,310.89 |
| TOTAL | \$2,528,627.23 |

7. Approve 2022-2023 Non-Public Security Aid*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the use of funds for Non-Public Security Aid for the following school:

| | Non-Public School | Description | Amount |
|---|--------------------------|--|---------------|
| a | School of St. Elizabeth | Main Curtain & Valance Dry Clean & Flameproof - Pemberton Furniture & Drapery Compound | \$183.56 |
| b | School of St. Elizabeth | Main Curtain & Valance Dry Clean & Flameproof- Rose Brand F/P 701 F/P Solution | \$263.92 |
| c | School of St. Elizabeth | Main Curtain & Valance Dry Clean & Flameproof - Labor | \$260.00 |
| d | School of St. Elizabeth | Overhead Masking Border - Flameproof - Rose Brand F/P 701 F/P Solution | \$263.92 |
| e | School of St. Elizabeth | Overhead Masking Border - Flameproof - Labor | \$130.00 |
| f | School of St. Elizabeth | 2 pair side curtain - replacement - Krieger Prism 15 | \$1,530.88 |
| g | School of St. Elizabeth | 2 pair side curtain - replacement - 2828 Cord | \$202.00 |
| h | School of St. Elizabeth | 2 pair side curtain - replacement - Labor re-cord | \$420.00 |
| i | School of St. Elizabeth | 2 pair side curtain - replacement - Fabrication of curtains | \$1,144.00 |
| j | School of St. Elizabeth | 2 pair side curtain - replacement - Installation of curtains | \$832.00 |
| k | School of St. Elizabeth | Rear curtain - replacement - Krieger Prism 15 | \$1,177.60 |
| l | School of St. Elizabeth | Rear curtain - replacement - 2828 Cord | \$181.80 |
| m | School of St. Elizabeth | Rear curtain - replacement - Labor re-cord | \$420.00 |
| n | School of St. Elizabeth | Rear curtain - replacement - Fabrication of curtains | \$990.00 |
| o | School of St. Elizabeth | Rear curtain - replacement - Installation of curtains | \$720.00 |
| p | School of St. Elizabeth | Roller Shades | \$767.50 |
| q | School of St. Elizabeth | Delivery | \$76.75 |

8. Approve Special Education Schools

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following schools for the 2022-2023 school year:

| | Student ID # | School | Location | Cost |
|---|--------------|---------------------|---------------|-------------------------|
| a | 2779193661 | Chapel Hill Academy | Montville, NJ | \$19,584.00 Prorated |

9. Approval Municipal Alliance Grant

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, authorizes the application and approves funds for the 2022-2023 school year for the Municipal Alliance Grant as follows:

| | Grant/Program | School | Amount |
|---|--------------------------|---------------|---------------|
| a | B Well | BES | \$6,811.00 |
| b | Youth Summit | BMS | \$3,400.00 |
| c | BMS After School Program | BMS | \$2,500.00 |

10. Approval Municipal Alliance Grant*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, authorizes the application and approves funds for the 2022-2023 school year for the Municipal Alliance Grant as follows:

| | Grant/Program | School | Amount |
|---|--------------------------|---------------|---------------|
| a | BHS After School Program | BHS | \$1,700.00 |
| b | Consent 101 | BHS | \$4,550.00 |

11. Approve Bedminster Tuition Rate*

Resolved, that the Somerset Hills Board of Education approve the budgeted tuition rate for the 2023-2024 Bedminster students at Bernards High School in the amount of \$19,450.

12. Approve Parent Organization Fundraiser*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following parent organization fundraisers for the 2022-2023 school year:

| | Organization | School | Event | Date |
|---|-------------------------|---------------|---|-------------|
| a | Project Graduation 2023 | BHS | Lawn signs/balloon Sale for Class of 2023 | May |
| b | Project Graduation 2023 | BHS | Shopping Night at The Rebecca Collection | May |

13. Approve 2022-2023 Technology Aid*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the use of funds for Technology Aid for the following school:

| | Non-Public School | Description | Amount |
|---|--------------------------|--|---------------|
| a | School of St. Elizabeth | Belden 2413 Multi-Conductor - bulk cable - 1000 ft - white | \$906.60 |
| b | School of St. Elizabeth | 13 INTERNATIONAL SRX-LITE U1 128GB | \$2,158.69 |

XI. FACILITIES & OPERATIONS

A. Committee Report & Discussion:

B. Action Items:

1. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on March 15, 2023, and upheld the findings and/or consequences recommended by the Superintendent:

- BES 2022-2023 #10
- BMS 2022-2023 #15, #19, #20, #21, #22, #23

2. HIB Report *

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying case presented on March 15, 2023, and upheld the findings and/or consequences recommended by the Superintendent.

- BHS 2022-2023 #4, #6

3. Bus Evacuation Drills

Resolved, that the Somerset Hills Board of Education approves the Bus Evacuation Drills for the 2022-2023 School Year. Reports for drills are on file in the Business Office:

| | School | Date |
|---|-----------------------------|-------------|
| a | Bedwell Elementary School | 3/31 |
| b | Bernardsville Middle School | 4/14 |

4. Bus Evacuation Drills*

Resolved, that the Somerset Hills Board of Education approves the Bus Evacuation Drills for the 2022-2023 School Year. Reports for drills are on file in the Business Office:

| | School | Date |
|---|----------------------|-------------|
| a | Bernards High School | 4/18 |

5. Approve Disposal of Obsolete Technology Equipment*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the disposal of obsolete technology equipment for the 2022 - 2023 school year; list maintained in the Board of Education Office.

6. Approve change order for Bernardsville Middle School Media Center Renovations

Resolved that the Somerset Hills Board of Education approve a change order for the Bernardsville Middle School Media Center Renovations in the amount of \$1,780.00 as a decrease to the contract allowance amount of \$50,000.00. The new contract allowance including this change order is \$48,220.00.

7. Approve Board of Education Meeting Dates*

Resolved, that the Somerset Hills Board of Education upon the recommendation of the Superintendent, approve the following dates for regular Public Input & Action Meetings for 2023-2024 with a starting time for the public session of 7:30 p.m. except where noted. If required, special meeting(s) may be scheduled during July and August

| | | |
|-----------------|---|-----------|
| August 23, 2023 | Public Hearing on Nurse Service Plan & School Safety Report | Wednesday |
|-----------------|---|-----------|

| | | |
|-----------------------------|--|-----------|
| September 27, 2023 | | Wednesday |
| October 18, 2023 | | Wednesday |
| November 15, 2023 | | Wednesday |
| December 13, 2023 | | Wednesday |
| January 3, 2024 (6:00pm) | Reorganization Meeting | Wednesday |
| January 24, 2024 | | Wednesday |
| February 21, 2024 | Public Hearing on School Safety Report and Audit | Wednesday |
| March 13, 2024 | | Wednesday |
| April 24, 2024 | Public Hearing on Budget | Wednesday |
| May 14, 2024 | Annual School Adoptions & Appointments | Tuesday |
| June 26, 2024 | | Wednesday |

XII. CURRICULUM

A. Committee Report & Discussion:

B. Action Items:

1. Approve Professional Development/School Business

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following professional development/school business, for the 2022-2023 school year:

| | School | Name | Workshop/Conference/School Business | Date(s) | Est. Cost |
|---|--------|------------------------|---|-------------------------------|-----------|
| a | BES | Allen, Jazmyn | Harvard Certificate in School Management & Leadership | TBD | \$1,996 |
| b | BES | Dooley, Megan | Field Trip Chaperone | 5/17/23 5/18/23 5/19/23 | \$0 |
| c | BES | Reed, Patrick | Field Trip Chaperone | 5/17/23 | \$0 |
| d | BES | Rodriguez, Tatiana | Field Trip Chaperone | 5/18/23 | \$0 |
| e | BES | Fischer, Dana | Field Trip Chaperone | 5/19/23 | \$0 |
| f | BES | Hall, Kristine | Field Trip Chaperone | 5/18/23 | \$0 |
| g | BES | Seelig, Sophia | Field Trip Chaperone | 5/17/23 | \$0 |
| h | BES | Arce, Cassandra | Field Trip Chaperone | 5/17/23 | \$0 |
| i | BMS | Persico, Jacqueline | Sand Play Therapy | 5/12/23 | \$0 |
| j | BMS | Gilly, Zoltan | Maximize Language Development | 5/17/23 | \$199 |
| k | BMS | Mahlik, Phil | Field Trip Chaperone | 6/5/23 | \$0 |
| l | BMS | Boudreau, Derek | Field Trip Chaperone | 5/31/23 | \$0 |
| m | BMS | Gash, Adriane | Field Trip Chaperone | 5/31/23 | \$0 |
| n | BMS | Fitzgerald, Marianne | Field Trip Chaperone | 5/22/23 | \$0 |
| o | BMS | Sarullo, Dally | Field Trip Chaperone | 5/22/23 | \$0 |
| p | BMS | Rounsaville, Julie-Ann | Field Trip Chaperone | 5/22/23 | \$0 |
| q | BMS | Wells, Kelly | Field Trip Chaperone | 5/22/23 | \$0 |
| r | BMS | Andino, Alex | Field Trip Chaperone | 5/22/23 | \$0 |
| s | BMS | Russo, Dawn | Field Trip Chaperone | 5/22/23 | \$0 |

| | | | | | |
|---|-----|--------------------|---|-----------------|---------|
| t | BMS | Georgiana, Michael | Field Trip Chaperone | 6/7/23 | \$0 |
| u | BMS | Chaffee, Salome | Field Trip Chaperone | 6/7/23 | \$0 |
| v | BMS | King, Brian | Field Trip Chaperone | 6/7/23 | \$0 |
| w | BMS | Craver, Marcella | Internet Safety: Keeping Children Safe Online | 4/28/23 | \$19.08 |
| x | BMS | Garofalo, Lisa | 2023 National School Safety Conference | 7/24/23-7/28/23 | \$625 |
| y | BMS | Fabregas, Kelly | Field Trip Chaperone | 5/22/23 | \$0 |
| z | BMS | Chaffee, Salome | Field Trip Chaperone | 5/12/23 | \$0 |

2. Approve Professional Development/School Business*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following professional development/school business, for the 2022-2023 school year:

| | School | Name | Workshop/Conference/School Business | Date | Est. Cost |
|---|----------|-------------------|--|-----------------------------------|-----------------|
| a | BHS | Garay, Janet | NJTESOL/NJBE Spring Conference | 5/24/23 | \$390 |
| b | BHS | Medina, Pilar | NJTESOL/NJBE Spring Conference | 5/24/23 | \$390 |
| c | District | Koransky, Jamie | NJASA-NJAPSA Spring Leadership Conference 2023 | 5/17/23-5/19/23 | \$1024.66 |
| d | District | Koransky, Jamie | Regional Women's Leadership Forum & Luncheon | 5/3/23 | \$55 |
| e | District | Barna, Lindsay | NJCTE Spring Conference | 4/29/23 | \$70 |
| f | District | Barna, Lindsay | Spring Meeting of the Northern NJ ELA Supervisors Group | 6/1/23 | \$0 |
| g | District | DeMarco, Jinnee | NJASBO Annual Conference | 6/6/23-6/9/23 | \$904.69 |
| h | BHS | Taessler, Stephen | Field Trip Chaperone | 5/20/23 | \$0 |
| i | BHS | Samson, Alyssa | Field Trip Chaperone | 5/12/23 | \$0 |
| j | BHS | Newman, Amy | Field Trip Chaperone | 5/24/23 | \$0 |
| k | BHS | Worstell, Laura | Field Trip Chaperone | 3/16/23-3/19/23 | TBD |
| l | BHS | Szostak, Dave | AP Macroeconomics Reading 2023 | 6/2/23-6/10/23 5/28/23-6/10/23 | \$799.71 \$0 |
| m | District | DeMarco, Jinnee | 5th Annual Regional Women's Educational Leadership Forum | 5/3/23 | \$55 |
| n | BHS | O'Brien, Janice | The Writing Lessons I Learned from Hamilton | 4/20/23 | \$0 |

3. Approval of the Summer Pre K - 4 Support Program for Summer 2023

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the Summer Pre K - 4 Support Program for Summer 2023 to commence on July 10, 2023 and conclude on August 10, 2023. (Note: There will be no school on Fridays during this program.)

4. Approval of the BHS Summer Math Support for Summer 2023*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the Summer Math Support Program for Summer 2023, grades 9-11, to commence on August 14, 2023 and conclude on August 24, 2023.

5. Approval of the BMS Summer ELA Lab for Summer 2023

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the Summer ELA Lab for Summer 2023, grades 6-8, to commence on July 10, 2023 and conclude on July 20, 2023, with funding through ARP. (Note: There will be no school on Fridays during this program.)

6. Approval of the BMS Summer Math Lab for Summer 2023

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the Summer Math Lab for Summer 2023, grades 6-8, to commence on July 10, 2023 and conclude on July 20, 2023, with funding through ARP. (Note: There will be no school on Fridays during this program.)

7. Approval of the BHS Summer Math Lab for Summer 2023*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the Summer Math Lab for Summer 2023, grades 9-11, to commence on July 10, 2023 and conclude on July 20, 2023, with funding through ARP. (Note: There will be no school on Fridays during this program.)

8. Approve Field Trips

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following field trip:

| | School | Trip | # of Students | # of Faculty | # of Chaperones |
|---|--------|-------------------------|---------------|--------------|-----------------|
| a | BES | BMS - Bernardsville, NJ | 38 | 4 | 0 |
| b | BES | BMS - Bernardsville, NJ | 35 | 3 | 0 |
| c | BES | BMS - Bernardsville, NJ | 19 | 2 | 0 |
| d | BMS | Six Flags - Jackson, NJ | 21 | 3 | 1 |

9. Approve Field Trips*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following field trip:

| | School | Trip | # of Students | # of Faculty | # of Chaperones |
|---|--------|---|---------------|--------------|-----------------|
| a | BHS | Bronx Zoo - Bronx, NY | 44 | 4 | 0 |
| b | BHS | Frontline Arts - Branchburg, NJ | 24 | 2 | 0 |
| c | BHS | Northern Highlands - Allendale, NJ | 6 | 1 | 0 |
| d | BHS | Metropolitan Opera - New York, NY | 12 | 1 | 1 |
| e | BHS | Six Flags - Jackson, NJ | 67 | 2 | 3 |
| f | BHS | Latin American Grocery Store - Bernardsville, NJ | 2 | 1 | 0 |

| | | | | | |
|---|-----|---|----|---|---|
| g | BHS | Butler's Pantry Trackside - Far Hills, NJ | 11 | 2 | 0 |
|---|-----|---|----|---|---|

XIII. PERSONNEL

A. Committee Report and Discussion.

B. Action Items:

1. Approve Retirement

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the retirement of the following employee:

| | Name | School | Position | Effective |
|---|------------------|--------|------------------------------------|-----------|
| a | Schaefer, Dianne | BES | Special Education Paraprofessional | 7/1/23 |

2. Approve Appointment Non-Certified Staff*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the appointment of the following non-certified staff for the 2022-2023 school year, *subject to further investigation pursuant to law*:

| | Name | School | Position | Replace | Step | Salary | Effective |
|---|---------------|----------|-------------------|---------|------|--|------------------------------------|
| a | Tomza, Joseph | District | Maintenance: HVAC | Fulper | 11 | Maintenance HVAC \$65,765 System Maintenance \$16,774 Heating Controls Mechanic \$5,002 Plaster Mason \$1,830 Total Salary: \$89,371 | 5/1/23 <i>Pending clearance</i> |

3. Approve Extended Assignment Substitute

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following extended substitute assignment for the 2022-2023 school year *subject to further investigation pursuant to law*:

| | Name | Substitute Position | Certification | Rate | Effective |
|---|------------------|-------------------------|-------------------------------|-----------|-------------------|
| a | Wieczorek, Renee | Substitute Teacher: BES | County Substitute Certificate | \$190/day | 4/27/23 - 6/15/23 |

4. Approve Substitutes*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following substitutes for the 2022-2023 school year *subject to further investigation pursuant to law*:

| | Name | Substitute Position | Certification | Effective |
|---|----------------|--------------------------|-------------------------------|-----------------------------------|
| a | Sharp, Grace | Teacher/Paraprofessional | County Substitute Certificate | 04/27/23 <i>Pending clearance</i> |
| b | Kissel, Evelyn | Teacher/Paraprofessional | County Substitute Certificate | 04/27/23 <i>Pending clearance</i> |

5. Approve Student Internship

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following student internship for the 2023-2024 school year:

| | Name | School/Subject | Mentor | Program | Effective |
|---|--------------------|----------------|--------------|---------------------------|-----------|
| a | Williams, Amberley | BMS/Nursing | Suzanne Ryan | Rutgers School of Nursing | Fall 2023 |

6. Approve Athletic Positions*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following athletic positions for the 2022-2023 school year:

| | Name | Season | Position | Stipend |
|---|-------------|--------|----------------------|---------|
| a | Koch, Kevin | Spring | Tennis: Boys Varsity | \$7,200 |

7. Approve Leave of Absence*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following leave of absence:

| | Employee | School | Position | Type of leave | Dated of Leave/Notes |
|---|----------|----------|------------|-----------------------------|---|
| a | 9225 | District | Supervisor | NJFLA Anticipated return | 04/27/2023 - 06/15/2023 (unpaid w/benefits) 06/16/2023 |

8. Approve Transition Days*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve up to four transition days for Dr. Brotschul at his per diem rate for the 2022-2023 school year.

9. Approve Renewal of Non-Tenured Certificated Staff and Non-Tenured Administrators*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal of non-tenured certificated staff and non-tenured administrators for the 2023-2024 school year BHS & District: Attachment A

10. Approve Renewal of Non-Tenured Certificated Staff and Non-Tenured Administrators

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal of non-tenured certificated staff and non-tenured administrators for the 2023-2024 school year BES & BMS: Attachment A

11. Approve Renewal of Non-Tenured Unaffiliated Staff *

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal of non-tenured unaffiliated staff for the 2023-2024 school year: Attachment A

XIV. POLICY

A. Committee Report and Discussion.

B. Action Items:

1. First Reading*

Resolved, that the Somerset Hills Board of Education, upon recommendation of the Superintendent, approve the first reading of the following bylaw, policy & regulation:

| Policy/Regulation # | Title |
|---------------------|--|
| P0144 | Board Member Orientation and Training (<i>Revised</i>) |
| P2520 & R2520 | Instructional Supplies (M) (<i>Revised</i>) |
| P3217 | Use of Corporal Punishment (<i>Revised</i>) |

| | |
|---------------|---|
| P4217 | Use of Corporal Punishment (<i>New</i>) |
| P5305 | Health Services Personnel (M) (<i>Revised</i>) |
| P5308 & R5308 | Student Health Records (M) (<i>Revised</i>) |
| P5310 & R5310 | Health Services (M) (<i>Revised</i>) |
| P6112 | Reimbursement of Federal and Other Grant Expenditures (M) (<i>Revised</i>) |
| R6115.01 | Federal Awards/Funds Internal Controls - Allowability of Costs (M) (<i>New</i>) |
| P6115.04 | Federal Funds - Duplication of Benefits (M) (<i>New</i>) |
| P6311 | Contracts for Goods or Services Funded by Federal Grants (M) (<i>Revised</i>) |
| P7440 | School District Security (M) (<i>Revised</i>) |
| P9100 | Public Relations (<i>Abolished</i>) |
| P9140 | Citizens Advisory Committees (<i>Revised</i>) |
| R9140 | Citizens Advisory Committee (M) (<i>Abolished</i>) |

2. Second Reading*

Resolved, that the Somerset Hills Board of Education, upon recommendation of the Superintendent, approve the second reading of the following bylaw, policy & regulation:

| Policy/Regulation # | Title |
|---------------------|-----------------------------------|
| P0152 | Board Officers (<i>Revised</i>) |

XV. Public Comments

Public comments are welcome at this time on any topic. Public Comments will be limited to 3 minutes. Please state your name and address. Thank you for your input.

XVI. Supplementary Matters

XVII. Adjournment

***Note:** The areas of permitted voting for the Bedminster district representative of the Board of Education are: (a) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; (b) New capital construction to be utilized by sending district pupils; (c) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the

receiving district's central administrative staff; (d) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district; (e) Any matter directly involving the sending district pupils or programs and services utilized by those pupils; (f) Approval of the annual receiving district budget; (g) Any collectively negotiated agreement involving employees who provide services utilized by sending district pupils; (h) Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district pupils; and (i) Any matter concerning governance of the receiving district board of education including, but not limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.

(cf: P.L.1996, c.103, s.1)

Somerset Hills School District

April 26, 2023

ADDENDUM

X. FINANCE

14. Payment of Bills*

WHEREAS, the Board Secretary has presented attached April 2023 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

| FUND | |
|----------------------------|--------------------|
| (10) General Fund | \$6,413.85 |
| (20) Special Revenue Fund | \$27,245.00 |
| (30) Capital Projects Fund | – |
| (40) Debt Service Fund | – |
| (60) Cafeteria Fund | – |
| (90) Agency Fund | – |
| TOTAL | \$33,658.85 |

XII. CURRICULUM

1. Approve Professional Development/School Business

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following professional development/school business, for the 2022-2023 school year:

| | School | Name | Workshop/Conference/School Business | Date(s) | Est. Cost |
|----|--------|--------------------|---|---------|-----------|
| aa | BES | Jastrabek, Lin | Field Trip Chaperone | 5/9/23 | \$0 |
| bb | BES | Heppes, Laurie | Field Trip Chaperone | 5/9/23 | \$0 |
| cc | BES | Grau, Jianna | Field Trip Chaperone | 5/9/23 | \$0 |
| dd | BES | DeStefano, Phyllis | Field Trip Chaperone | 5/9/23 | \$0 |
| ee | BMS | Garofalo, Lisa | Internet Safety: Keeping Children Safe Online | 4/28/23 | \$0 |

XIII. PERSONNEL

12. Approve Appointment Certificated Staff*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following non-tenured certificated staff for the 2023-2024 school year *subject to further investigation pursuant to law*: (step and salary may be adjusted upon contract ratification)

| | Name | School | Position | Replace | Level | Step | Salary | Effective |
|---|------------------|--------|---------------------------|---------|-------|------|----------|-----------------------------------|
| a | Shah, Shradha | BHS | Special Education Teacher | Nelson | MA+15 | 7 | \$71,760 | 9/1/23 <i>Pending approval</i> |
| b | Cameron, Bradley | BHS | Psychology Teacher | Fresco | MA | 11 | \$76,030 | 9/1/23 <i>Pending approval</i> |

Somerset Hills School District

April 26, 2023

ADDENDUM

13. Approve Leave Replacement Teachers*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following Leave Replacement Teacher for the 2023-2024 school year, *subject to further investigation pursuant to law*: (step and salary may be adjusted upon contract ratification)

| | Name | School | Position | Replace | Level | Step | Salary | Effective |
|---|----------------|---------------|-----------------------------|----------------|--------------|-------------|---------------|---|
| a | Alvez, Abigail | BHS | Leave Replacement Counselor | 9339 | MA | 8 | \$70,725 | 9/1/23-6/30/24 <i>Pending approval</i> |

14. Approve S.H.E.A. Memorandum of Agreement*

Resolved, that the Somerset Hills Board of Education approves the Memorandum of Agreement with the Somerset Hills Education Association (S.H.E.A.) dated February 10, 2023 and corresponding salary guides as ratified by the S.H.E.A. on April 20, 2023.

Revised: Attachment A

9. Approve Renewal of Non-Tenured Certificated Staff and Non-Tenured Administrators*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal of non-tenured certificated staff and non-tenured administrators for the 2023-2024 school year BHS & District: **anticipated tenure status for the 2023-2024 school year*

| | Last Name | First Name | School | Year |
|---|------------------|-------------------|---------------|-------------|
| a | Kaufman* | Justin | BHS | 4 |
| b | LaValle* | Alexa | BHS | 4 |
| c | Lehnhoff* | Robert | BHS | 4 |
| d | O'Brien* | Kyle | BHS | 4 |
| e | Pasqua* | Jaelyn | BHS | 4 |
| f | Tripp* | Amanda | BHS | 4 |
| g | Anderson | Richard | BHS | 3 |
| h | Mathus | Peter | BHS | 3 |
| i | Ciocco | Jared | BHS | 2 |
| j | Ellis | Judge | BHS | 2 |
| k | Medina | Pilar | BHS | 2 |
| l | Volosin | Lauren | BHS | 2 |
| m | Cava | Lauren | BHS | 1 |
| n | Chang | Newstein | BHS | 1 |
| o | Johnson | Alex | BHS | 1 |
| p | Taesler | Stephen | BHS | 1 |
| q | Mountney | Cassandra | BHS | 1 |
| r | Newman | Amy | BHS | 1 |
| s | Robinson | Carl | BHS | 1 |
| t | Spautz | Daniel | BHS | 1 |
| u | Edgertaon* | Olga | District | 4 |
| v | Walker* | Jaime | District | 4 |
| w | Koransky | Jamie | District | 3 |
| x | Barna | Lindsay | District | 2 |

10. Approve Renewal of Non-Tenured Certificated Staff and Non-Tenured Administrators

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal of non-tenured certificated staff and non-tenured administrators for the 2023-2024 school year BES & BMS: **anticipated tenure status for the 2023-2024 school year*

| | Last Name | First Name | School | Year |
|---|------------------|-------------------|---------------|-------------|
| a | Mirando* | Stephan | BES | 4 |
| b | Sakin | Jordan | BES | 3 |

| | | | | |
|---|------------------|-------------|-----|---|
| c | Strohaman | Elizabeth | BES | 3 |
| d | Acuna | Marixza | BES | 2 |
| e | Fischer | Taylor | BES | 1 |
| f | Nisch | Christine | BES | 1 |
| g | Allen | Jazmyn | BES | 1 |
| h | Keri | Christopher | BES | 1 |
| i | Escobar-Chaffee* | Salome | BMS | 4 |
| j | Fabregas* | Kelly | BMS | 4 |
| k | Wertman* | Suzanne | BMS | 4 |
| l | Gash | Adriane | BMS | 3 |
| m | Andrews Wright | Rebecca | BMS | 3 |
| n | Geyer | Julie | BMS | 2 |
| o | Kupper | Patricia | BMS | 2 |
| p | Koellhoffer | Keith | BMS | 2 |
| q | Cox | Brett | BMS | 1 |
| r | Mahlik | Philip | BMS | 1 |
| s | Pasquarelli | Jaclyn | BMS | 1 |
| t | Persico | Jacqueline | BMS | 1 |
| u | Reilly | Katheryn | BMS | 1 |
| v | Shemon | Eileen | BMS | 1 |
| w | Dooley | Michelle | BES | 1 |
| x | Oliveira | Ashley | BMS | 1 |
| y | Andino | Alex | BMS | 1 |
| z | Inclendon | Cassandra | BMS | 2 |

11. Approve Renewal of Non-Tenured Unaffiliated Staff *

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the renewal of non-tenured unaffiliated staff for the 2023-2024 school year:

| | Last Name | First Name | School | Year |
|---|------------------|-------------------|---------------|-------------|
| a | DeMarco | Jinnee | Olcott | 3 |
| b | Schwarz | Jeremy | Olcott | 3 |
| c | Bivaletz | Mia | Olcott | 2 |
| d | Kacanski | Jaclyn | Olcott | 2 |
| e | Riccio | Frank | Olcott | 2 |
| f | Mehan | Kathy | Olcott | 1 |
| g | Spiridakis | Nina | Olcott | 1 |
| h | Machado | Bryan | Olcott | 1 |

BYLAW GUIDE

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Board Member Orientation and Training
Mar 23

[See POLICY ALERT Nos. 181, 193, and 230]

0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive **access to and/or a copy of**

Choose one or more of the following:

- ~~access to and/or a copy of~~ the Board of Education Bylaw and Policy Manual,
- the manual of administrative regulations,
- each negotiated agreement,
- the current budget statement and audit report,
- the most recent long range facilities plan, **and**
- other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Within the first ninety days of a new Board member's first term, the Board member ~~Each newly elected or appointed Board member~~ shall complete ~~during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33**, ~~in consultation with the New~~

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Board Member Orientation and Training



BYLAW GUIDE

~~Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under **N.J.S.A. P.L. 2002, c. 83 (C.18A:37-13 et seq.)**. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.

N.J.A.C. 6A:28-4.1

Adopted:



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Instructional Supplies
Mar 23
M

[See POLICY ALERT No. 230]

2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall **provide** ~~supply each teaching~~ staff members with the supplies; **and** materials; ~~and equipment~~ necessary for the **successful** implementation of the **instructional** ~~approved~~ program and **provide** ~~each~~ students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this ~~p~~Policy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of **their** ~~his/her~~ financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent **or designee** shall develop **procedures** ~~regulations~~ for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7
N.J.S.A. 18A:34-1
N.J.S.A. 18A:54-20 [vocational districts]

~~Cross reference: Policy Guide No. 5513~~

Adopted:



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[See POLICY ALERT No. 230]

R 2520 INSTRUCTIONAL SUPPLIES

A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the **successful** implementation of the instructional program. ~~“Supplies” include, but are not necessarily limited to, paper, pencils, chalk, erasers, paste, clay, artistic materials, craft paper, markers, string, adhesive tape, scissors, soap, and the like.~~

B. Supply Procedures

1. **Each staff member will be able to request supplies by submitting a request to the Principal or designee.**
2. ~~Supplies will be kept in a **secure location** supply closet or room in each school building. The **Principal or designee** _____ will be responsible **to approve** for the **request of supplies for their school and staff** content and inventory of the supply closet.~~
2. ~~Each teacher will request supplies each _____ by submitting a written request to the Principal. The teacher should request a sufficient quantity of supplies to satisfy the needs of his/her class for at least _____ week(s).~~
3. **The staff member’s teacher’s request will be retained by the staff member and the Principal or designee** recorded in the _____.
4. At the end of each school year, a record of the **inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee** requested and used in each classroom will be given to the _____.
5. The Principal will **encourage** invite all ~~teaching~~ staff members to suggest additional supplies and/or replacements for the supplies **currently** used.



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Instructional Supplies

C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for ~~the reason of~~ safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (~~other than color or style~~) and may recommend a suitable **vendor** ~~commercial source~~ for the clothing or equipment.
2. Where a student enrolled in a class or activity in which an **item product** is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the **Principal or designee** _____, and the moneys collected will be deposited with the **Business Office** _____.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.1., 2., and 3. above.
5. **Staff members** ~~Teachers shall be advised to~~ report to the **Principal or designee** _____ any student who is **suspected of being** unable to pay for ~~the supplies listed above~~.

Issued:



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TEACHING STAFF MEMBERS

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Use of Corporal Punishment

Mar 23

[See POLICY ALERT No. 230]

3217 USE OF CORPORAL PUNISHMENT

~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

- 1. To quell a disturbance, threatening physical injury to others;**
- 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;**
- 3. For the purpose of self-defense; and**
- 4. For the protection of persons or property;**

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

~~A teaching staff member who:~~

- ~~1. Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical~~



POLICY GUIDE

TEACHING STAFF MEMBERS

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Use of Corporal Punishment

~~injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self-defense, or to protect persons or property;~~

- ~~2. Touches a student in an offensive way even though no physical harm is intended;~~
- ~~3. Permits students to harm one another by fighting; or~~
- ~~4. Punishes students by means that are cruel or unusual;~~

Any teaching staff member employed by the Board found to have violated this Policy may will be subject to discipline by the this Board and may be dismissed.

N.J.S.A. 18A:6-1; 18A:37-1

~~Cross reference: Policy Guide No. 5630~~

Adopted:



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Use of Corporal Punishment
Mar 23

[See POLICY ALERT No. 230]

4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:



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Health Services Personnel
Mar 23
M

[See POLICY ALERT Nos. 178, 204, 209, and 230]

5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is **contracted required by the Board**. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.~~ **The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41.** The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services **pursuant to N.J.A.C. 6A:16-2.3.**

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) **and Policy and Regulation 5310;**
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education ~~Improvement~~ Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination;~~



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Health Services Personnel

4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) **and Policy and Regulation 5310**;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) **and Policy and Regulation 5310**.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and



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Health Services Personnel

Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; ~~and. The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and **18A:40A-12 ~~12~~ and Policy and Regulation 5530**;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, **and Policy and Regulation 5308**;
4. Recommending to the ~~school~~ Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;



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Health Services Personnel

7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330;**
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. ~~Providing~~ **C**lassroom instruction in areas related to health **education**, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; ~~and~~
16. **Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and**
1746. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.



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A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse **provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(c).** ~~a~~ The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.(a.) and **a noncertified nurse** is limited to providing services only as permitted under ~~a~~ the non-certified nurse's license issued by the State Board of Nursing **in accordance with N.J.A.C. 6A:16-2.3(c).**

**N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;
18A:40-8; 18A:40-10; 18A:40-12; 18A:40-12.6;
18A:40-12.14; 18A:40-41.7**
**N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;
6A:16-2.2; 6A:16-2.3**

Adopted:



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[See POLICY ALERT Nos. 178, 204, and 230]

5308 STUDENT HEALTH RECORDS

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, **whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7** ~~may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ **Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).**

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.91 ~~et seq~~ and N.J.A.C. 6A:32-7.5.

Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall



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be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

~~Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7.5; Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

N.J.S.A. 18A:40-3.4

N.J.A.C. 6A:16-2.4 ~~et seq.~~; **6A:32-7.1**; 6A:32-7.4 ~~et seq.~~;
6A:32-7.5 ~~et seq.~~; **6A:32-7.8**

Adopted:



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[See POLICY ALERT Nos. 178, 204, and 230]

R 5308 STUDENT HEALTH RECORDS

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated Student Health Records

1. The **district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records** ~~following mandated student health records shall be maintained:~~
 - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
 - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

B. Maintenance **and Security** of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
 - a. Student health records may be stored electronically or in paper format. ~~When records are stored electronically, proper security and backup procedures shall be administered;~~



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(1) When student health records are stored electronically, proper security and backup procedures shall be administered;

b. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(1)**. ~~separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record; and~~

(1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.

c. Student health records shall be accessible during the hours in which the school program is in operation.

C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.



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- a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
- b. Information obtained by the school's alcohol and other drug program ~~that which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under ~~those~~ conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to Student Health Records

1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99, ~~incorporated herein by reference~~, as amended and supplemented, and N.J.A.C. 6A:32-7 – ~~et seq.~~ Student Records.
2. The school district shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
 - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the student's health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy **5308** and **this Regulation ~~5308~~** shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.54.

Adopted Issued:



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[See POLICY ALERT Nos. 178, 204, 208, and 230]

5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals** ~~in accordance with N.J.A.C. 6A:16-2.1(a)2.~~ (Policy and Regulation 5330);
 - a. **The school physician;**
 - b. **A certified school nurse or noncertified nurse;**
 - c. **A substitute school nurse employed by the school district;**
 - d. **The student's parent;**
 - e. **A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;**
 - f. **Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and**
 - g. **Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.**
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);



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4. The provision of health services in emergency situations, including:
 - a. The emergency administration of epinephrine via **an epinephrine Epi-pen** auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
 - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
 - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
 - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
 - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, ~~Public Employees~~ Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards (Policy and Regulation 7420);



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8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies~~, diabetes, ~~and~~ asthma, **and life-threatening allergies** requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, **pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.**

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:~~

- ~~1. Immunization records shall be reviewed and updated annually, pursuant to N.J.A.C. 8:57-4.1 through 4.24.~~
- ~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.~~



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3. ~~The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups, pursuant to N.J.S.A. 18A:40-16.~~
4. ~~The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable, pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~
5. ~~Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.~~
6. ~~Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.~~
7. ~~The findings of required examinations under 8.b., c., d., and e. below shall include the following components:~~
 - a. ~~Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~
 - b. ~~Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~
 - c. ~~Health screenings including height, weight, hearing, blood pressure, and vision; and~~
 - d. ~~Physical examinations.~~
8. ~~The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~



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- a. ~~Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1.;~~
 - b. ~~Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2.;~~
 - c. ~~When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3.;~~
 - d. ~~For the purposes of the comprehensive Child Study Team evaluation, pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4.; and~~
 - e. ~~When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~
9. ~~Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~
 10. ~~The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.~~
 11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~
 12. ~~The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(l).~~



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~~13. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.~~

N.J.S.A. **18A:35-4.8; 18A:40-4 et seq.; 18A:40-12;
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;**
18A:40-41a.; 18A:40-41b.

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted:



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R 5310 HEALTH SERVICES

A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as **either an advanced practice nurse or a nurse practitioner/clinical nurse specialist** from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an **eEducational sServices cCertificate**, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-~~1412.3~~ and ~~1412.4~~.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider’s practice site chosen by the student’s parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education ~~or nonpublic school~~, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), **resource family foster** parent(s), or ~~parent~~ surrogate(s) **parent(s)** of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
67. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.



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76. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.

~~7. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.~~

8. School physician – means a physician **currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development** ~~with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district.~~ The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)

1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.

2. The findings of required examinations under **N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G.** below shall include the following components:

a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;

b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;

c. Health screenings including height, weight, hearing, blood pressure, and vision; and

d. Physical examinations.



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3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
 - a. In an unlocked location on school property, with an appropriate identifying sign;
 - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
 - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
4. The Board of Education shall make accessible information regarding the ~~NJ New Jersey~~ FamilyCare Program ~~to for~~ students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
5. **Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.**
65. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by **their** ~~his/her~~ parents that **such** required examinations interfere with the free exercise of **their** ~~his/her~~ religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or **to determine their fitness** ~~under the influence of alcohol or drugs or is disabled or is fit~~ to participate in any health, safety, or physical education course required by law.
6. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~



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C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grades Six to Twelve **(N.J.A.C. 6A:16-2.2(h)1.)**

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural **athletic** team or squad for students enrolled in any grades six to twelve. ~~The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.~~

a. **The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.**

b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.

~~(1)~~ Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.



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- (a~~1~~) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
- (2)~~b~~. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
- (3)~~e~~. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c~~3~~. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1)~~a~~. Been advised by a licensed physician, APN, or PA not to participate in a sport;



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- (2)~~b~~. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
 - (3)~~c~~. Broken a bone or sprained, strained, or dislocated any muscles or joints;
 - (4)~~d~~. Fainted or blacked out;
 - (5)~~e~~. Experienced chest pains, shortness of breath, or heart racing;
 - (6)~~f~~. Had a recent history of fatigue and unusual tiredness;
 - (7)~~g~~. Been hospitalized, visited an emergency room, or had a significant medical illness;
 - (8)~~h~~. Started or stopped taking any over the counter or prescribed medications; or
 - (9)~~i~~. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e5. The Board of Education ~~shall will~~ not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural **athletic** team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.



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- f6. The school district shall distribute to a student-athlete and **the student-athlete's** ~~his or her~~ parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
- (1)~~a~~. A student-athlete and **the student-athlete's** ~~his or her~~ parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.
- (2)~~b~~. The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
- (3)~~c~~. The Commissioner shall distribute the pamphlet, at no charge, to **the all** school districts ~~and nonpublic schools~~, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (**N.J.A.C. 6A:16-2.2(h)2.**)

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** upon enrollment in school. ~~The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student.~~
- a. **The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.**
- b2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).



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- ~~c3.~~ Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
 - ~~d4.~~ The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).
- E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)
1. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3) The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.~~
 2. ~~The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.~~
 32. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** for the purposes of the comprehensive ~~c~~Child ~~s~~Study ~~t~~Team evaluation, pursuant to N.J.A.C. 6A:14-3.4.



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G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 **(N.J.A.C. 6A:16-2.2(h)5.)**

1. **The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.**

21. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.

32. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings **(N.J.A.C. 6A:16-2.2(l))**

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.

2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.

3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.



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4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. **The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.**

Adopted Issued:



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Reimbursement of Federal and Other
Grant Expenditures

Mar 23

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[See POLICY ALERT Nos. 190, 218, and 230]

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the **Strengthening Career and Technical Education for the 21st Century Act** ~~Carl D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.



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Reimbursement of Federal and Other
Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



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Reimbursement of Federal and Other
Grant Expenditures

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted:



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Federal Awards/Funds Internal Controls –

Allowability of Costs

Mar 23

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[See **POLICY ALERT No. 230**]

R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
 2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
 - a. Complete the grant application for approval by the Superintendent and the Board of Education;
 - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
 - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
 - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
 3. Upon approval and funding of the Federal grant program, the grant administrator will:



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Federal Awards/Funds Internal Controls –
Allowability of Costs

- a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
 - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
 - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted:



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Federal Funds – Duplication of Benefits

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[See **POLICY ALERT No. 230**]

6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and



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Federal Funds – Duplication of Benefits

2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:



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Contracts for Goods or Services Funded by
Federal Grants

Mar 23

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[See **POLICY ALERT Nos. 192, 224, and 230**]

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at www.sam.gov maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.



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Contracts for Goods or Services Funded by
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Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200

2 CFR §3485.220

2 CFR §180.210

Adopted:



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School District Security
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[See POLICY ALERT Nos. 214, 217, 218, 221, and 230]

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

As used in this Policy and N.J.S.A. 18A:41-7.1, “critical incident mapping data” means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

The Board shall provide to local law enforcement authorities **critical incident mapping data** ~~a copy of the current blueprints and maps~~ for all schools and school grounds ~~within the school district or nonpublic school~~. In the case of a school building located in a municipality in which there is no municipal police department, **critical incident mapping data** ~~a copy of the blueprints and maps~~ shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised **mapping data** ~~copies~~ to the applicable law enforcement authorities or designated entities any time that there is a change to the **critical incident mapping data** ~~blueprints or maps~~.

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.



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School District Security

Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440.**

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440.** The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440.** The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the ~~main~~ building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.



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School District Security

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;
18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



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[See POLICY ALERT No. 230]

9140 CITIZENS ADVISORY COMMITTEES

The **Board of Education encourages** ~~success of the school system depends, to a large extent, on open channels of communication between the school district community and the community at large. Citizens advisory committees may be~~ **are particularly** useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community ~~in the study of specific school problems.~~

The Board may establish **a citizens** advisory committees ~~as standing committees to serve in a liaison function to provide input to the Board and the administration from~~ between the local community and the schools, as permanent ~~committees~~ for funded programs as the law requires; and as the **Board sees fit** need arises.

In creating a new **citizens** advisory committee, the Board ~~may shall~~ appoint: members of the community who are able and interested in the subject and concerned about the schools; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; ~~and appoint~~ one or more Board members; and **school staff members** ~~to serve as ex-officio members.~~ **The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.**

In charging a new **citizens** advisory committee, the Board shall define the **citizens advisory** committee assignment in writing, set a date for a ~~preliminary and final~~ report(s) **to the Board**, and establish a budget, **if needed**. Expenditures of district funds by **a citizens** advisory committees ~~as standing committees to serve advisory committees~~ shall be made ~~only~~ upon the approval of the **Superintendent**

Recommendations of ~~an~~ **citizens** advisory committee shall not reduce the responsibility of the Board, which may accept, ~~or~~ reject, **or modify a citizens advisory committee's** recommendation(s) in the exercise of its statutory discretion.



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Citizens Advisory Committees

Meetings of an **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act

Choose only one of the following:

but shall

and need not

be open to the public, except as expressly permitted by the Board.

~~N.J.A.C. 6:30-1.5; 6:31-1.14(b)~~
~~20 U.S.C.A. 3801 et seq.~~

~~Cross reference: Policy Guide Nos. 5520, 7440~~

Adopted:

