

**BOARD OF EDUCATION  
UPPER SADDLE RIVER, NEW JERSEY  
REGULAR MEETING  
Monday, May 15, 2023, 8:00 p.m.  
Auditorium, Cavallini Middle School  
392 West Saddle River Road**

**Agenda**

This is a Regular Meeting of the Upper Saddle River Board of Education and appropriate notice has been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notice.

Two opportunities are provided at this meeting for citizens to make comments. The Board values and welcomes comments and opinions from the residents of Upper Saddle River as long as remarks are not personal or discourteous. Public comment allows the Board to listen to community members and to hear their opinions on school policy and operations.

Members of the public may access the meeting and submit any questions or comments during the portions of the meeting reserved for comments. Persons wishing to comment should identify themselves by name and address; the commenter should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each commenter will limit his/her remarks to three minutes. No person may comment again until all those who wish to comment have had an opportunity and as long as time allows. If, in the judgment of the presiding officer, the total time devoted to public comment becomes excessive, the presiding officer may indicate the Board has time for one more speaker and will so notify the public.

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|------|--|---|
| I.   | Call to order and roll call  | Mrs. Gandara  |
| II.  | Flag salute and Pledge of Allegiance                                       | Mrs. Gandara  |
| III. | Opening statement by presiding officer                                     | Mrs. Gandara  |
| IV.  | <b>REPORTS</b>   |   |
| A.   | Superintendent's Report  | Dr. Siegel  |
| B.   | Board Secretary's Report   | Mrs. Imbasciani                                       |
| C.   | Board President's Report   | Mrs. Gandara  |
| D.   | Committee Reports  | Chairpersons  |
| E.   | PTO Report   | Mrs. DeFrino/Mrs. McGovern                            |
| F.   | USREF Report   | Mrs. Tedd   |
| V.   | <b>PRESENTATIONS</b>   |   |
| A.   | <b>Student Involvement in School Decision Making (K-8)</b>                 | Mrs. Severs/Mr. Kaplan/<br>Mr. McCusker/Mrs. D'Ambola |
| B.   | <b>Recognition of Student BOE Representative:<br/>Katarina Noye Lozada</b> | Mrs. Gandara/Mrs. Imbasciani/Dr. Siegel               |
| VI.  | <b>PUBLIC COMMENT (for Agenda Items only)</b>                              |   |

VII. **ADMINISTRATION**

Dr. Siegel

**This motion will be one motion that encompasses Items A through G and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

- A. Approve the continued use of the Marshall System for certificated staff evaluations in accordance with the requirements as set forth by AchieveNJ and in collaboration with the District Evaluation Advisory Committee (DEAC) and the School Improvement Panel (SciP) for the 2023/24 school year.
- B. Approve the teacher evaluation rubrics for the 2023/24 school year.
- C. Approve the adoption of the Self-Directed Growth Plan (SDGP) Summative Rubric for certificated staff for the 2023/24 school year.
- D. Approve the New Jersey Principal Evaluation for Professional Learning (NJPEPL) Observation Instrument for district administrators for the 2023/24 school year.
- E. Second Reading and Adoption of the following Policy:
  - Policy 0143.2 Middle School Student Representative to the Board of Education (New)
- F. First Reading of the following Policies and Regulations:
  - Policy 0144 Board Member Orientation and Training (Revised)
  - Policy 2520 Instructional Supplies (M) (Revised)
  - Policy 3217 Use of Corporal Punishment (Revised)
  - Policy 4217 Use of Corporal Punishment (New)
  - Policy 5305 Health Services Personnel (M) (Revised)
  - Policy 5308 Student Health Records (M) (Revised)
  - Policy 5310 Health Services (M) (Revised)
  - Policy 6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
  - Policy 6115.04 Federal Funds – Duplication of Benefits (M) (New)
  - Policy 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
  - Policy 7440 School District Security (M) (Revised)
  - Policy 9140 Citizens Advisory Committees (Revised)
  - Regulation 5308 Student Health Records (M) (Revised)
  - Regulation 5310 Health Services (M) (Revised)
  - Regulation 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
- G. Approve the submission of the 2022/23 Statement of Assurance (SOA) for Testing and Reporting of Lead in School Drinking Water.

VIII. **PERSONNEL**

Dr. Siegel

**This motion will be one motion that encompasses Items A through I and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

- A. Create/Abolish
  - 1. Abolish one 1.0 FTE Grades K-2 Elementary Classroom Teacher position, effective July 1, 2023.
  - 2. Abolish one 1.0 FTE Grades 3-5 Elementary Classroom Teacher position, effective July 1, 2023.
  - 3. Abolish one 1.0 FTE Grades 6-8 Middle School Classroom Teacher position, effective July 1, 2023.
  - 4. Create one 1.0 FTE Grades K-4 Instructional Support Teacher, effective September 1, 2023 through June 30, 2024.

5. Create one 1.0 Grades 4-8 Instructional Support Teacher, effective September 1, 2023 through June 30, 2024.
- B. Job Description (not applicable)
- C. Resignations
1. Accept the resignation of Manar Aldali, Paraprofessional, effective July 1, 2023.
- D. Leaves (not applicable)
- E. Appointments
1. Approve the reappointment of contractual bargaining unit non-certificated staff for the 2023/24 school year, as per attached.
  2. Approve the reappointment of non-bargaining staff for the 2023/24 school year, as per attached.
  3. Appoint Madelyn Barrow to the position of Grades 4-8 Instructional Support Teacher, BA, Step 2, effective September 1, 2023 through June 30, 2024.
  4. Appoint Emily Cooper to the position of Behaviorist, MA, Step 13, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
  5. Appoint Maria Gomez to the position of Grades K-4 Instructional Support Teacher, BA, Step 1, effective September 1, 2023 through June 30, 2024, subject to the satisfactory completion of the criminal history records check required by law and receipt the required NJDOE Teaching Certificate.
  6. Appoint Ann McGovern, Confidential Secretary/Accounts Payable, to the stipend position of ACE Coordinator of Services for the 2023/24 school year. \$25,000.00
  7. Appoint Susan Doherty, Payroll Coordinator/Confidential Secretary to the stipend position of ACE Assistant Coordinator of Services for the 2023/24 school year. \$15,000.00
  8. Appoint Robyn Ranges, Cavallini Registered Nurse, to the stipend position of ACE Site Coordinator on Mondays for the 2023/24 school year. \$5,000.00
  9. Appoint Tracy Nussman, 2nd Grade Teacher, to the stipend position of ACE Site Coordinator on Tuesdays for the 2023/24 school year. \$5,000.00
  10. Appoint Sarah Maginnis, 1st Grade Teacher, to the stipend position of ACE Site Coordinator on Wednesdays for the 2023/24 school year. \$5,000.00
  11. Appoint Michelle Carucci, Paraprofessional, to the stipend position of ACE Site on Thursdays for the 2023/24 school year. \$5,000.00
  12. Appoint Stacy Schiff, Preschool Teacher, to the stipend position of ACE Site Coordinator on Fridays for the 2023/24 school year. \$5,000.00
  13. Appoint Alexis Yotka to the position of substitute ACE Team Member for the 2022/2023 school year. \$24.00/hr

14. Approve the following staff member for the stipend position listed below for the 2022/23 school year:

Advisor Position	Advisor	Stipend
Cavallini Cares	Lyndsey Stickerling	\$930

15. Approve the following staff for 2023 ESY:

Integrated Paraprofessionals	\$21/hour:	
Samantha Castricone	Abigail Goodell	Christa Rauch
Michael Worthington		
ABA Paraprofessionals	\$25/hour:	
Samantha Castricone	Abigail Goodell	
ABA Teachers	\$50/hour	
Katherine Wendland		

16. Approve the following staff as facilitators for the Summer 2023 Virtual Book Clubs at a rate of \$500 per club. These clubs will be funded 100% by the ESSER III Grant.:

Name	Number of Clubs	Stipend
Christina Cucci	2	\$1,000
Jamie Drucker	2	\$1,000
Jennifer Moss	2	\$1,000
Tracy Nussman	2	\$1,000
Jaclyn Passanante	2	\$1,000
Carlos Ramirez	1	\$500
Sarah Shetsen	2	\$1,000
Ilene Vaughan	1	\$500
Brian Walis	2	\$1,000
Emily Whitman	2	\$1,000

17. Appoint Summer Help as follows:

Name	Hourly Rate	Start Date	Position
*Jason Alba	\$14.50	June 26, 2023	Custodial
*John Belasic	\$14.50	June 26, 2023	Custodial
*Paul Belasic	\$14.50	June 26, 2023	Custodial
Jared Cohen	\$14.50	June 26, 2023	Custodial
Anthony DeGiglio	\$14.50	June 26, 2023	Custodial
*Ryan Dunn	\$14.50	June 26, 2023	Custodial

18. Approve the following 12 faculty members, one school nurse and four administrators to be eligible to be chaperones on the 8<sup>th</sup> Grade Overnight Trip to Washington, D.C. on May 31 through June 2, 2023. The faculty members and one school nurse will be utilized and paid according to Article 29 E of the Agreement Between the Upper Saddle River Education Association and the Upper Saddle River Board of Education.

Faculty Members			
Allison Au	Maria Bevia	Paul Cirone	Megan Conners
Mary Dixon	Melanie Katz	Kristin Martin	Nicole Mascetti
Robyn Ranges	Erik Schlemm	Samantha Smith	Marguerite Soojian
Eileen Tyburczy			
Administrators			
James McCusker	Michael DeSocio	Gianna Apicella	Christine Cipollini



F. Change in Assignment (not applicable)

G. Substitutes/Consultants/Volunteers

1. Approve Mari Miekhaail as a substitute teacher/paraprofessional for the 2022/23 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Miekhaail's NJ Substitute Teaching Certificate is pending.
2. Approve Michelle Warsoff as a substitute teacher/paraprofessional for the 2022/23 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Warsoff's NJ Substitute Teaching Certificate is pending.

H. Salaries

1. Approve the 2023/24 salaries of all non-bargaining staff as follows:

Casella, Denise	Lunch Aide
Cunningham, Lisa	Lunch Aide
Lefebvre, Lisa	Lunch Aide
Martini, Jeanna	Lunch Aide
Nachmany, Holly	Lunch Aide
Neumann, Gail	Lunch Aide
Schreiber, Jaclyn	Lunch Aide
Sheth, Payal	Lunch Aide
Woodhouse, Lisa	Lunch Aide
Pfohl, Jennifer	Treasurer of School Monies
Apollo, Nicholas	Retired Police Officer (RPO)
Alba, Jason	Campus Aide
Betz Radleigh, Susan	Campus Aide
Dolan, Janine	Campus Aide
Taylor, Thomas	Campus Aide
Wagner, Joanne	Campus Aide
Ranges, Robyn	Registered Nurse
Ruffilo, Melissa	Registered Nurse
Smith, Margaret	Registered Nurse
Doherty, Susan	Confidential Secretary
Dunn, Colette	Confidential Secretary
Griffin, Angela	Confidential Secretary
Kreger, Sandra	Confidential Secretary
McGovern, Ann	Confidential Secretary
Leka Nijazi	Supervisor, Buildings & Grounds
Newman, Scott	Network Technician – Level 2
Schweighart, Derek	Network Technician – Level 1

I. Termination

1. Approve the following Resolution:

**WHEREAS**, employee I.D. #1747, whose name is on file in the Superintendent's Office, has been employed by the Upper Saddle River Board of Education (hereinafter referred to as the "Board") from May 17, 2016 to the present; and

**WHEREAS**, said employee I.D. #1747 has been employed under an Employment Contract, which provides for either party to terminate the contract by giving to the other thirty (30) days' notice in writing of intention to terminate the same.

**NOW, THEREFORE, BE IT RESOLVED** that, based on the Superintendent's recommendation, the Board hereby terminates the employment of said employee

I.D. #1747 in accordance with the thirty (30) day notice provision contained in the employee's employment contract; and

**BE IT FURTHER RESOLVED** that this employee I.D. #1747 shall not be required to continue to perform the employee's duties during the period between the giving of notice and the date of termination of employment thereunder; and

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator shall provide the employee I.D. #1747 with notice of the Board's action as set forth in this Resolution forthwith.

2. Approve the following Resolution:

**WHEREAS**, employee I.D. #2203, whose name is on file in the Superintendent's Office, has been employed by the Upper Saddle River Board of Education (hereinafter referred to as the "Board") from September 1, 2022 to the present; and

**WHEREAS**, said employee I.D. #2203 has been employed under an Employment Contract, which provides for either party to terminate the contract by giving to the other thirty (30) days' notice in writing of intention to terminate the same.

**NOW, THEREFORE, BE IT RESOLVED** that, based on the Superintendent's recommendation, the Board hereby terminates the employment of said employee I.D. #2203 in accordance with the thirty (30) day notice provision contained in the employee's employment contract; and

**BE IT FURTHER RESOLVED** that this employee I.D. #2203 shall not be required to continue to perform the employee's duties during the period between the giving of notice and the date of termination of employment thereunder; and

**BE IT FURTHER RESOLVED** that the Board Secretary/Business Administrator shall provide the employee I.D. #2203 with notice of the Board's action as set forth in this Resolution forthwith.

X. **FINANCE**

Mrs. Imbasciani

**This motion which encompasses Items A through V will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

- A. Approve the Board Secretary and Treasurer's Reports dated April 2023 and to certify that after review of these reports and upon consultation with appropriate district officials, as to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the remainder of the year.
- B. Approve the following Resolution:

**RESOLUTION**

**BE IT RESOLVED** by the Upper Saddle River Board of Education (the "Board") that the terms, stipulations and conditions as established in the revised Addendum to the Settlement Agreement and Release, previously approved on September 12, 2022 and April 17, 2023, between the Board and the Parents of a student whose name is on file in the Superintendent's Office, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Addendum to the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

- C. Approve the submission of the FY23 Application for Extraordinary Special Education Aid (EXAID).
- D. Approve the FY24 ARP ESSER III Grant expenditures for Book Club stipends as follows:

Name	Number of Clubs	Stipend
Christina Cucci	2	\$1,000
Jamie Drucker	2	\$1,000
Jennifer Moss	2	\$1,000
Tracy Nussman	2	\$1,000
Jaclyn Passanante	2	\$1,000
Carlos Ramirez	1	\$500
Sarah Shetsen	2	\$1,000
Ilene Vaughan	1	\$500
Brian Walis	2	\$1,000
Emily Whitman	2	\$1,000

- E. Renew the transportation contract with Scholastic Bus Company, Inc. for the 2023/24 school year for Routes 1, 2, 3, 4 and 5 with an additional 5.86% CPI increase, as follows:
- Route 1 - \$399.09/day
  - Route 2 - \$399.09/day
  - Route 3 - \$399.09/day
  - Route 4 - \$399.09/day
  - Route 5 - \$399.09/day
- F. Approve A.N.A. Painting Corp. to paint the Travers Multipurpose Room in Bogert/Reynolds at a total cost of \$17,871.67. (Pricing as per NJ State Contract #A15451)
- G. Approve the purchase of two hundred fifty-five (255) 11.6" Lenovo 500e Gen 3 Chromebooks with Google Chrome Education upgrade, 4-Year support warranty, and 3-Year battery replacement warranty from CDW-G at a cost not to exceed \$148,912.35. (Pricing as per ESCNJ/AEPA-22G)
- H. Approve Commercial Recreation Specialists to supply replacement fabric for the existing custom shade structure in the picnic area outside Cavallini Middle School at a total cost of \$7,985.64.
- I. Approve Cullen to replace the sewer ejector pump and controls in Cavallini Middle School at a total cost of \$6,731.00.
- J. Approve D&L Paving Contractors Inc. to furnish all equipment, labor and materials necessary to install a new concrete sidewalk pad outside the Multipurpose Room in Cavallini Middle School at a total cost of \$22,500.00. (Pricing as per EDS Contract #10980)
- K. Approve the purchase of 280 yards of playground mulch from Downes Tree Co. for Reynolds and Bogert Schools at a total cost of \$10,500.00. (Pricing as per ESCNJ Bid 20/21-02)
- L. Approve J&J Gym Floors to recoat the floors in Reynolds Gym, Bogert Gym, Travers Multipurpose Room, Travers Stage, Cavallini Gym, Cavallini Multipurpose Room, and Cavallini Stage at a total cost of \$7,990.00.
- M. Approve Nickerson NJ, Inc. to provide and install replacement partitions for the bathrooms in the 8th Grade Wing, Unified Arts Wing, and Lower Level of Cavallini Middle School at a total cost of \$19,970.85. (Pricing as per ESCNJ22/23-06)
- N. Approve RFS Commercial Inc. to remove and dispose of existing carpeting then patch and prep existing subfloor, and supply and install new carpeting for Reynolds School Room #97, at a cost of \$5,394.68. (Pricing based on NJ State Contract/Mannington State Contract Pricing # A-81756)

- O. Approve RFS Commercial Inc. to abate existing VAT tile, skim coat and prep subfloor, supply and install new VCT flooring for Reynolds School Room # 120, at a cost of \$15,480.16. (Pricing based on NJ State Contract/Shaw 23-FOOD-18184)
- P. Approve RFS Commercial Inc. to abate existing VAT tile, skim coat and prep subfloor, supply and install new VCT flooring for Reynolds School Room # 121, at a cost of \$15,480.16. (Pricing based on NJ State Contract/Shaw 23-FOOD-18184)
- Q. Approve RFS Commercial Inc. to supply and install concrete repair products to extend the existing concrete step at the Main Entrance Door 3 of Bogert School, at a cost of \$14,078.24. (Pricing as per NJ State Contract/#34 HUNCCP Commercial Floor Covering & Related Services #208)
- R. Approve Sheet Metal, Inc. to fabricate and install custom ductwork to add ventilation to the Storage Room in the basement of Cavallini Middle School at a total cost of \$9,100.00.
- S. Approve Trane to provide the necessary equipment and labor to repair the cracked discharge line at the coil heater in the Auditorium at Cavallini Middle School at a cost of \$5,006.00. (Pricing as per OMNIA Partners Contract Number: 3341)
- T. Approve Trane to provide the necessary equipment and labor for two (2) Split System Replacements: one (1) in Room 61 and one (1) in MDF Closet at Bogert/Reynolds School at a total cost of \$123,300.00. (Pricing as per OMNIA Partners Contract Number: 3341)
- U. Approve Bliss A. Chalemian, MD, to conduct psychiatric evaluations when needed at a fee not to exceed \$2,500.00.
- V. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
Indoor Air Quality Training Monroe Township, NJ	May 19, 2023	Nijazi Leka	\$0.00	\$0.00
Orton Advanced Training - Morphology Plus Virtual (Online)	July 17-21, 2023	Sarah Shetsen	\$1,500.00	\$0.00
NJSBA Workshop 2023 Atlantic City, NJ	October 24 & 25, 2023	Mark Mehegan	\$550.00	\$385.80
		Brad Siegel	\$550.00	\$385.80
		David Verducci	\$550.00	\$385.80
		Joy Wenberg	\$550.00	\$385.80

XI. **PUBLIC COMMENT**

XII. **ADJOURNMENT**

Mrs. Gandara

**Contractual Appointments**  
**May 15, 2023**

Last Name	First Name	Title/Position	Tenured	FTE
Donadio	Patricia	Secretary	Y	
Garcia	Patricia	Secretary	N	
Musumeci	Geraldine	Secretary	Y	
Perrucci	Annette	Secretary	Y	
Van Blarcom	Maureen	Secretary	Y	
Abazi	Erion	Custodian - Night	N	
Alba	Alex	Custodian - Night	N	
Belasic	Zeljko	Custodian - Grounds	N	
Caputo	Nicholas	Custodian - Night	N	
Frazier	Deshawn	Custodian - Night	N	.50
Hakrama	Shefik	Custodian - Night	N	
Kirsch	Scott	Custodian	N	
Kykta	Ivan	Custodian - Maintenance	N	
Lala	Pietro	Custodian	N	
Nergjoni	Rudin	Custodian - Night	N	
Oswald	Allen	Custodian	N	
Smith	Eric	Custodian	N	
Vargas	Jose	Custodian - Night	N	
Zhaku	Ibraim	Custodian	N	
Asta	Jacquelyn	Paraprofessional	N	
Aufiero	Joan	Paraprofessional	N	
Balji	Heather	Paraprofessional	N	
Carucci	Michelle	Paraprofessional Ages 3-5	N	
Christensen	Nicole	Paraprofessional	N	
Costa	Jodi	Paraprofessional	N	
Dabal	Samantha	Paraprofessional ABA	N	
Dellagatta	Cara	Paraprofessional ABA	N	
Griffith	Josephine	Paraprofessional	N	
Hayden	Joann	Paraprofessional	N	
Hoffman	Danielle	Paraprofessional	N	
Holder	Jacqueline	Paraprofessional	N	
Kasnia Flood	Susan	Paraprofessional	N	
Khalessi	Saghar	Paraprofessional ABA	N	
Kleinman	Helaine	Paraprofessional	N	
Maphis	Kevin	Paraprofessional ABA	N	
Mark	Elissa	Paraprofessional ABA	N	
Martino	Adriana	Paraprofessional	N	
McCreight	Alexandra	Paraprofessional	N	

Last Name	First Name	Title/Position	Tenured	FTE
Merritt	Catherine A	Paraprofessional	N	
Murphy	Justina	Paraprofessional	N	
O'Connor	Sean	Paraprofessional	N	
Paxos Brandt	Stamatia	Paraprofessional ABA	N	
Popeil	Mora	Paraprofessional	N	
Princiotto	Deborah	Paraprofessional	N	
Quinones	April	Paraprofessional ABA	N	
Ragazzo	Francene	Paraprofessional	N	
Reilly	Donna	Paraprofessional	N	
Rodas	Deborah	Paraprofessional ABA	N	
Rohdieck	Kristen	Paraprofessional ABA	N	
Schondorf	Nancy	Paraprofessional	N	
Scotti	Karin	Paraprofessional	N	
Sokoli	Aurela	Paraprofessional ABA	N	
Soojian	Sarah	Paraprofessional ABA	N	
Stevens	Katie	Paraprofessional ABA	N	
Stevens	Carol	Paraprofessional	N	
Vido	Christine	Paraprofessional ABA	N	
Wachino	Lisa	Paraprofessional	N	
Wehrle	Jennifer	Paraprofessional ABA	N	
Yuhas	Renee	Paraprofessional	N	
Zumbano	Carol	Paraprofessional Ages 3-5	N	



**Non-Bargaining Appointments**  
**May 15, 2023**

Last Name	First Name	Position/Title	Tenured
Doherty	Susan	Confidential Secretaries	Y
Dunn	Colette	Confidential Secretaries	Y
Griffin	Angela	Confidential Secretaries	Y
Kreger	Sandra	Confidential Secretaries	Y
McGovern	Ann	Confidential Secretaries	Y
Leka	Nijazi	Buildings & Grounds Supervisor	N
Casella	Denise	Lunch Aide	N
Cunningham	Lisa	Lunch Aide	N
Lefebvre	Lisa	Lunch Aide	N
Martini	Jeanna	Lunch Aide	N
Nachmany	Holly	Lunch Aide	N
Neumann	Gail	Lunch Aide	N
Schreiber	Jaclyn	Lunch Aide	N
Sheth	Payal	Lunch Aide	N
Woodhouse	Lisa	Lunch Aide	N
Apollo	Nicholas	Retired Police Officer (RPO)	N
Alba	Jason	Campus Aide	N
Betz Radleigh	Susan	Campus Aide	N
Dolan	Janine	Campus Aide	N
Taylor	Thomas	Campus Aide	N
Wagner	Joanne	Campus Aide	N
Pfohl	Jennifer	Treasurer	N
Newman	Scott	Network Technician/Level 2	N
Schweighart	Derek	Network Technician/Level 1	N
Ranges	Robyn	Registered Nurse	N
Ruffilo	Melissa	Registered Nurse	N
Smith	Margaret	Registered Nurse	N

# POLICY

# DRAFT

## UPPER SADDLE RIVER BOARD OF EDUCATION

Bylaws

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### MIDDLE SCHOOL STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

#### 0143.2 MIDDLE SCHOOL STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

The Board of Education recognizes that experience gained by and input from students in the school district is a valued source for improving the operation of the school district. To this end, and in modeled on the requirements set forth in N.J.S.A. 18A:12-1.3 and N.J.S.A. 18A:36A-11.2, the Board authorizes the appointment of a student selected by the student body to serve as a nonvoting student representative on the Board. The student representative must be selected from the eighth grade at or prior to the start of each school year.

The student body may elect or appoint the student representative to the Board in a process to be determined by the Superintendent or designee. When developing the process, the Superintendent or designee shall consider input provided by the student body.

The student representative shall serve for a one school year term and their duties shall include:

1. Attending all public Board meetings, excluding any discussions of the Board involving subjects which are confidential;
2. Representing all middle school students within the district and presenting student proposals and concerns to the Board for its consideration; and
3. Keeping middle school students informed of the business of the Board by providing a monthly report to the Student Government concerning the activities of the Board.

Student representatives are expected to adhere to all bylaws, policies, and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives, or responsibilities, but rather adds to its membership a nonvoting student representative(s) for the mutual benefit of the Board, student body, and the school district.

N.J.S.A. 18A:12-1.3; 18A:36A-11.2

Adopted: 15 May 2023



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

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### BOARD MEMBER ORIENTATION AND TRAINING

#### 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 ~~in the acquisition of~~ to acquire information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

~~Accordingly, the~~

~~The Board and its staff shall assist~~ directs that each new member ~~elect~~ receive access to understand the Board's functions, policies, and procedures before he and/or she takes office. ~~The a copy of~~

Choose one or more of the following methods shall be employed:

- ~~1. The electee shall be given selected material on the job of being part of~~  
the Board.
- ~~2. The electee shall be invited to attend Board meetings of Education Bylaw and to participate in its discussions. Policy Manual,~~
- ~~3. The Secretary shall supply material pertinent to meetings and shall explain its use.~~
- ~~4. A copy of the Board's policies and bylaws shall be provided to the member-elect by the Secretary.~~

~~The Board will also provide and maintain a library of publications and reference materials for the use of Board members.~~

the manual of administrative regulations,

each negotiated agreement,

the current budget statement and audit report,

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



## BOARD MEMBER ORIENTATION AND TRAINING

procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

- Each newly elected or appointed

Within the first ninety days of a new Board member's first term, the 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, ~~in consultation with.~~ The training shall include instruction relative to the New Jersey Association of Board member's responsibilities pursuant to the School Administrators, the New Jersey Principals Ethics Act and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member N.J.S.A. 18A:12-33.

- 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~~ 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 P.L. 2002, c. 83 (C.N.J.S.A. 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.





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Bylaws

0144/Page 3 of 3

### BOARD MEMBER ORIENTATION AND TRAINING

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

-  
[N.J.A.C. 6A:28-4.1](#)

Adopted: 19 May 2008

Revised: 20 June 2011



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

Program  
2520/Page 1 of 1  
INSTRUCTIONAL SUPPLIES (M)

### 2520 INSTRUCTIONAL SUPPLIES (M)

#### M

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

-  
The Board expressly exempts from this ~~policy~~Policy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of ~~pupils~~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 ~~pupils~~students are permitted to retain, except that no ~~pupil~~student will be denied participation in any course of study or school sponsored activity because of ~~his or her~~their 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 ~~regulations~~procedures 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  
-  
-

Adopted: 19 May 2008



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

Teaching Staff Members  
3217/Page 1 of 2  
USE OF CORPORAL PUNISHMENT

### 3217 USE OF CORPORAL PUNISHMENT

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

-

~~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 pupils from the classroom or school by the lawful procedures established for the suspension and expulsion of pupils.~~

-

~~A teaching staff member who:~~

-

~~1. Uses force or fear to discipline a pupil except as such force or fear may be necessary to~~  
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 pupil, to act in self-defense, or to protect persons or property;

3. For the purpose of self-defense; and

~~2. Touches a pupil in an offensive way even though no physical harm is intended;~~

-

~~3. Permits pupils to harm one another by fighting; or~~

-

4. Punishes pupils by means that are cruel  
For the protection of persons or property;

and such acts, or unusual; 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.





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members  
3217/Page 2 of 2  
USE OF CORPORAL PUNISHMENT

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

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

Adopted: 19 May 2008



# POLICY GUIDE

**DRAFT**

SUPPORT STAFF MEMBERS

4217/page 1 of 1

Use of Corporal Punishment

Mar 23

## 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:



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

Students  
5305/Page 1 of 5  
HEALTH SERVICES PERSONNEL (M)

### 5305 HEALTH SERVICES PERSONNEL (M)

#### M

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 ~~required-~~contracted by the Board. The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy ~~whose 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~~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;~~
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 ~~reissued~~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~~noncertified 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 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~~ Association's CPR guidelines.

-

~~The certified school nurse shall;~~ and 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 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;  
-
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 Classroom 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 ~~plan~~plans and the individualized emergency healthcare ~~plan~~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
- 
17. Providing other nursing services consistent with the ~~nurse's~~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.

-  
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 ~~in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). The non-certified~~provided a noncertified 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 ~~the non-certified~~a noncertified nurse's license issued by the State Board of Nursing; in accordance with N.J.A.C. 6A:16-2.3(c).



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Students

5305/Page 5 of 5

HEALTH SERVICES PERSONNEL (M)

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;  
18A:40-8; 18A:40-10; 18A:40A-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:16-2.31;

-

6A:16-2.2; 6A:16-2.3

Adopted: 16 June 2008

Revised: 17 November 2014

Revised: 24 October 2016





# DRAFT

Students  
5308/Page 1 of 2  
STUDENT HEALTH RECORDS (M)

## 5308 STUDENT HEALTH RECORDS (M)

### M

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 may be, whether stored on paper or electronically or in paper format and, shall be maintained in accordance with N.J.A.C. 6A:32-7. Student health records shall be maintained separately from other student records in a secure location accessible to authorized personnel while. 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 is in session. 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 upon graduation or termination and kept according to the schedule set forth in. 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:16-7.1 ~~et seq~~ 9 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 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~~ school's alcohol ~~or and other~~ drug program ~~which that~~ would identify the student as an alcohol or other drug user; ~~or 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, ~~guardian~~, or other person residing in the student's ~~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)



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Students  
5308/Page 2 of 2  
STUDENT HEALTH RECORDS (M)

~~through (e) and as required by Federal and State statutes and regulations be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.~~

-  
Access to and disclosure of information in a ~~student's~~ student health record shall meet the requirements of the Family ~~Education~~ Educational Rights and Privacy Act (FERPA), 20 ~~U.S.C. §-USC~~ §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~~ student 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 ~~records~~ 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.

-  
Nothing in N.J.A.C. 6A:16-2.4 ~~54~~ 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 ~~45~~.

-  
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: 16 June 2008  
Revised: 17 November 2014





# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

# DRAFT

STUDENTS  
R 5308/Page 1 of 3  
STUDENT HEALTH RECORDS (M)

### R 5308 STUDENT HEALTH RECORDS (M)

#### M

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-~~2.4.~~ 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 ~~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.-

(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(l).



# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS  
R 5308/Page 2 of 3  
STUDENT HEALTH RECORDS (M)

(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~~;~~and.

- 
- 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.
  - 
  - 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~~school's alcohol and other drug program ~~which~~that 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~~ student health record shall meet the requirements of the Family ~~Education~~ Educational Rights and Privacy Act (FERPA), 20 ~~U.S.C. §~~ USC §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~~ 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.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the ~~student's~~ 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.
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:32-7.45.

Issued: 17 November 2014



## DRAFT

Students  
5310/Page 1 of 6  
HEALTH SERVICES (M)

### 5310 HEALTH SERVICES (M)

#### M

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 ~~in accordance with N.J.A.C. 6A:16-2.1(a)2.~~ by the following authorized individuals (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);
4. The provision of health services in emergency situations, including:





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Students  
5310/Page 2 of 6  
HEALTH SERVICES (M)

- a. \_\_\_\_\_  
\_\_\_\_\_
- a. The emergency administration of epinephrine via ~~Epi-pen~~ epinephrine 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);



- 
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 individualindividualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies; diabetes, and asthma, 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~~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.~~
- 
- ~~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:~~



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Students  
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HEALTH SERVICES (M)

- ~~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 Family Care 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(i).~~
- ~~-~~
- ~~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~~



# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

Students  
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HEALTH SERVICES (M)

~~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 hear are functioning properly.~~

-

-

~~N.J.S.A. 18A:40-4 et seq.~~

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

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-

N.J.S.A. 18A:35-4.8; 18A:40-4; 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:40-41.a.; 18A:40-41.b.  
N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted: 16 June 2008

Revised: 17 November 2014

Revised: 20 June 2016





# DRAFT

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HEALTH SERVICES (M)

## R 5310 HEALTH SERVICES (M)

### M

#### 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 Educational Services Certificate educational services certificate, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-~~1214~~.3 and ~~1214~~.4.
3. Medical home – means a health care provider, including New Jersey Family Care 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), foster resource family parent(s), or parent–surrogate 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.
- ~~6. 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,





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or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.

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

8. School physician – means a physician with a current license to practice medicine or osteopathy from currently licensed by the New Jersey Board of Medical Examiners who works under a contract or as an employee in medicine or osteopathy whose training and scope of the school district practice includes child and adolescent health and development. 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~~physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.

2. The findings of required examinations under ~~D. 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.

3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41 a.a. ~~(1)~~ and (3), that is:



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## UPPER SADDLE RIVER BOARD OF EDUCATION

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- 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 ~~New Jersey~~NJ FamilyCare Program ~~for~~to 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.~~
6. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by ~~his/her parent~~their parents that such required examinations interfere with the free exercise of ~~his/her~~their religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or ~~under the influence of alcohol or drugs or is disabled or is fit to determine their fitness~~ 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.~~
- 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.-





a. 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.

b. 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~~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.

(a) 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~~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.



# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

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HEALTH SERVICES (M)

b.

- (2) 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.

e.

- (3) An incomplete form shall be returned to the ~~student's~~ 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.

-  
3

- c. 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~~ 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:

-  
a.

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

b.

- (2) Sustained a concussion, been unconscious, or lost memory from a blow to the head;

-  
e.

- (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;





- ~~d.~~ (4) Fainted or blacked out;
- ~~e.~~ (5) Experienced chest pains, shortness of breath, or heart racing;
- ~~f.~~ (6) Had a recent history of fatigue and unusual tiredness;
- ~~g.~~ (7) Been hospitalized, visited an emergency room, or had a significant medical illness;
- ~~h.~~ (8) Started or stopped taking any over the counter or prescribed medications; or
- ~~i.~~ (9) 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.
- 4 ~~d.~~ The school district shall provide to the parent written notification signed by the school physician stating approval of the ~~student's~~ student's participation in athletics based upon the medical report or the reasons for the school ~~physician's~~ physician's disapproval of the ~~student's~~ student's participation.
- 5 ~~e.~~ The Board ~~of Education will~~ shall 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.



# REGULATION

## UPPER SADDLE RIVER BOARD OF EDUCATION

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f. The school district shall distribute to a student-athlete and ~~his or her~~ the student-athlete's 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.

a.

(1) A student-athlete and ~~his or her~~ the student-athlete's parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the ~~student's~~ student's school, pursuant to N.J.S.A. ~~18A:40-41.d.~~

b.

(2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.

c.

(3) The Commissioner shall distribute the pamphlet, at no charge, to ~~all the~~ the school ~~districts and nonpublic schools~~ district, 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.-

a. ~~The school district requires a parent~~ shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.

2

b. 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).

3





c. 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.

-  
4

d. 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 (gradesgrade four through six), and adolescence (gradesgrade seven through twelve).

-  
E.  
-

Medical Examinations - When Students Apply for Working Papers

1. ~~Pursuant to (N.J.S.A. 34:2-21.7.2(h)3.)~~

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 34:2-21.8(3) the 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.

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3. 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 ~~Child Study Team~~ child study team evaluation, pursuant to N.J.A.C. 6A:14-3.4.

-  
G.  
-  
4

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.)





# REGULATION

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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.

2. 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.

-  
2

3. 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.

-

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.

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6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.



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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: 13 December 2010  
Revised: 17 November 2014  
Revised: 20 June 2016





# POLICY

## DRAFT

## UPPER SADDLE RIVER BOARD OF EDUCATION

Finances  
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### REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

#### 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

##### M

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 ~~Carl D. Perkins~~Strengthening Career and Technical Education Improvement for the 21st Century 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.-

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 OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

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.

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: 18 October 2010

Revised: 16 December 2019



# REGULATION GUIDE

**DRAFT**

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Federal Awards/Funds Internal Controls –  
Allowability of Costs  
Mar 23  
M

## 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:
    - 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





# REGULATION GUIDE

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Mar 23

**M**

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:





# POLICY GUIDE

## DRAFT

FINANCES

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Federal Funds – Duplication of Benefits

Mar 23

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### 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
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



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Federal Funds – Duplication of Benefits

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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:





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

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CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

#### 6311- CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL BY FEDERAL GRANTS (M)

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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](http://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.

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.





# POLICY

## UPPER SADDLE RIVER BOARD OF EDUCATION

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### CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

2 CFR §200

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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: 15 November 2021



## DRAFT

Property  
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SCHOOL DISTRICT SECURITY (M)

### 7440 SCHOOL DISTRICT SECURITY (M)

#### M

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.

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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 ~~a copy of the current maps~~critical incident mapping data 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, ~~a copy of the maps~~critical incident mapping data shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised ~~copies~~mapping data to the applicable law enforcement authorities or designated entities any time that there is a change to the maps~~critical incident mapping data~~.

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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.

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~~district 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.

- 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;





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SCHOOL DISTRICT SECURITY (M)

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: 16 June 2008  
Revised: 30 April 2018  
Revised: 29 April 2019  
Revised: 16 December 2019  
Revised: 8 February 2021



# DRAFT

Community  
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CITIZENS ADVISORY COMMITTEES (M)

## 9140 CITIZENS ADVISORY COMMITTEES (M)

### M

The ~~success of the school system depends, to a large extent, on open channels of~~ Board of Education encourages communication between the school ~~community~~ district and the community at large. ~~Citizens advisory committees are particularly~~ may be 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~~ committee to provide input to ~~serve in a liaison function between the local community~~ the Board and the ~~schools, as permanent committees~~ administration from the community for funded programs as the law requires, and as the ~~need arises~~ Board sees fit.

In creating a new citizens advisory committee, the Board ~~shall~~ may 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 ~~to;~~ and school staff members. The Board President or designee and the Superintendent or designee shall serve as ~~ex officio~~ 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~~ committee shall be made ~~only~~ upon the approval of the Superintendent.

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

Meetings of ancitizens 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 and need not ~~be open to the public, except as expressly permitted by the Board.~~ 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.~~

Adopted: 16 June 2008

