



Mountain Lakes School District
96 Powerville Road, Suite 1
Mountain Lakes, New Jersey 07046
Phone: 973-334-8280 Fax: 973-334-2316
www.mlschools.org

MOUNTAIN LAKES BOARD OF EDUCATION
MINUTES OF REGULAR MEETING

September 5, 2023

The meeting was called to order at 6:31pm by Mrs. Barkauskas

STATEMENT OF ADEQUATE NOTICE

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Mountain Lakes Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Mountain Lakes Municipal Building and sent to the following newspapers: *The Daily Record, The Citizen, and the District Website.*

PLEDGE OF ALLEGIANCE

Board President, Mrs. Barkauskas will lead those present in the Pledge of Allegiance

ROLL CALL

Board Member	Present	Absent
Dr. Don		X
Dr. Driscoll	X	
Mrs. Hermey	X	
Dr. Hirschfeld	X (arrived at 6:35pm)	
Ms. Leininger	X	
Dr. McIntyre	X	
Mrs. Parker (<i>Vice President</i>)	X (arrived at 7:07pm)	
Mrs. Tucker	X	
Mrs. Barkauskas (<i>President</i>)	X	

Also present: Mr. Michael Fetherman, Mr. Alex Ferreira, Mrs. Ivonne Ciresi

EXECUTIVE SESSION

BE IT RESOLVED, that the Mountain Lakes Board of Education enter into Executive Session was made by Mrs. Tucker and seconded by Ms. Leininger, that the Board of Education adopt the following resolution.

Roll call vote 7-0-0

BE IT RESOLVED, by the Mountain Lakes Board of Education on this 5th day of September, 2023 at 6:34pm as follows:

6:35pm – Dr. Hirschfeld entered

7:07pm – Mrs. Parker entered

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion:

Matters of personal confidentiality rights, including but not limited to staff and/or student discipline matters, and specifically: privacy, negotiations, and safety

2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

3. This resolution shall take effect immediately.

MOTION, to leave executive session at 7:44pm was made by Dr. Hirschfeld and seconded by Mrs. Parker.

The motion was approved 9-0-0 and the Board returned to public session at 7:44pm.

STUDENT GOVERNMENT REPORT - None

MOUNTAIN LAKES SCHOOL DISTRICT STUDENT COMMENT - None

COMMENTS AND REQUESTS FROM THE MLEA CO-PRESIDENTS

- Mr. Alves reviewed:
 - Welcome back
 - Thanks to all the staff and administration working over the summer to prepare for the new school year
 - Spirit of teamwork between all stakeholders to support students for a successful year

PRESENTATIONS - None

BOARD PRESIDENT REPORT

- Mrs. Barkauskas discussed:
 - The work we do when nobody is watching
 - Thanks to staff working when folks are not watching to prepare school year for students and staff

SUPERINTENDENT / ASSISTANT SUPERINTENDENT UPDATE

- Mr. Fetherman /Mrs. Ciresi reviewed:
 - Performance Report and impact on curriculum
 - Data issues
 - Goals for 2023 and interim goals
 - Areas in need of attention and strategies

- Data collection
- Board discussion

SCHOOL BUSINESS ADMINISTRATOR UPDATE

- Mr. Ferreira reviewed:
 - Thanks to staff in preparation for new school year
 - Transportation rollout

APPROVAL OF MINUTES

Motion by Mrs. Forman seconded by Dr. McIntyre

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following meeting minutes, as recommended by the Superintendent:

Date	Minutes
August 21, 2023	Regular and Executive Session Minutes

District Roll Call 8-0-1 (A: J. Hirschfeld)

COMMENTS AND REQUESTS FROM THE MEMBERS OF THE PUBLIC ON AGENDA ITEMS - None

COMMUNICATIONS - None

BOONTON TOWNSHIP REPORT

- Mrs. Hermey reviewed:
 - Gaga pit
 - PD sessions
 - New basketball/pickleball courts
 - Support to engage consistent information sharing

COMMITTEE REPORTS

- Facilities – Mrs. Tucker reviewed:
 - Facilities assessment / LRFP update
 - Auditorium HVAC timelines
 - Briarcliff boilers
 - Lake Drive mold claim
 - Lake Drive bathrooms
 - Lake Drive drainage
 - Facility Use policy
 - Tennis court update
 - Security walkthrough
 - Custodial staffing
- Finance – Dr. Driscoll reviewed:
 - Reserve accounts
 - Demographic study
 - Five-year lease purchase appropriation annually
 - Long-range facility plan and prioritization
 - ROD grants

- Personnel – Mrs. Tucker reviewed:
 - Welcome back events and presentation by Jimmy Casas
 - PF for Ben Q boards
 - District plans regarding evaluations and models/rubrics

LIAISON AND CONFERENCE REPORTS

- Sound Start Babies Foundation – Mrs. Leininger reviewed:
 - Enrollment
 - Virtual communication/services
 - Opening of third classroom
 - Need for PT space
 - Restructuring board and foundation
 - Summit Speech School partnership

REPORT AND RECOMMENDATIONS OF THE SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY

A. FINANCE

- Mr. Ferreira reviewed:
 - Finance agenda resolutions
 - Board discussion on donations

Motion by Mrs. Forman and seconded by Dr. McIntyre on motions #1 - #9

1. Presentation of Bills

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following bills list and check journals as of July 31, 2023 – August 30, 2023, as recommended by the Superintendent:*

Fund	Amount
General Fund (10)	\$95,693.41
Special Revenue Fund (20)	\$7,049.00
Capital Project Fund (30)	N/A
Debt Service Fund (40)	N/A
Cafeteria Account Fund (60)	N/A
Payroll	N/A
Total	\$102,742.41

District Roll Call 9-0-0

2. Non Public Allocation

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the receipt of the 2023/24 Nonpublic Aid allocations, as recommended by the Superintendent:

Program	Allocation
Nonpublic Technology Aid	\$5,635
Nonpublic Security Aid	\$23,575
Nonpublic Textbook Aid	\$6,648
Nonpublic Nursing Service Aid	\$13,800

District Roll Call 9-0-0

3. Nonresident Tuition

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following enrollment changes, as recommended by the Superintendent:

Action	Student ID	School Program	Start Date	End Date	Tuition	Extra Services
New	IAlex-1	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	BMTS-1	Lake Drive Itinerant	8/30/23	6/30/24	\$720	
New	IBL-3	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IBN-1	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IBO-1	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IBu-7	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IBu-6	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IBu-3	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IBu-5	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IBu-2	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IBu-4	Lake Drive Itinerant	8/30/23	6/30/24	\$1,980	
New	IBu-1	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IBY-2	Lake Drive Itinerant	8/30/23	6/30/24	\$24,624	
New	IBY-3	Lake Drive Itinerant	8/30/23	6/30/24	\$2,160	
New	IBY-1	Lake Drive Itinerant	8/30/23	6/30/24	\$8,208	
New	ICl-1	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	ID-2	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IFR-12	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IFR-13	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IFR-16	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IFR-1	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IFR-9	Lake Drive Itinerant	8/30/23	6/30/24	\$20,520	
New	IFR-14	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IFR-17	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IFR-6	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IFR-8	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	

MINUTES OF BOARD OF EDUCATION MEETING

September 5, 2023

BOE APPROVED: September 18, 2023

New	IFR-15	Lake Drive Itinerant	8/30/23	6/30/24	\$2,160	
New	IFR-7	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IFB-1	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IG-1	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IG-6	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IG-5	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IG-2	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IG-3	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IG-4	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IGR-4	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IGR-5	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IHT-1	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IHam-2	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IHam-1	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IHPR-1	Lake Drive Itinerant	8/30/23	6/30/24	\$110,160	
New	IH-1	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	HPC-1	Lake Drive Itinerant	8/30/23	6/30/24	\$16,416	
New	IHopeT-1	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	ID-1	Lake Drive Itinerant	8/30/23	6/30/24	\$720	
New	IFR-3	Lake Drive Itinerant	8/30/23	6/30/24	\$720	
New	IFR-2	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IFR-4	Lake Drive Itinerant	8/30/23	6/30/24	\$720	
New	IJ-6	Lake Drive Itinerant	8/30/23	6/30/24	\$720	
New	IJ-1	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IJ-2	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IJ-3	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IJ-7	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IJ-5	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IJ-4	Lake Drive Itinerant	8/30/23	6/30/24	\$720	
New	IK-4	Lake Drive Itinerant	8/30/23	6/30/24	\$900	
New	6292	Lake Drive Itinerant	8/30/23	6/30/24	\$900	
New	IN-3	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	NPS-1	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	INHVR-1	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	INHVR-2	Lake Drive Itinerant	8/30/23	6/30/24	\$594	
New	INW-2	Lake Drive Itinerant	8/30/23	6/30/24	\$180	
New	INW-1	Lake Drive Itinerant	8/30/23	6/30/24	\$900	
New	PGC-1	Lake Drive Itinerant	8/30/23	6/30/24	\$8,208	
New	PGC-3	Lake Drive Itinerant	8/30/23	6/30/24	\$8,208	
New	TEMP-2	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	

MINUTES OF BOARD OF EDUCATION MEETING

September 5, 2023

BOE APPROVED: September 18, 2023

New	IP-2	Lake Drive Itinerant	8/30/23	6/30/24	\$540	
New	IP-1	Lake Drive Itinerant	8/30/23	6/30/24	\$360	
New	IR-16	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IR-14	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IR-3	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IR-4	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IR-5	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IR-6	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IR-7	Lake Drive Itinerant	8/30/23	6/30/24	\$180	
New	IR-8	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IR-9	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IR-12	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IR-15	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IRT-3	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IRT-2	Lake Drive Itinerant	8/30/23	6/30/24	\$720	
New	ICCh-4	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	ICCh-1	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	ICCh-5	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	ICCh-6	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	ICCh-2	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	ICCh-3	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IS-4	Lake Drive Itinerant	8/30/23	6/30/24	\$900	
New	IS-3	Lake Drive Itinerant	8/30/23	6/30/24	\$900	
New	IS-6	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IS-5	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	ITea-1	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	TEMP-1	Lake Drive Itinerant	8/30/23	6/30/24	\$13,680	
New	IWBSD-1	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IW-4	Lake Drive Itinerant	8/30/23	6/30/24	\$8,208	
New	IW-5	Lake Drive Itinerant	8/30/23	6/30/24	\$1,800	
New	IW-3	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IW-1	Lake Drive Itinerant	8/30/23	6/30/24	\$3,600	
New	IWhT-1	Lake Drive Itinerant	8/30/23	6/30/24	\$6,840	
New	IWP-2	Lake Drive Itinerant	8/30/23	6/30/24	\$34,200	
New	NRT24	MLHS	8/30/23	6/30/24	\$19,293	

District Roll Call 9-0-0

4. Professional Services

WHEREAS, the Mountain Lakes Board of Education (“Board”) has decided to secure the professional services to support the instructional programs of the district; and

WHEREAS, the Board is permitted, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., to contract with vendors providing professional services, without advertising bids; and

NOW THEREFORE, BE IT RESOLVED, that the Board hereby awards the following contracts with vendors providing professional services, as recommended by the Superintendent:

Contractor	Start Date	End Date	Nature / Service	Rate	Contract / Not to Exceed
T.H.R.I.V.E. Alliance Group	9/1/23	6/30/24	Counseling & Related Counseling Services	\$102/hr.	Up to 25hrs./week

District Roll Call 9-0-0

5. Travel / Conferences Expenditures 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following staff members to attend training and conferences in accordance with Policy 6471, as recommended by the Superintendent.

Name / ID	Location	Date	Event Name	Cost
DISTRICT				
Durkin, Richard	DW	10/16/23	103B LC - Turf - Standard & Alternative Insect, Disease & Weed Control Methods	\$215.00
Snowden, Gilbert	DW	10/16/23	103B LC - Turf - Standard & Alternative Insect, Disease & Weed Control Methods	\$215.00
IVY H/WW/BC				
DeWalt, Bethany	BC	9/22/23	NJSLS-Year 1 Grade 7: 3 Stages of Learning; The Number System	\$191.56
DeWalt, Bethany	BC	11/13/23	NJSLS-Year 1 Grade 7: Expressions & Equations	\$191.56
Doolittle, Christina	BC	9/26/23	NJSLS-Year 1 8th Grade Math 3 Stages of Learning Functions	\$191.56
Doolittle, Christina	BC	11/14/23	NJSLS-Year 1 8th Grade Math Expressions & Equations	\$191.56
Doolittle, Christina	BC	1/16/24	NJSLS-Year 8th Grade Math The Number System Geometry	\$191.56
Lombardi, Deirdre	BC	9/21/23	NJSLS-year 1 Grade 6- 3 Stages of Learning the Number System	\$191.28
Lombardi, Deirdre	BC	10/30/23	NJSLS year 1- Grade 6 Expressions & Equations	\$191.28
Major, Michelle	BC	9/27/23	NJSLS-Year 1 Middle/High School- 3 Stages of Learning - Modeling with Linear Equations & Inequalities	\$191.28
Major, Michelle	BC	11/2/23	NJSLS-Year 1 Middle/High School - Linear & Exponential Modeling	\$191.28
Major, Michelle	BC	12/5/23	NJSLS-Year 1: Middle/High School- Linear & Exponential Modeling Continued...	\$191.28

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

6. Donations / Grant Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following donations / grants, as recommended by the Superintendent:

To	From	Reason	Amount
DISTRICT			
MLHS	H&SA	Principal's Wish List	\$5,000.00
IVY H/WW/BC			
Briarcliff Middle School	H&SA	Principal's Wish List	\$5,000.00
Wildwood Elementary School	H&SA	Principal's Wish List	\$5,000.00

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

7. Fundraising

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following District Fundraisers for the 2023-2024 school year, as recommended by the Superintendent:

School	Fundraising Activity	Beneficiary/Purpose
DISTRICT		
MLHS	Ashley Farms Cheesecake Sale (March 2024)	Band and Choir Florida Performance/Clinic Trip
MLHS	Car Wash (10/15 and early May 2024)	DECA SCDC (State Conference) /ICDC (National Conference) costs
MLHS	Bake Sale (10/4, 1/29, 3/13)	Key Club

District Roll Call 9-0-0

8. Disposition of Property Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following disposition or property, as recommended by the Superintendent:

Property	Amount	Department / Location
IVY H/WW/BC		
"Passport to Mathematics" Book 2, Teacher's Edition: out of date instructional textbook	\$25	Briarcliff / Mathematics
"Improve Your Reading": Out of date non-instructional book	\$10	Briarcliff / Mathematics
"Get Organized": out of date, non-instructional book	\$10	Briarcliff / Mathematics
"Improve Your Memory": out of date non-instructional book	\$10	Briarcliff / Mathematics 6
"How To Study": out of date non-instructional book	\$10	Briarcliff / Mathematics 6
"Ace Any Test": out of date non-instructional book	\$10	Briarcliff / Mathematics 6
"Use Your Computer": out of date, non-instructional book	\$10	Briarcliff / Mathematics 6
"Improve Your Writing": out of date, non-instructional book	\$10	Briarcliff / Mathematics 6
"Math Connects Course 1" Student Textbook, fair condition, no longer used, new math online program used instead	\$25	Briarcliff / Mathematics 6

IVY H/WW/BC Roll call vote 8-0-0

B. MISCELLANEOUS**9. Board Policies**

BE IT RESOLVED, that the Mountain Lakes Board of Education approve and adopt the below policies for presentation for reading, as recommended by the Superintendent:*

Action	Policy Number	Policy Alert	Title	First Reading	Second Reading
New	P 2363	N/A	Pupil Use of Privately-Owned Technology	8/21/2023	9/5/2023
Revised	P 5230	N/A	Late Arrival and Early Dismissal	8/21/2023	9/5/2023
Revised	P 0144	230	Board Member Orientation and Training	8/21/2023	9/5/2023
Revised	P 2520	230	Instructional Supplies (M)	8/21/2023	9/5/2023
New	R 2520	230	Instructional Supplies (M)	8/21/2023	9/5/2023
Revised	P 3217	230	Use of Corporal Punishment	8/21/2023	9/5/2023
New	P 4217	230	Use of Corporal Punishment	8/21/2023	9/5/2023
Revised	P 5305	230	Health Services Personnel (M)	8/21/2023	9/5/2023
Revised	P & R 5308	230	Student Health Records (M)	8/21/2023	9/5/2023
Revised	P & R 5310	230	Health Services (M)	8/21/2023	9/5/2023
Revised	P 6112	230	Reimbursement of Federal and Other Grant Expenditures (M)	8/21/2023	9/5/2023
New	R 6115.01	230	Federal Awards/Funds Internal Controls – Allowability of Costs (M)	8/21/2023	9/5/2023
New	P 6115.04	230	Federal Funds – Duplication of Benefits (M)	8/21/2023	9/5/2023
Revised	P 6311	230	Contracts for Goods or Services Funded by Federal Grants (M)	8/21/2023	9/5/2023
Revised	P 7440	230	School District Security (M)	8/21/2023	9/5/2023
Abolished	P 9100	230	Public Relations	8/21/2023	9/5/2023
Revised	P 9140	230	Citizens Advisory Committees	8/21/2023	9/5/2023
Abolished	R 9140	230	Citizens Advisory Committee (M)	8/21/2023	9/5/2023

District Roll Call 9-0-0

REPORT AND RECOMMENDATIONS OF THE SUPERINTENDENT**A. PERSONNEL**

- Mr. Fetherman reviewed:
 - Personnel agenda resolutions
 - Board discussion on leave of absence and great teachers

Motion by Ms. Leininger and seconded by Mrs. Tucker for motions #10 - #15

10. Appointments / Amendments/ Resignations / Rescission / Retirements / RIF's Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, amendments, resignations, rescissions, retirements and RIFs, for all regular employees with base pay, be approved, as recommended by the Superintendent:*

Name	Action	UPC	Position	Location	FTE	Degree/ Step	Rate of Pay	Start Date	Term Date
DISTRICT									

MINUTES OF BOARD OF EDUCATION MEETING

September 5, 2023

BOE APPROVED: September 18, 2023

Adams, Sarah	Additional Coverage (AP Art Lab)	TCH-HS-ART-02	Teacher	MLHS	1.04	MA/ Step15	\$101,405	8/28/23	6/30/24
Baker, Robert	Appointment	CUST-DW-CUST-17	Custodian Shift Differential (M-TH & S)	DW	1.0	Step 6	\$3,000 Per MLEA Contract	8/28/23	6/30/24
Buzzelli, Vincent	Additional Coverage (Zero Period MLHS & Period 9 BC)	TCH-BC-MUS-20	Teacher	DW	1.16	MA/ Step 4	\$86,275	8/28/23	6/30/24
Carranza Johnson Depapado, Rossana	Resignation	SPS-LR-AID-U29-19	Paraprofessional P/T	LD	0.97	Step 7	\$23,958.64	1/3/22	9/14/23
Durkin, Richard	Appointment	MNT-DIST-GR-01 & MAIN-DIST-GR-01	Custodian Shift Differential (M-TH & S)	DW	1.0	Step 10/ Step 15	\$3,000 Per MLEA Contract	8/28/23	6/30/24
Eklund, Keriann	Additional Coverage (one semester)	TCH-HS-ENG-04	Teacher	MLHS	1.20	MA/ Step 15	\$106,355	8/28/23	1/19/24
Garate-Gomez, Pia	Revise Appointment/ Guide Movement	TCH-HS-WL-01	Teacher	MLHS	1.0	From MA +30 to MA +60/ Step 15	\$107,873	8/28/23	6/30/24
Hill (Kemp), Theresa	Additional coverage (Zero Period MLHS & Period 9 BC)	TCH-BC-MUS-01	Teacher	DW	1.16	BA/ Step 12	\$92,695.60	8/28/23	6/30/24
Moncada, Kayley	Resignation	SPS-LR-AID-U29-13	Paraprofessional P/T	LD	0.97	Step 3	\$21,376.02	10/21/21	08/28/23
Nanda, Pamela	Appointment	SPS-LR-AID-U29-13	Paraprofessional P/T	LD	0.97	Step 5	\$20.92/hr. (5.8 hrs./day)	9/29/23 (or sooner pending paperwork)	06/30/24
Petrucelli, Michael	Revise Appointment/ Guide Movement	TCH-HS-MATH-02	Teacher	MLHS	1.0	From BA to MA/ Step 15	\$98,105	8/28/23	6/30/24
Petrucelli, Michael	Resignation	TCH-HS-MATH-02	Teacher	MLHS	1.0	MA/ Step 15	\$98,105	8/29/18	10/20/23
Vallies, Austin	Additional Coverage (Zero Period MLHS & rotating block/extended day)	TCH-HS-MUS-03	Teacher	MLHS	1.10	BA/ Step 15	\$98,255	8/28/23	6/30/24
Vandooijeweert, Dawn	Appointment	SPS-LR-SEC-01	Secretary – P/T (10-Month)	LD	.4	Step 10	\$55,500 (pro-rated)	9/6/23	6/30/24

IVY H/WW/BC									
Selinger, Emma	Appointment	TCH-HS-MUS-02	Teacher	WW/BC	1.0	BA/Step 1	\$62,765	9/20/23 (or sooner, pending paperwork)	6/30/24

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

11. Leaves of Absence Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following leaves of absence, as recommended by the Superintendent:

ID#	Action	Position	Location	FTE	Start Date	Term Date
DISTRICT						
5443	MLOA (w/benefits)	Teacher	MLHS	1.0	11/13/23	1/3/24
5443	FMLA (unpaid w/benefits)	Teacher	MLHS	1.0	1/4/24	3/29/24
IVY H/WW/BC						
5214	Revised CCLOA (unpaid, w/o benefits)	Teacher	BC	1.0	10/9/23	12/14/23

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

12. Athletics / Extra Services (Schedule B Appointments) Δ

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for all extra earnings under the contract, as recommended by the Superintendent*:

Name	Action	Position	Location	Grade/ Step	Rate of Pay	Start Date	Term Date
DISTRICT							
Buzzelli, Vincent	Appointment	Pep Band	MLHS	Step 1	\$2,040	8/28/23	6/30/24
Buzzelli, Vincent	Appointment	Jazz Band	MLHS	Step 1	\$2,991	8/28/23	6/30/24
IVY H/WW/BC							
Buzzelli, Vincent	Appointment	Jazz Band	Briarcliff	Step 1	\$2,550	8/28/23	6/30/24

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

13. Additional Compensation 4

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following additional compensation, for extra earnings not listed in contract, as recommended by the Superintendent:

Name	Action	UPC/SID	Position	Location	FTE	Degree/Step	Rate of Pay	Start Date	Term Date
DISTRICT									
Baier, Stephanie	Appointment	TCH-HS-TECH-01	Bus Duty Sub (PM)	MLHS			\$25/coverage	8/30/23	6/30/24
Becht, Jennifer	Appointment	TCH-LR-ITCH-02	Itinerant Teacher: Non-Pensionable Travel Stipend	DW	1.0	MA/Step 15	\$2,500	8/28/23	6/30/24
Crimmins, Catherine	Appointment	TCH-LR-ITCH-03	Itinerant Teacher: Non-Pensionable Travel Stipend	DW	1.0	MA+30/Step 15	\$2,500	8/28/23	6/30/24
Doniloski, Jason	Appointment	TCH-HS-PE-04	Bus Duty (PM)	MLHS			\$25/coverage	8/30/23	6/30/24
Goldstein, Debra	Appointment	SPS-CST-SW-01	OOD Case Manager: Non-Pensionable Travel Stipend (SS)	DW	1.0	MA+30/Step 15	\$1,250	8/28/23	6/30/24
Gonzalez, Maria	Appointment	TCH-LR-TCH-02	Itinerant Teacher: Non-Pensionable Travel Stipend	DW	1.0	BA+30/Step 14	\$1,250	8/28/23	6/30/24
Oravec, Kelly	Appointment	TCH-LR-ITCH-01	Itinerant Teacher: Non-Pensionable Travel Stipend	DW	1.0	MA/Step 15	\$2,500	8/28/23	6/30/24
Perkins, Merideth	Appointment	TCH-LR-ITCH-04	Itinerant Teacher: Non-Pensionable Travel Stipend	DW	1.0	MA+30/Step 15	\$2,500	8/28/23	6/30/24
Schutz, Michael	Appointment	TCH-HS-SS-04	Bus Duty Sub (PM)	MLHS			\$25/coverage	8/30/23	6/30/24
IVY H/WW/BC									
MacQueen, Patti (OD)	Appointment	SID #: 7073	Home Instruction	WW			\$50/hr. (not to exceed 15 hrs.)	8/28/23	9/15/23

District Roll Call 9-0-0

IVY H/WW/BC Roll call vote 8-0-0

14. Field Trips A

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following field trips for the 2022-2023 school year, as recommended by the Superintendent:

School	Destination	Reason	Cost	Date
BC	Budd Lake, NJ	"The Tales of Edgar Allan Poe"	\$0	11/1/23

IVY H/WW/BC Roll call vote 8-0-0

15. Substitutes, Volunteers and Intern Appointments

BE IT RESOLVED, that the Mountain Lakes Board of Education approve the following appointments, as recommended by the Superintendent:

Name	Action	Position	Location	Rate of Pay	Start Date	Term Date
DISTRICT						
Almeida, Marta	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Austin, Tara	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Bickhman, Jessica,	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Cabana, Christine	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Chaird, Jennifer	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Cohen, Caitlin	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Festa, Elizabeth	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Delbury, Hannah-Ray	Appointment	Substitute	DW	Rate as BOE Approved	9/15/23 (or sooner, pending paperwork)	6/30/24
Giampietro, Jr., Ralph	Revised Appointment	Volunteer – Sports	DW	N/A	8/29/23	6/30/24
Guevara, Karen	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Hernando, Michael	Appointment	Volunteer – Sports	DW	N/A	8/29/23	6/30/24
Kenyon, Jason	Appointment	Substitute	DW	Rate as BOE Approved	7/1/23	6/30/24
Levy, Ellen	Appointment	Home Instruction	DW	Rate as BOE Approved	7/1/23	6/30/24
MacQueen, Patti	Appointment	Home Instruction	DW	Rate as BOE Approved	7/1/23	6/30/24
McMenamin, Lindsay	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Polanco, Alana	Appointment	Substitute	DW	Rate as BOE Approved	9/15/23 (or sooner, pending paperwork)	6/30/24
Scerbo, Jennifer	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Schadt, Amy	Appointment	Substitute	DW	Rate as BOE Approved	7/1/23	6/30/24
Stanzione, Kara	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Stuss, Laura	Appointment	Volunteer	DW	N/A	8/29/23	6/30/24
Vulkotic-Milone, Tatjana	Appointment	Substitute	DW	Rate as BOE Approved	7/1/23	6/30/24

District Roll Call 9-0-0

B. CURRICULUM / SPECIAL SERVICES

C. MISCELLANEOUS

UNFINISHED BUSINESS

- Field trips
- Menus
- Board goals
- Liaison for SEPAG

NEW BUSINESS - None

PENDING LEGISLATION - None

COMMENTS AND REQUESTS FROM THE PUBLIC - None

ADJOURNMENT

MOTION to adjourn the meeting at 9:52pm was made by Mrs. Parker and seconded by Dr. Driscoll.

District Roll call vote 9-0-0

The motion was approved 9-0-0 and the Board adjourned at 9:52pm.

Respectfully Submitted,

Alex Ferreira

School Business Administrator / Board Secretary

Δ Indicates matters not relating to MLHS, the Boonton Township district Representative of the Board of Education will refrain from voting on such matters, pursuant to Board Policy 0141.2.

** Indicates a motion/resolution will have supporting documentation*

2022-2023 District Goals

Goal Area	Goal Statement
Ensuring the Success of All Students	Create a learning environment and programs that provide a solid foundation for all and that supports students of all abilities and interests to achieve their potential in whatever learning path suits them best.
Ensuring the Success of All Staff	Develop and maintain an environment that values and empowers all staff which will lead to passionate educators who feel supported in their positions.
Supporting the Whole Child	To create a safe/nurturing, supportive, and healthy environment where collaboration and diversity are encouraged and celebrated for inclusive learning both within and outside the walls of the classroom.
Finance/Infrastructure/ Technology	Increase revenue, decrease/manage costs, and balance the budget by collaborating with stakeholders and local and state resources.
Strong Family/School/ Community Partnerships	To foster meaningful relationships between school, family, and community that promotes a sense of unity, tradition, and shared responsibility for enriching the lives of all community members.

2022-2023 Board Goals

Board Goal	Committee Support
Development of a sustainable comprehensive budget that supports the district's goals/priorities, short and long-term facility needs, and strengthens the district's financial position.	Finance, Facilities
To support and provide for the implementation of the districtwide five-year strategic plan.	Will assign to align with Strategic Plan action steps
To enhance the support, celebration, and recognition of the contributions and accomplishments of district staff and students.	Curriculum, Personnel, Special Services
To enhance the accountability and transparency of the accomplishment of Board goals through the development/monitoring of action plans and a quarterly reporting of progress.	Full Board

Mountain Lakes Board of Education

Check Register By Check Number

for Batch 51 and Posted Checks : Current Cycle : July

1

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
POSTED CHECKS									
98536	24-0626		11-190-100-500-CI- - -	9310/RUBICON WEST LLC	51	6,710.00	Inv. ATINV-7816	07/31/2023	C
Total For Check Number 98536						\$6,710.00			
98537	23-0769		11-000-230-590-DW-0820D- -	9242/ENROLLHAND INC	51	500.00	Jul'23	07/31/2023	C
	23-0769		11-000-230-590-DW-0820D- -	9242/ENROLLHAND INC	51	500.00	Aug'23	07/31/2023	C
Total For Check Number 98537						\$1,000.00			
98538	24-0457		11-000-261-610-DW-0730B- -	2059/HOME DEPOT USA, INC	51	535.98	6035 3225 3191 4384 7/28/23	07/31/2023	C
	24-0573		11-190-100-610-HS-0240A-U -	2059/HOME DEPOT USA, INC	51	685.98	6035 3225 3191 4384 7/28/23	07/31/2023	C
	24-0463		11-402-100-610-HS-1020A-54-	2059/HOME DEPOT USA, INC	51	29.97	6035 3225 3191 4384 7/28/23	07/31/2023	C
	24-0597		11-402-100-610-HS-1020A-54-	2059/HOME DEPOT USA, INC	51	450.18	6035 3225 3191 4384 7/28/23	07/31/2023	C
Total For Check Number 98538						\$1,702.11			
98539	23-1632		11-000-261-420-DW-0750 - -	5039/JOHNSON CONTROLS FIRE PROTECTION LP	51	569.76	Inv. 51021776	07/31/2023	C
Total For Check Number 98539						\$569.76			
98540	24-0276		11-190-100-500-TD-0720D- -	7854/JOURNEYED.COM, INC.	51	2,400.00	Inv. 10524016	07/31/2023	C
Total For Check Number 98540						\$2,400.00			
Total Posted Checks						\$12,381.87			

va_chkr3.040423
07/01/2023

Mountain Lakes Board of Education
Check Register By Check Number
for Batch 51 and Posted Checks : Current Cycle : July

1

Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$12,381.87				\$12,381.87
	GRAND	TOTAL	\$12,381.87	\$0.00	\$0.00	\$0.00	\$12,381.87

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

Mountain Lakes Board of Education

Check Register By Check Number

1

for Batch 60 and UnPosted Checks : Check Date is from 08/01/2023 to 08/31/2023

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS									
98541	24-0341		11-000-240-500-BC- - -	6913/ABLE SHRED BUSINESS PRODUCTS LLC	60	25.00	Inv. 4918	08/30/2023	C
Total For Check Number 98541						\$25.00			
98542	24-0610		11-000-261-420-DW-0750 - -	5299/ABS ENVIRONMENTAL SVCS, LLC	60	5,700.00	Inv. 8619	08/30/2023	C
	24-0633		11-000-261-420-DW-0750 - -	5299/ABS ENVIRONMENTAL SVCS, LLC	60	1,985.00	Inv. 2022-292	08/30/2023	C
Total For Check Number 98542						\$7,685.00			
98543	24-0637		11-000-261-420-DW-0750 - -	4302/AMC PRECISION GLASS, INC.	60	420.00	Inv. 7347	08/30/2023	C
Total For Check Number 98543						\$420.00			
98544	24-0308		11-000-261-420-DW-0750 - -	5261/ARROW ELEVATOR INC.	60	425.00	Inv. 113583 Sept'23	08/30/2023	C
Total For Check Number 98544						\$425.00			
98545	24-0627		11-000-221-800-CI- - -	4904/ASCD	60	89.00	Member Id000002089456	08/30/2023	C
Total For Check Number 98545						\$89.00			
98546	24-0603		11-190-100-610-TD-0730A- -	6282/B&H PHOTO	60	673.02	Inv. 216022909	08/30/2023	C
	24-0609		11-190-100-610-TD-0730E- -	6282/B&H PHOTO	60	1,349.29	Inv. 215791453	08/30/2023	C
	24-0526		11-401-100-610-BC-1020A-A -	6282/B&H PHOTO	60	198.67	Inv. 215389926	08/30/2023	C
	24-0592		20-041-100-610-HS- - -	6282/B&H PHOTO	60	7,049.00	Inv. 215605578	08/30/2023	C
Total For Check Number 98546						\$9,269.98			
98547	24-0620		11-000-261-420-DW-0750 - -	8292/BILDISCO MFG., INC.	60	2,539.00	Inv. 41633	08/30/2023	C
Total For Check Number 98547						\$2,539.00			
98548	24-0598		11-190-100-500-CI- - -	7460/BRAINPOP LLC	60	3,510.38	Inv. US441000	08/30/2023	C
Total For Check Number 98548						\$3,510.38			
98549	24-0689		13-423-100-610-SA- - -	9387/BRENBRI PROPERTIES LLC	60	1,500.00	Inv. 18111	08/30/2023	C
Total For Check Number 98549						\$1,500.00			
98550	24-0451		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	60	1,463.97	Inv. 922281430	08/30/2023	C
	24-0448		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	60	3,152.00	Inv. 922380858	08/30/2023	C
	24-0467		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	60	871.56	Inv. 922346206	08/30/2023	C
	24-0470		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	60	2,946.30	Inv. 922380862	08/30/2023	C
	24-0476		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	60	767.56	Inv. 922380867	08/30/2023	C
	24-0474		11-402-100-610-HS-1020A-54-	1342/BSN SPORTS, LLC	60	574.73	Inv. 922346233	08/30/2023	C
Total For Check Number 98550						\$9,776.12			
98551	24-0278		11-190-100-500-HS- - -	7894/CHIEF ARCHITECT, INC.	60	1,170.00	ORD-1110895-Z3K1J7	08/30/2023	C
Total For Check Number 98551						\$1,170.00			
98552	23-1413		12-000-263-730-DW- - -	9346/DEERE & COMPANY	60	19,976.90	Inv. 117505272	08/30/2023	C
Total For Check Number 98552						\$19,976.90			

Mountain Lakes Board of Education

Check Register By Check Number

1

for Batch 60 and UnPosted Checks : Check Date is from 08/01/2023 to 08/31/2023

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS									
98553	24-0433		11-190-100-610-HS-0240A-B -	9168/GENERAL PRINTING & DESIGN, INC	60	32.19	Inv. 053597	08/30/2023	C
Total For Check Number 98553						\$32.19			
98554	24-0480		11-402-100-610-HS-1020A-54-	8592/EPIC SPORTS, INC.	60	173.79	Inv. 7123546	08/30/2023	C
Total For Check Number 98554						\$173.79			
98555	24-0389		11-190-100-500-BC- - -	7491/FOLLETT SCHOOL SOLUTIONS, INC.	60	989.74	Inv. 1519244	08/30/2023	C
Total For Check Number 98555						\$989.74			
98556	24-0529		11-190-100-610-BC-0240A- -	1968/GOPHER SPORTS EQUIPMENT	60	292.66	#IN304661	08/30/2023	C
	24-0285		11-190-100-610-WW-0240A-W -	1968/GOPHER SPORTS EQUIPMENT	60	781.10	#IN301729	08/30/2023	C
	24-0524		11-401-100-610-BC-1020A-A -	1968/GOPHER SPORTS EQUIPMENT	60	200.48	#IN304631	08/30/2023	C
Total For Check Number 98556						\$1,274.24			
98557	24-0256		11-000-240-610-HS-0250A- -	7565/HARRIS SCHOOL SOLUTIONS	60	941.69	Inv. DATMN0001691	08/30/2023	C
Total For Check Number 98557						\$941.69			
98558	24-0571		11-402-100-890-HS-1020A-21-	8503/IMPACT APPLICATIONS, INC	60	730.00	Inv. 20229431	08/30/2023	C
Total For Check Number 98558						\$730.00			
98559	24-0498		11-000-240-500-BC- - -	3206/JOHN SIMON INSTRUMENT CO, INC	60	460.00	Inv. 1S-082423	08/30/2023	C
Total For Check Number 98559						\$460.00			
98560	24-0623		11-000-240-610-HS-0250D-BA-	2203/JOSTEN'S	60	18.75	Inv. 31683986	08/30/2023	C
Total For Check Number 98560						\$18.75			
98561	24-0588		11-190-100-610-HS-0240A-U -	8817/KNOWLEDGE MATTERS, INC	60	1,795.00	#INV-EL-2014	08/30/2023	C
Total For Check Number 98561						\$1,795.00			
98562	24-0271		11-402-100-610-HS-1020A-54-	2317/LONGSTRETH SPORTING GOODS, LLC	60	137.93	Inv. 4021534	08/30/2023	C
Total For Check Number 98562						\$137.93			
98563	24-0472		11-402-100-610-HS-1020A-54-	5605/MFAC, LLC	60	81.00	INV253958	08/30/2023	C
Total For Check Number 98563						\$81.00			
98564	24-0307		11-000-263-420-DW-0720A- -	9052/MOORE CONTROL EXTERMINATING CO	60	248.55	Invs 81439-81442 Jul'23	08/30/2023	C
Total For Check Number 98564						\$248.55			
98565	24-0669		11-000-263-610-DW- - -	8359/NAPA AUTO PARTS	60	15.14	Inv. 1567196992	08/30/2023	C
Total For Check Number 98565						\$15.14			
98566	23-0670		11-000-252-890-TD-0130 - -	2579/NJASA	60	695.00	Inv. Cash-6644	08/30/2023	C
Total For Check Number 98566						\$695.00			

Mountain Lakes Board of Education

Check Register By Check Number

1

for Batch 60 and UnPosted Checks : Check Date is from 08/01/2023 to 08/31/2023

Check #	PO #	Invoice Number	Account Number	Vendor No./ Vendor Name/Remit to Vendor	Batch	Check Amount	Check Description or Multi Remit To Check Name	Check Date	Check Type
UNPOSTED CHECKS									
98567	24-0518		11-000-263-420-DW-0720A- -	9376/NORTH JERSEY BOBCAT, INC	60	1,952.45	Inv R12537, Cr P85513	08/30/2023	C
Total For Check Number 98567						\$1,952.45			
98568	Non A/P Chk		DB10-499- , CR10-101-	7422/PATERSON PUBLIC SCHOOLS	60	2,243.50	Lake Dr 22-23 SY Ovr Pmt	08/30/2023	C
Total For Check Number 98568						\$2,243.50			
98569	24-0624		11-402-100-500-HS- - -	7354/RIDDELL ALL AMERICAN SPORTS CORP.	60	4,401.00	Inv. 951910525	08/30/2023	C
	24-0496		11-402-100-500-HS- - -	7354/RIDDELL ALL AMERICAN SPORTS CORP.	60	73.19	Inv. 951887611	08/30/2023	C
	24-0484		11-402-100-500-HS- - -	7354/RIDDELL ALL AMERICAN SPORTS CORP.	60	8,951.50	Inv. 951875945	08/30/2023	C
Total For Check Number 98569						\$13,425.69			
98570	24-0331		11-000-219-610-CS-1101A- -	9170/SCHOOL SPECIALTY, LLC	60	319.08	#208132657972, #308104343365	08/30/2023	C
Total For Check Number 98570						\$319.08			
98571	24-0589		11-190-100-610-HS-0240A-U -	8678/STOCK TRAK	60	1,125.00	Inv. 28801	08/30/2023	C
Total For Check Number 98571						\$1,125.00			
98572	24-0628		13-423-100-610-SA- - -	3320/TEACHER	60	1,638.55	Judy Kolek	08/30/2023	C
Total For Check Number 98572						\$1,638.55			
98573	24-0687		13-423-100-610-SA- - -	3320/TEACHER	60	1,784.20	Angela Tsai	08/30/2023	C
Total For Check Number 98573						\$1,784.20			
98574	24-0572		11-000-240-500-HS- - -	3320/TEACHER	60	63.98	Teresa Fiorina	08/30/2023	C
Total For Check Number 98574						\$63.98			
98575	20-1439		11-207-100-890-DW- - -	6793/UNION TWP BD. OF ED.	60	1,500.00	19-20 Tuition Refund	08/30/2023	C
	20-1268		11-207-100-890-DW- - -	6793/UNION TWP BD. OF ED.	60	2,041.00	18-19 Tuition Refund	08/30/2023	C
Total For Check Number 98575						\$3,541.00			
98576	23-1511		11-401-100-610-BC-1020A-A -	8760/VEX ROBOTICS, INC	60	140.30	Inv. 663886	08/30/2023	C
Total For Check Number 98576						\$140.30			
98577	24-0504		11-190-100-610-BC-0240A- -	6480/W.B. MASON CO., INC.	60	147.39	Inv. 240352465	08/30/2023	C
Total For Check Number 98577						\$147.39			
Total Unposted Checks						\$90,360.54			

Mountain Lakes Board of Education

Check Register By Check Number

1

for Batch 60 and UnPosted Checks : Check Date is from 08/01/2023 to 08/31/2023

Vendor No./ Vendor Name/Remit to Vendor							
Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10		\$2,243.50			\$2,243.50
	10	11	\$56,168.39				\$56,168.39
	10	12	\$19,976.90				\$19,976.90
	10	13	\$4,922.75				\$4,922.75
	Fund 10	TOTAL	\$81,068.04	\$2,243.50			\$83,311.54
	20	20	\$7,049.00				\$7,049.00
	GRAND	TOTAL	\$88,117.04	\$2,243.50	\$0.00	\$0.00	\$90,360.54

* Total Prior Cycle Checks Voided in selected cycle(s):	\$0.00
Total Checks from selected cycle(s) voided in the selected cycle(s):	\$0.00

POLICY GUIDE

9

PROGRAM

2363/page 1 of 2

Pupil Use of Privately-Owned Technology

[See POLICY ALERT No. 197]

2363 PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

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

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

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

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

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

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



POLICY GUIDE

PROGRAM

2363/page 2 of 2

Pupil Use of Privately-Owned Technology

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

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

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

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

Adopted:



5230 LATE ARRIVAL AND EARLY DISMISSAL

The Board of Education requires that students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a student be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a student on the prior written request of the student's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

With the exception of students in grade 12, no student will be permitted to leave the school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the State acting in their legal capacity.

Any student, including those in 12th grade, who is ill or injured will be released from school only in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who have written authorization.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each student. If one parent has been assigned custody of the student by court order or separation agreement and wishes to limit the noncustodial parent's access to the student, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a student may be released into the care of either parent.

A student who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Adopted: 19 January 2021



POLICY GUIDE

9

BYLAWS

0144/page 1 of 2

Board Member Orientation and Training

Mar 23

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

0144 BOARD MEMBER ORIENTATION AND TRAINING

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

The Board directs that each new member receive access to and/or a copy of ~~access to and/or a copy of~~ the Board of Education Bylaw and Policy Manual and Regulations, the manual of administrative regulations, each negotiated agreement, the current budget statement and audit report, and ~~and such~~ other materials as deemed appropriate by the Superintendent.

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

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

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



POLICY GUIDE

9

BYLAWS

0144/page 2 of 2

Board Member Orientation and Training

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

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

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

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

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

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

Adopted:



POLICY GUIDE

9

PROGRAM
2520/page 1 of 1
Instructional Supplies
Mar 23
M

[See POLICY ALERT No. 230]

2520 INSTRUCTIONAL SUPPLIES

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

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

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

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

N.J.A.C. 6A:7-1.7

N.J.S.A. 18A:34-1

N.J.S.A. 18A:54-20 [vocational districts]

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

Adopted:



REGULATION GUIDE

9

PROGRAM
R 2520/page 1 of 2
Instructional Supplies
Mar 23
M

[See POLICY ALERT No. 230]

R 2520 INSTRUCTIONAL SUPPLIES

A. Definition

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

B. Supply Procedures

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



REGULATION GUIDE

PROGRAM
R 2520/page 2 of 2
Instructional Supplies

C. Cost of Supplies

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

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for ~~the reason of~~ safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (~~other than color or style~~) and may recommend a suitable **vendor** ~~commercial source~~ for the clothing or equipment.
2. Where a student enrolled in a class or activity in which **an item** ~~product~~ is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the **Principal or designee** _____, and the moneys collected will be deposited with the **Business Office** _____.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.Ø1., 2., and 3. above.
5. **Staff members** ~~Teachers shall be advised to~~ report to the **Principal or designee** _____ any student who is **suspected of being** unable to pay for ~~the supplies listed above~~.

Issued:



POLICY GUIDE

9

TEACHING STAFF MEMBERS

3217/page 1 of 2

Use of Corporal Punishment

Mar 23

[See POLICY ALERT No. 230]

3217 USE OF CORPORAL PUNISHMENT

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

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

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

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

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

~~A teaching staff member who:~~

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



POLICY GUIDE

9

TEACHING STAFF MEMBERS

3217/page 2 of 2

Use of Corporal Punishment

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

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

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

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

Cross-reference: Policy Guide No. 5630

Adopted:



POLICY GUIDE

SUPPORT STAFF MEMBERS

4217/page 1 of 1

Use of Corporal Punishment

Mar 23

[See POLICY ALERT No. 230]

4217 USE OF CORPORAL PUNISHMENT

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

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

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

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

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

Adopted:



POLICY GUIDE

9

STUDENTS
5305/page 1 of 5
Health Services Personnel
Mar 23
M

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

5305 HEALTH SERVICES PERSONNEL

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

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

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



POLICY GUIDE

STUDENTS

5305/page 2 of 5

Health Services Personnel

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

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

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



POLICY GUIDE

9

STUDENTS
5305/page 3 of 5
Health Services Personnel

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

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

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



POLICY GUIDE

9

STUDENTS

5305/page 4 of 5

Health Services Personnel

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



POLICY GUIDE

9

STUDENTS

5305/page 5 of 5

Health Services Personnel

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

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

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;
18A:40-8; 18A:40-10; 18A: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:16-2.1;
6A:16-2.2; 6A:16-2.3

Adopted:



POLICY GUIDE

9

STUDENTS
5308/page 1 of 3
Student Health Records
Mar 23
M

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

5308 STUDENT HEALTH RECORDS

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

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

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

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



POLICY GUIDE

9

STUDENTS

5308/page 2 of 3
Student Health Records

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

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

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7-, Student Records.

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



POLICY GUIDE

9

STUDENTS
5308/page 3 of 3
Student Health Records

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

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

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

Adopted:



REGULATION GUIDE

9

STUDENTS
R 5308/page 1 of 4
Student Health Records
Mar 23
M

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

R 5308 STUDENT HEALTH RECORDS

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

A. Mandated Student Health Records

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

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

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



REGULATION GUIDE

9

STUDENTS

R 5308/page 2 of 4
Student Health Records

(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). ~~separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record; and~~

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

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

C. Transferring Student Health Records

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

D. Restrictions for Sharing Student Health Information

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



REGULATION GUIDE

9

STUDENTS

R 5308/page 3 of 4
Student Health Records

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

E. Access to Student Health Records

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



REGULATION GUIDE

STUDENTS

R 5308/page 4 of 4

Student Health Records

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

Adopted Issued:



POLICY GUIDE

9

STUDENTS
5310/page 1 of 6
Health Services
Mar 23
M

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

5310 HEALTH SERVICES

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

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



POLICY GUIDE

9

STUDENTS
5310/page 2 of 6
Health Services

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



POLICY GUIDE

9

STUDENTS
5310/page 3 of 6
Health Services

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

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

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

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



POLICY GUIDE

STUDENTS
5310/page 4 of 6
Health Services

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 GUIDE

STUDENTS
5310/page 5 of 6
Health Services

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



POLICY GUIDE

9

STUDENTS
5310/page 6 of 6
Health Services

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

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

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

Adopted:



REGULATION GUIDE

9

STUDENTS
R 5310/page 1 of 10
Health Services
Mar 23
M

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

R 5310 HEALTH SERVICES

A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as **either an advanced practice nurse or a nurse practitioner/clinical nurse specialist** from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an ~~e~~Educational ~~s~~Services ~~c~~Certificate, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-~~14~~2.3 and ~~14~~2.4.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education ~~or nonpublic school~~, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), **resource family foster** parent(s), or ~~parent~~ surrogate(s) **parent(s)** of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
67. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.



REGULATION GUIDE

9

STUDENTS
R 5310/page 2 of 10
Health Services

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

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

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

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

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

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

- a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
- b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
- c. Health screenings including height, weight, hearing, blood pressure, and vision; and
- d. Physical examinations.



REGULATION GUIDE

9

STUDENTS
R 5310/page 3 of 10
Health Services

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



REGULATION GUIDE

9

STUDENTS
R 5310/page 4 of 10
Health Services

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

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

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

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

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



REGULATION GUIDE

9

STUDENTS

R 5310/page 5 of 10

Health Services

(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 parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.

(2)b- The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.

(3)e- An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.

c3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

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

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



REGULATION GUIDE

9

STUDENTS
R 5310/page 6 of 10
Health Services

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



REGULATION GUIDE

9

STUDENTS
R 5310/page 7 of 10
Health Services

f6. The school district shall distribute to a student-athlete and **the student-athlete's** ~~his or her~~ parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.

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

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

(3)e. The Commissioner shall distribute the pamphlet, at no charge, to **the all** school districts ~~and nonpublic schools~~, pursuant to N.J.S.A. 18A:40-41.b.

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

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above** and upon enrollment in school. ~~The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student.~~

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

b2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).



REGULATION GUIDE

9

STUDENTS
R 5310/page 8 of 10
Health Services

c3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.

d4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)

1. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3) The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.~~

2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.

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 ~~c~~Child ~~s~~tudy ~~t~~Team evaluation, pursuant to N.J.A.C. 6A:14-3.4.



REGULATION GUIDE

9

STUDENTS
R 5310/page 9 of 10
Health Services

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

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

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

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

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

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

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.



REGULATION GUIDE

9

STUDENTS
R 5310/page 10 of 10
Health Services

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

Adopted Issued:



POLICY GUIDE

9

FINANCES

6112/page 1 of 3

Reimbursement of Federal and Other
Grant Expenditures

Mar 23

M

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

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

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

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

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

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



POLICY GUIDE

9

FINANCES

6112/page 2 of 3

Reimbursement of Federal and Other Grant Expenditures

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

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

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

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



POLICY GUIDE

9

FINANCES

6112/page 3 of 3

Reimbursement of Federal and Other Grant Expenditures

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

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

Adopted:



REGULATION GUIDE

9

FINANCES

R 6115.01/page 1 of 2

Federal Awards/Funds Internal Controls –

Allowability of Costs

Mar 23

M

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

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

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



REGULATION GUIDE

FINANCES

R 6115.01/page 2 of 2

Federal Awards/Funds Internal Controls –
Allowability of Costs

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

Adopted:



POLICY GUIDE

FINANCES

6115.04/page 1 of 2

Federal Funds – Duplication of Benefits

Mar 23

M

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

6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

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

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

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

To prevent DOB, the LEA will have:

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



POLICY GUIDE

9

FINANCES

6115.04/page 2 of 2

Federal Funds – Duplication of Benefits

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

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

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

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

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

Adopted:



POLICY GUIDE

9

FINANCES

6311/page 1 of 2

Contracts for Goods or Services Funded by
Federal Grants

Mar 23

M

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

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

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

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

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

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

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



POLICY GUIDE

9

FINANCES

6311/page 2 of 2

Contracts for Goods or Services Funded by
Federal Grants

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

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

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

2 CFR §200
2 CFR §3485.220
2 CFR §180.210

Adopted:



POLICY GUIDE

9

PROPERTY
7440/page 1 of 3
School District Security
Mar 23
M

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

7440 SCHOOL DISTRICT SECURITY

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

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

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

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

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



POLICY GUIDE

9

PROPERTY
7440/page 2 of 3
School District Security

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

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

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

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

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

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

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

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



POLICY GUIDE

9

PROPERTY
7440/page 3 of 3
School District Security

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

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

Adopted:



POLICY GUIDE

9

COMMUNITY
9140/page 1 of 2
Citizens Advisory Committees
Mar 23
M

[See POLICY ALERT No. 230]

9140 CITIZENS ADVISORY COMMITTEES

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

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

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

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

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



POLICY GUIDE

COMMUNITY
9140/page 2 of 2
Citizens Advisory Committees

Meetings of an **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act **and need not** be open to the public, except as expressly permitted by the Board.

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

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

Adopted:



DAWN VANDOOIJEWEEERT

PROFESSIONAL SUMMARY

After 25 years working with young children/students in an educational pre school through kindergarten environment in the Director role, and training veteran teachers in new tactics and serving as a mentor for brand new teachers- looking forward to re-entering the education field in a supporting role

SKILLS

- Organizational skills
- Evaluation of students and staff
- Planning and execution of age appropriate activities
- Transition time researching and execution
- Ordering and budget planning
- Communication with parents, staff, children
- Observations of students and parent conferences
- Coordination of special services as needed
- Risk Management practices and procedures for State of NJ Licensing
- CPR/1st Aid responder (up for renewal)
- Food allergy epi-pen/glucose testing knowledge

WORK HISTORY

04/1993 to 06/2016 **Early Childhood Learning Center Director**

Lakeland Hills Family YMCA – Mountain Lakes, NJ

- Execution of all age appropriate curriculums for 5 full day classrooms,
- Training, guidance and observation of 5 Full Time Head Teachers, and 15 part time support staff
- Daily staff and student observations and evaluations
- Organization of supplies, balance of budget
- Coordination of parent committee
- Recruitment of specialty teachers
- Coordination of special needs services as needed
- Responsible and cooperative contact for the NJ Bureau of Licensing
- Member of Facility Risk Management committee
- Member of Morris County Early Learning Center Directors group

08/1992 to 04/1993 **Kindergarten Teacher**

Pint Size Preschool – Flanders, NJ

- Overall development of brand new full day kindergarten classroom. Responsible for contacting public school Board of Education in Mount Olive Township to keep this new class on track with the district for when the students moved on to first grade
- In addition to writing the full curriculum, responsible for all parent communication and conferences, and all ordering and organizing of supplies
- Coordinated a monthly peer reading buddy group with Mountain View Elementary school 4th graders and private school kindergarten students.

08/1991 to 06/1992 Pre K Head Teacher**Children's Garden – Morristown, NJ**

- Researching, planning, and execution of age appropriate curriculum to prepare students to move into public and private kindergarten programs

EDUCATION

05/1991

Bachelor of Arts History And Elementary Education**Muhlenberg College - Allentown PA**

Emma Selinger

n

EDUCATION

Seton Hall University, South Orange, NJ August 2019 – May 2023

- B.S. in Secondary Education, Music, Minor in Psychology
- Current GPA: 3.885
- Awards: Dean's List (Fall 2019 – Present), Kappa Delta Pi, International Honor Society in Education (Spring 2021 – Present), Seton Hall University Pep Band Scholarship Recipient (Fall 2021 – Present)
- Leadership: College of Education and Human Services Student Ambassador (Fall 2020 – Present), Seton Hall University NJEA Preservice (Secretary, Fall 2021 – Spring 2022, President Fall 2022 – Present)

Piscataway High School, Piscataway NJ September 2015 – June 2019

- Final GPA of 3.84
- Awards: Band Parent Association Scholarship Recipient (June 2019), Tri-M Music Honor Society (April 2018 – June 2019), Louis Armstrong Jazz Award (June 2019), CJMEA Honors Symphonic Band, Bass Clarinet, (January 2019), Outstanding Rhythm Section, Livingston High School Jazz Festival (April 2018),

WORK EXPERIENCE

Brightstar Care of Somerset, Administration Assistant, December 2021 – September 2022

- Managed office files, answered phones, maintained organization of office
- Created documents such as a monthly office newsletter, employee of the month certificates, and employee name tags and badges
- Coordinated employee schedules

Seton Hall University Disability Support Services Notetaker, September 2021 – May 2022

- Submitted class notes for students with disability accommodations within 24 hours of a class period
- Provided detailed handwritten and typed notes with annotations and highlights of important information

Student Teacher, Clinical Internship, January 2021 – Present

Scotch Plains-Fanwood High School, Scotch Plains, NJ, September 2022 – Present

- Co-taught with mentor teacher to conduct Concert Band, Symphonic Band, and Honors Wind Ensemble through ensemble rehearsals and sectionals
- Led woodwind group student lessons, including private lessons to a beginner clarinet student
- Increased productivity and functionality music department through implementing organizational systems

Ridgedale Middle School, Florham Park, NJ, January 2022 – May 2022

- Taught and observed middle school choir, instrumental music, and general music
- Led concert band, individual, and group student lessons in preparation for Spring concert
- Taught ukulele performance and composition unit to general music classes with lesson plans adhering to curriculum standards
- Worked with special needs students in individual and group settings

School 16, Paterson, NJ, September 2021 – December 2021

- Crafted lesson plans on rhythm, meter, and composition for middle school general music
- Co-taught with mentor teacher by utilizing percussion and Orff instruments in lessons

Amerigo A. Anastasia Elementary School, Long Branch, NJ, March 2021 – May 2021

- Led interactive lessons on rhythm, meter, and composition for students K-5
- Assisted cooperating teacher in lesson planning

Hillside Avenue School, Cranford, NJ, January 2021 – March 2021

- Observed and taught middle school orchestra lessons
- Crafted individual and group lesson plans adapted to virtual learning

Seton Hall University English Department Student Worker, September 2020-Present

- Assist the department secretary in office and departmental tasks such as filing, paperwork, sending and receiving mail, and general organization
- Works with professors in the department to provide scans of documents, assist in graduate student work, distribute essay contest information, and promote Seton Hall English Department events
- Assists the department chair in creating faculty posters; effectively collaborate with other Federal Work Study students to complete the project
- Direct students and guests around the department as needed

WSOU Front Desk Receptionist, August 2019 – May 2020

- Welcomed and signed in guests; escorted and directed them to locations within the radio station as needed
- Organized the front desk and surrounding area to maintain cleanliness and functionality
- Assisted in routine office duties, such as filing, organization, and delivering and receiving mail

Instrumental Music Teaching Assistant, Piscataway HS, September 2018 – June 2019

- Supported musical directors in various aspects of running the school's musical education program
- Assisted with instrument repairs
- Transposed compositions in a musical notation software to accommodate for instrumentation
- Worked in Microsoft Word, Excel, and Publisher to create documents and musical inventories

Music Education Intern, Knollwood Elementary School, March – June 2019

- Aided music teacher in class instruction and music lessons for students in grades K-3
- Observed class instruction, individual student instrumental music lessons, and Spring musical rehearsals
- Demonstrated and taught students about woodwind instruments

Enrichment Aide, Piscataway Summer Camp, June - August 2019

- Welcomed parents/guardians and signed in students upon arrival, directed students to before-care locations
- Helped parents/guardians navigate and understand the processes/daily activities of the camp
- Assisted teachers in the classroom with students ages 5 to 13; substituted for other aides as needed
- Gained experience with several special-needs children

MUSICAL PERFORMANCE EXPERIENCE

Seton Hall University Pep Band: Alto Saxophone, August 2019-Present

- Ran organization's social media accounts to spread information to followers (Fall 2021 – Present)
- Alto Saxophone and Mellophone Section Leader (Fall 2021 - Present); communicated information to section members, led section rehearsals as needed; assisted in music performance and choreography
- Performed at university events, including NCAA men's and women's basketball games
- Promoted the organization and recruited new members at the annual Seton Hall University Involvement Fair

Seton Hall University Jazz Ensemble: Electric Guitar, Alto Saxophone, and Flute, August 2019 – Present

- Performed at university events as a rhythm section guitarist, alto saxophonist, flautist, and soloist
- Collaborated with ensemble members in creating personal compositions

Seton Hall University Concert Band/Orchestra: Bass Clarinet, August 2019 – Present

- First Chair Bass Clarinet
- Performed at university events, including the annual Winter Concert at South Orange Performing Arts Center

Piscataway High School Jazz Trio/Jazz Combo: Electric Guitar & Bass Guitar, 2018 – 2019

- Formed a student-led jazz band and performed at school shows/events and local business events

Pit Orchestra: Electric Guitar, Banjo, Ukulele, 2018 - 2019

- Piscataway HS Spring Musical: *The Addams Family*; Audition-based ensemble, soloist
- North Brunswick Young Adult Drama Group: *Carrie*, soloist; *Be More Chill*, soloist

Piscataway High School Superchief Marching Band, Member: Alto Saxophone, Bass Clarinet, August 2017 – June 2019

Piscataway High School Symphonic Band: Alto Saxophone, Bass Clarinet, September 2016 – June 2019

Piscataway High School Jazz Ensemble: Electric Guitar, November 2017 – June 2019

- Rhythm section guitarist and soloist; Led student-run sectionals
- Performed as a guest guitarist and soloist with the Garden State Jazz Orchestra

12. Athletics / Extra Services (Schedule B Appointments)

12

Name	Action	Position	Location	Degree/ Step	Rate of Pay	Start Date	Term Date
Allison, Vicki	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Banks, Kate	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Birchenough, Reno	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Bongiomo, Paul	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Britton, Katina	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Bronico, Jeff (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Bydoock, John (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Buckley, Coleen	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Caprara, Terry	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Capriola, Dan (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Carangelo, Anthony	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Chiara, Paul (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Ciasulli, Keri	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Concepcion, Angel	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Doniloski, Jason	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Elfers, Robert Ian	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Feltmann, Steve	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Fischer, Charles (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Flynn, Betsy (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Flynn, Tim (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Fucarino, Samantha	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Fusco, Darrell	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Gleeson, Bill (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Humphries, Ryan	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Infante, Christopher	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Kashulines, Peter	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Keith, Jeff (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Kirwan, Mike (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Koeber, Natalie (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Kovar, Debbie	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Kotsen, Zander (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Lam, Le Khanh (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Lane, Nick (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Lee, Gana (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Leshmower, David	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Ludwig, Eileen (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Maurizi, Sean	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
McDonough, Clint (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Misko, Rebecca	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Novachevska, Diana	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
O'Donnell, Virginia (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Odenwelder, Mark (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Olear, Jacquelyn	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Peischl, Mary (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Petrozelli, Linda (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Preston, Alison	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Price, Ryan	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Ramirez, Justin	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Reid, Jeff	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Reid, Jen (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Rocco, Noreen (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Scarola, Vito (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24

Name	Action	Position	Location	Degree/ Step	Rate of Pay	Start Date	Term Date
Schlosser, Andy (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Schmidt, Tammy	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Sebesto, Alyssa (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Smith, Joanne (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Stanzione, Mark (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Stanzione, Matt (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Suarez, Jennifer	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Topakas, Jennifer	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Vitolo, Jodi (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Wallace, Kevin	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
Walters, Mark	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24
White, Justin (OD)	Appointment	Athletic Worker	MLHS	n/a	Per Contract	8/1/23	6/30/24