

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

Minutes

REGULAR MEETING

Tenakill Middle School

May 10, 2023 - 7:30 PM

The Board meeting was called to order by Ms. Finkelstein at 7:34 PM.

The following Board members were present:

Ms. Fanelli, Ms. Li, Ms. Kwon, Ms. Micera, Dr. Puttannah, Ms. Wagner, Ms. Yeoh,
Ms. Salamea-Cross, Ms. Finkelstein

The following Board members were absent:

None

Also present:

Mr. McHale and Mr. Villanueva

NEW JERSEY OPEN PUBLIC MEETINGS ACT STATEMENT - Read by the President:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Secretary to the Board of Education has caused notice of this meeting by having the date, time, and place thereof, posted at each school building within the district, district website, the Board of Education office, the Office of the Borough Clerk, and transmitted to *The Record* and *Northern Valley Suburbanite* newspapers.

PLEDGE OF ALLEGIANCE

SUPERINTENDENT'S REPORT

Mr. Vincent McHale, Superintendent of Schools shared with the Board and the community his report:

- *This week we are celebrating Teacher Appreciation Week and School Nurse Day! Thank you to our teachers and school nurses for all they do for our students. Their dedication goes beyond the classroom – they are role models, mentors, and guides who help shape the lives of our students. The Board and he value, respect, and admire their work throughout the year.*
- *Thank you to the Closter PTO and the Korean Parent Group for their generosity to teachers and staff during Teacher Appreciation Week!*
- *Kudos to Ms. Abbey, Ms. Riecken, and all the student musicians who performed in the Tenakill Middle School Spring Concert on May 9, 2023. The caliber of the performances was top-notch! One of the songs the Tenakill singers sang was entitled, "Do I Make You Proud?" As he sat in the audience listening to the students perform, he wanted to respond, "Yes, you have made all*

of Closter proud!" The concert closed with the combined TMS Orchestra and 7/8 Band giving a rousing and impressive performance of "Great Locomotive Chase" by Robert W. Smith. It was an outstanding concert!

- The New Jersey Student Learning Assessments (NJSLA) for English Language Arts, Mathematics, and Science have started in Closter. Fourth-grade students began testing on Monday, May 8th, and will continue through Friday, May 12th. Third-grade students will test from Tuesday, May 16th, through Monday, May 22nd. All middle school students will begin testing tomorrow, May 11th, and will test through Wednesday, May 17th. Fifth-grade and eighth-grade students will have the NJSLA-Science test on Thursday, May 25th, and Friday, May 26th. Students absent for testing will be able to make up any missed assessments.
- He is happy to announce that we have been selected as a partnership district with Ramapo College in their new Archway Residency Model for the 2023-2024 academic year. As part of this program, we will work with Ramapo College to place their clinical interns (formerly known as student teachers) with cooperating teachers in our two schools. This is a great opportunity for clinical interns and for our teachers working with them to engage in deliberate analysis of the elements of quality instruction. Mr. McElroy and Mr. McHale will be attending some upcoming meetings at Ramapo College to learn more about our next steps in this partnership.
- Our moving-up ceremonies for grades 4 and 8 will be held on Wednesday, June 14, 2023, in Memorial Field. The fourth-grade ceremony will begin at 4:00 p.m. The eighth-grade ceremony will begin at 7:00 p.m. Thank you to the Mayor and Council for granting us approval to hold these important celebrations at Memorial Field. The principals will be sharing more information with families about the end-of-year events.
- Again, the Closter PTO Annual Dinner Dance, Aloha on the Hudson, will be held on Friday, May 19, 2023, from 7:00 to 11:00 p.m. at Pier 701 in Piermont, NY; tickets are available online at ClosterPTO.org – early bird prices end tomorrow, May 11, 2023. I encourage everyone to attend this PTO fundraiser, which funds many student programs and resources throughout the school year. It promises to be a great night!

BOARD COMMITTEES

Ms. Salamea-Cross reported that the Personnel Committee met and discussed the job postings for the 2023-2024 school year. The postings included various long term leave replacements, resignations, and retirements. Other information that was discussed was confidential and will be discussed by the trustees in closed session.

PUBLIC DISCUSSION ON AGENDA ITEMS

Moved by Ms. Micera , seconded by Ms. Salamea-Cross to open the meeting to the public.

Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. A maximum of 15 minutes for public input is scheduled as per bylaw 0167. The Board urges large groups to select one person to represent them. The Board reminds those individuals who take the opportunity to speak to please step up, identify themselves by name and address, and to limit their comments to items listed on the agenda.

No Public Comments

Moved by Ms. Micera ▾ , seconded by Ms. Yeoh ▾ to resume the regular order of business.

BOARD OPERATIONS

Moved by Ms. Yeoh ▾ , seconded by Ms. Micera ▾ to approve Motions A, C and D.

Mr. McHale informed the board that they should vote on item B after the executive session because a parent requested a hearing before the board.

Ms. Finkelstein asked about items C and D if the dates have changed. Mr. McHale responded that the last day of school is going to be June 16th because of an unused emergency day. Ms Yeoh asked if the half days would remain the same. Mr. McHale responded that the half days would remain the same, which would be on Thursday and Friday. There is an exception for 4th and 8th grade as they will have a half day on Wednesday to prepare for their activities.

Ms. Fanelli asked about item C. Mr. McHale responded that the tuition based summer programs were here before he started and they have not been running these programs since 2021, but are returning this year. These summer programs were proposed by the teachers that are coordinated through the district. The summer program on summer retreat is to focus on mindfulness and yoga in two different weeks only at Hillside.

Dr. Puttaniah commented that when these summer programs have ran in the past, students are able to sign up for both weeks if they are available. Mr. McHale responded that they can sign up for both weeks and that there is a two week STEM program. Ms. Kwon asked if all grades at Tenakill can participate in this STEM program, and Mr. Mchale responded by saying that grades 6-8 are allowed to participate. Everyone but incoming 5th grades are eligible for this STEM program. Ms. Kwon asked if there is an application and how many students are allowed to do the program, and Mr. McHale responded that it's first come first serve. All the information will be sent out to parents in a brochure.

Ms. Wagner asked if there has to be a minimum number of students to run the class. Mr. McHale responded it is dependent on the costs of paying the teachers and materials needed.

Ms. Li asked what Readers' Theater is. Mr. McHale responded that it is a play where the students can stage, hold the script and perform to the parents at the end of the week.

Motions were approved ▾ by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli, Ms. Li, Ms. Kwon, Ms. Micera, Dr. Puttanniah, Ms. Wagner, Ms. Yeoh,
Ms. Salamea-Cross, Ms. Finkelstein

NAYS: None

A. **APPROVAL - Minutes**

Motion to approve the April 26, 2023, minutes.

B. **APPROVAL - Harassment, Intimidation or Bullying (HIB)**

MOVED AFTER CLOSED SESSION

Motion to affirm the decision of the Superintendent of Schools regarding Harassment, Intimidation or Bullying (HIB) incident(s) numbers HES-2223-02, TMS-2223-15 and TMS-2223-16 reported to the Board in Executive Session at the April 26, 2023, meeting.

C. **APPROVAL - Tuition-based Summer 2023 Programs**

Motion to approve the following tuition-based summer programs, as recommended by the Superintendent of Schools:

Program: Hillside STEM Workshop
Staff: Silvia Jost and Joanne Iyo
Dates: July 17-21, 2023; July 24-28, 2023 (9:00 a.m. - 12:00 p.m.)
Cost to Student: \$180 per week

Program: Summer Retreat
Staff: Suzanne Lang and Dara Weiss
Dates: July 10-14, 2023; July 17-21, 2023 (9:00 a.m. - 12:00 p.m.)
Cost to Student: \$205 per week

Program: School Beautification and Mural Painting
Staff: Noelle Carter and Sarah Menchise
Dates: July 10-14, 2023; July 17-21, 2023 (9:00 a.m. - 12:00 p.m.)
Cost to Student: \$275 per week

Program: Readers Theater and Set Design
Staff: Alyssa Levy and Jodi Belnick
Dates: July 24-28, 2023 (9:00 a.m. - 12:00 p.m.)
Cost to Student: \$265 per week

Program: Tenakill STEM Workshop
Staff: Shireen Moidu and Brianna McSweeney
Dates: July 10-14 and July 24-28, 2023 (this is a two-week program)
(9:00 a.m. - 12:00 p.m.)
Cost to Student: \$530 for the two week program

D. **APPROVAL - June 16, 2023, as Last Day of School for 2022-2023 School Year**

Motion to approve Friday, June 16, 2023, as the last day of school in the 2022-2023 school year, utilizing the one unused emergency closing day.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson: Dr. Puttannah; Members: Ms. Finkelstein, Ms. Wagner, Ms. Yeoh

Moved by Dr. Puttannah , seconded by Ms. Micera to approve Motions A - D.

Mr. Villanueva informed the trustees that we are adding Dr. Puttannah for the New Jersey School Boards Conference.

Ms. Fanelli asked if the 4th grade trip is considered an orientation. Mr. McHale responded that it's to meet the middle school admin and staff.

Ms. Wagner asked if virtual training is going to continue and what is going to happen. Mr. McHale responded that training is handled by outside entities and therefore we have no control over it. Mr. McHale commented that the training is a requirement for all districts. Mr. McHale also commented that he has been advocating for the Department of Education to have a meeting in either Bergen, Essex, or Passaic counties.

Ms. Fanelli asked about the Northern Valley Regional Consortium. Mr. McHale responded that we need to be part of a consortium in Northern Valley High School because they have agreed to be the lead LEA for the application and administration of ESEA grants. Mr. McHale also shared that NVRHS will also have to put it into their May agenda once all districts approved the consortium.

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli, Ms. Li, Ms. Kwon, Ms. Micera, Dr. Puttannah, Ms. Wagner, Ms. Yeoh,
Ms. Salamea-Cross, Ms. Finkelstein

NAYS: None

A. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Members:	Dianne Smith and William Tatum
Conference:	NJ Department of Education - School Behavioral Threat Assessment & Management Training
Location:	Virtual
Date:	May 18, 2023
Cost to Board:	\$0

Staff Member: Brianna McSweeney
Conference: NJSL Science Standards Presentation: Virtual training with Mike Heinz,
Director of Office of Academic Standards
Location: Virtual
Date: May 22, 2023
Cost to Board: \$52.50 (substitute)

Staff Member: Vincent McHale and Keith McElroy
Conference: Ramapo College Educational Leadership Conference
Location: Ramapo College, Ramsey, NJ
Date: May 24, 2023
Cost to Board: \$0

Staff Member: Suzanne Lang
Conference: Meditation & Sound Bath at NVRHS-D for Mental Health Awareness
Month
Location: Demarest, NJ
Date: May 2023 (Exact date TBD)
Cost to Board: \$0

Staff Member: Veronica Kim
Conference: Teaching AAPI History & Contributions
Location: Fairleigh Dickinson University
Date: May 16, 2023
Cost to Board: \$75.00

B. APPROVAL - Field Trips

Motion to approve the following school visit trip:

School: Hillside Elementary School
Group: Grade 4
Month: June 2023
Destination: Tenakill Middle School
Location: Closter, NJ

C. APPROVAL - NJ School Boards Conference

Motion to approve the attendance of the following trustees and district employees to the NJ School Boards Conference in Atlantic City on October 23 - 26, 2023:

Trustees: Melody Finkelstein, Magaly Salamea-Cross, Lukshmi Puttanniah
Chris Kwon, Janice Yeoh, Jia Dee Li, Janine Micera
Staff: Vincent McHale, Floro Villanueva Jr.
Cost to Board: Group Registration of \$2,100

Individual Lodging, Mileage, and Meals & Incidentals - maximum of \$746.30 per person per GSA approved travel regulations.

- D. **APPROVAL - NVRHS Consortium Memorandum of Agreement - 2023-2024 School Year**
Motion to approve the Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant, and the Closter Public Schools for the 2023-2024 school year.

FINANCE AND PHYSICAL PLANT COMMITTEE

Chairperson: Ms. Kwon; Members: Ms. Finkelstein, Ms. Yeoh

Moved by Ms. Kwon ▾, seconded by Ms. Micera ▾ to approve Motions A - F.

Motions were approved ▾ by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli, Ms. Li, Ms. Kwon, Ms. Micera, Dr. Puttannah, Ms. Wagner, Ms. Yeoh,
Ms. Salamea-Cross, Ms. Finkelstein

NAYS: None

A. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from April 26, 2023 to April 30, 2023, in the amount of:

General Fund (Fund 10)	\$678,749.56
Special Revenue (Fund 20)	\$ 7,280.19
Total	\$686,029.75

B. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from May 1, 2023 to May 8, 2023, in the amount of:

General Fund (Fund 10)	\$481,359.28
Special Revenue (Fund 20)	\$ 10,123.17
Enterprise (Milk – Fund 60)	\$ 582.08
Total	\$492,064.53

C. **APPROVAL – Contract with Asbury Park IT for SY 2023-2024**

Motion to approve the annual contract for the 2023-2024 school year with the Asbury Park Information Technology Center’s Payroll and Budgetary Services as noted below, with additional fees for printing, mailing, and adjustments as required:

Budgetary Accounting System \$11,000.00
 Payroll/Personnel System \$ 8,350.00

D. APPROVAL – Transportation Contract for SY 2023-2024

Motion to approve the transportation contract for Closter Board of Education Route 2 with Valley Transportation Co., Inc. for the 2023-2024 school year. Contract increase is equal to the CPI (5.86%) set by the New Jersey Department of Education. Total annual cost of Route 2 is \$78,286.12 or \$432.52 per day.

E. APPROVAL - Instructional Resources

Motion to approve the purchase of the following proprietary instructional programs/textbooks and web-based services for SY 2023-2024:

- Go Math (K-4) - \$29,471.54
- Go Math (5) - \$7,762.72

F. APPROVAL – Tax Levy Payment Schedule – SY 2023-2024

Motion to approve the tax levy payment schedule in support of the 2023-2024 school year budget:

<u>Payment</u>	<u>Month</u>	<u>General Fund Amount</u>	<u>Debt Service Amount</u>	<u>Tax Payment Amount</u>
1	July 2023	\$ 1,865,249.00	\$ 138,173.00	\$ 2,003,422.00
2	August 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
3	September 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
4	October 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
5	November 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
6	December 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
7	January 2024	\$ 1,865,248.00	\$ 138,172.00	\$ 2,003,420.00
8	February 2024	\$ 1,865,248.00	\$ -	\$ 1,865,248.00
9	March 2024	\$ 1,865,248.00	\$ -	\$ 1,865,248.00
10	April 2024	\$ 1,865,248.00	\$ -	\$ 1,865,248.00
11	May 2024	\$ 1,865,248.00	\$ -	\$ 1,865,248.00
12	June 2024	\$ 1,865,245.00	\$ -	\$ 1,865,245.00
TOTAL		\$ 22,382,979.00	\$ 276,345.00	\$ 22,659,324.00

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson: Ms. Salamea-Cross; Members: Ms. Fanelli, Ms. Finkelstein, Ms. Micera

Moved by Ms. Salamea-Cross , seconded by Ms. Micera to approve Motions A - G.

Mr. McHale shared that he normally doesn't read resignation letters but Mr. Shapiro has an opportunity he has always wanted to and has submitted his resignation. He also shared the various items on

personnel – Ms. Kang is moving to a different state, has considered the district as her home and is sorry to leave. Mr. McHale wished Ms. Ring all the best on her retirement. Ms. Sunshine is not able to return for medical reasons. Ms. Kwak is on a leave of absence right now and will continue to take a leave next year to be home with her newborn. Ms. Zanin is requesting a leave of absence from August to November as she is also having a child.

Mr. McHale commented that Item H - Ms. Vogel is out on discretionary leave and will come back one week earlier to document for payroll purposes.

Ms. Li asked if all these teachers were from the Hillside. Mr. McHale responded that Mr. Shapiro, Ms. Kang, Ms. Kwak, Ms. Sunshine are from Tenakill while Ms. Ring and Ms. Zanin are from Hillside.

Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli, Ms. Li, Ms. Kwon, Ms. Micera, Dr. Puttannah, Ms. Wagner, Ms. Yeoh,
Ms. Salamea-Cross, Ms. Finkelstein

NAYS: None

- A. **APPROVAL - Resignation of Nicholas Shapiro, Grade 3 Teacher**
Motion to approve, with regrets, the resignation of Nicholas Shapiro as grade 3 teacher effective April 24, 2023.
- B. **APPROVAL - Resignation of Sarah Kang, ELL Teacher**
Motion to approve, with regrets, the resignation of Sarah Kang as ELL teacher effective June 30, 2023.
- C. **APPROVAL - Retirement of Antoinette Ring, Paraprofessional**
Motion to approve, with regrets, the retirement of Antoinette Ring as paraprofessional effective June 30, 2023.
- D. **APPROVAL - Discretionary Leave of Absence for Jodi Sunshine**
Motion to approve a discretionary leave of absence for Jodi Sunshine effective immediately, through the remainder of the 2022-2023 school year, with an anticipated return date of September 1, 2023.
- E. **APPROVAL - Discretionary Leave of Absence for Soojung Kwak**
Motion to approve a discretionary leave of absence for Soojung Kwak for the 2023-2024 school year, with an anticipated return date of September 1, 2024.
- F. **APPROVAL - Leave of Absence for Kristen Zanin**
Motion to approve the leave of absence for Kristen Zanin as follows:
 - Personal leave from July 31, 2023, through August 2, 2023;
 - Paid sick leave from August 3, 2023, through August 18, 2023;

- An FMLA and NJFLA child bonding leave from September 1, 2023, through November 24, 2023, with an anticipated return to work on November 27, 2023.

G. **APPROVAL - Schedule F Job Descriptions**

Motion to approve the following Schedule F Job Descriptions, as per Appendix A:

- | | | |
|-------------------------|------------------------------|------------------------------------|
| ● Academic Assistance | ● Harrington Avenue | ● Sports Supervision |
| ● Ambassadors Club | ● Safety/Loop Duty | ● Student Council |
| ● Athletic Coach | ● Hillside News Network | ● Team Leader |
| ● Athletic Director | ● (HNN) | ● Tenakill Broadcast Network (TBN) |
| ● CML Club | ● Kids Against Pollution | ● Tenakill Singers |
| ● Computer Club (HNN) | ● Kids Helping Kids | ● Writing Club |
| ● Culture Club | ● Overnight Trip Coordinator | ● Writing-Newspaper Club |
| ● Debate Supervision | ● Peer to Peer | ● Yearbook Club |
| ● Department Chair | ● Photography Club | |
| ● Detention Supervision | ● Production Club | |
| ● Drama Club | ● Science Olympiad Club | |
| ● Garden Club | ● Scripta Club | |
| | ● Service Club | |

H. **APPROVAL - Change of Discretionary Leave Return Date for Kerry Vogel**

Motion to approve the change of discretionary leave return date for Kerry Vogel from May 30, 2023, to May 23, 2023.

POLICY COMMITTEE

Chairperson: Ms. Fanelli; Members: Ms. Finkelstein, Ms. Li, Ms. Micera

Moved by Ms. Fanelli , seconded by Ms. Micera to approve Motion A.

Motion was approved by a roll call vote of the Board as follows:

YEAS: Ms. Fanelli, Ms. Li, Ms. Kwon, Ms. Micera, Dr. Puttannah, Ms. Wagner, Ms. Yeoh, Ms. Salamea-Cross, Ms. Finkelstein

NAYS: None

A. **APPROVAL - Second Reading of Policies and Regulations**

Motion to approve the second reading of the following policies and regulations, as per Appendix B:

- Policy 0144 Board Member Orientation and Training
- Policy 2520 Instructional Supplies
- Policy 3217 Use of Corporal Punishment
- Policy 4217 Use of Corporal Punishment
- Policy 5305 Health Services Personnel
- Policy 5308 Student Health Records
- Policy 5310 Health Services
- Policy 6112 Reimbursement of Federal and Other Grant Expenditures

- Regulation 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs
- Policy 6115.04 Federal Funds – Duplication of Benefits
- Policy 6311 Contracts for Goods or Services Funded by Federal Grants
- Policy 7440 School District Security
- Policy 9140 Citizens Advisory Committees
- Regulation 2520 Instructional Supplies
- Regulation 5308 Student Health Records
- Regulation 5310 Health Services

OLD/NEW BUSINESS

Board Discussion on Bond Referendum Question

Mr. Villanueva shared with the trustees a handout related to the September 2023 Bond Referendum. He explained that the bond counsel wrote the proposed question which will need board approval on May 24th, and submitted to all the parties needed for the election. Mr. Villanueva also asked the board to consider what time the polls will be open to the public since the decision is ours. He followed up with the cost of the general election, and that is approximately what the district will incur with the referendum.

Various trustees had questions, and both Mr. Villanueva and Mr. McHale answered them.

Mr. Villanueva also reported the following items:

- *George Paschalis of the Closter Shade Tree Commission reached out last week to partner with the schools so we can request for a tree planting grant for both the municipality and the schools. The application of the grant and management of the financial portion falls on us, so Mr. Villanueva will be attending a webinar on the 18th for the application process, and the requirements for the grant. If the board is not opposed to this, he will work with the town's tree commission to get the necessary approval and permits as well as discuss the details of the application.*
- *Last meeting, he reported about the free HEPA filters and Classroom Air Purifiers. The district received notification that our request was approved and the purifiers and filters will be delivered in the upcoming days or weeks. This is amazing news and will further improve the air quality in our classrooms.*
- *He sent an email earlier today asking the trustees on their availability for June 12th, as we need to move the June 13th meeting. It looks like we should have a quorum that day.*

Ms. Finkelstein shared with the trustees that Ms. Salamea-Cross, Mr. McHale, Mr. Villanueva and herself had lunch with the Mayor, two councilwomen and the Borough Administrator to share things that are happening with the schools and town and how we can help each other. Ms. Finkelstein shared that we will be presenting at the Mayor and Council meeting on June 28th.

Finally, Ms. Finkelstein reminded the trustees to fill out the Superintendent's evaluation as she can't write a summary until all trustees have submitted their evaluations.

PUBLIC DISCUSSION

Moved by Ms. Micera , seconded by Ms. Yeoh to open the meeting to public discussion.

No Public Comments

Moved by Ms. Micera , seconded by Ms. Salamea-Cross to close the meeting to public discussion.

CLOSED SESSION MOTION

Moved by Ms. Micera , seconded by Dr. Puttannah to approve the following Closed Session Motion. Motion was approved by a voice vote of the Board:

YEAS:

NAYS:

BE IT RESOLVED that the Closter Board of Education will adjourn to a Closed Session to discuss the following:

**HIB Hearing
HIB
Personnel Matters
Negotiations Update**

The matters so discussed will be disclosed to the public as soon as and to the extent that such disclosure can be made without adversely affecting the public.

The Board went into Closed Session at 8:34 PM.

The Board reconvened from Closed Session at 9:57 PM to vote on Board Operations, Motion B.

Motion was approved unanimously by a roll call vote.

ADJOURNMENT

Moved by Ms. Micera , seconded by Ms. Wagner to adjourn the meeting at 9:58 PM.

Respectfully submitted,



Floro M. Villanueva, Jr.
Business Administrator/Board Secretary

Closter, NJ 07624

TITLE: ACADEMIC ASSISTANCE PROGRAM (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the academic assistance program by providing instruction and supervising students.

- PERFORMANCE RESPONSIBILITIES**
1. Provide students with academic support in all subject areas.
 2. Supervise students attending the program.
 3. Meet with the principal or designated administrator at least once a month to provide him or her with a program update.
 4. Maintain attendance records for each session.
 5. Meet during after school hours for at least 40 minutes and at least three times a week for a minimum of 20 weeks.
 6. Contact parents of students that are frequently absent.
 7. Communicate with the student's classroom teacher(s) to discuss the student's needs and determine which assignments need support.
 8. Assumes other academic assistance program related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Board Approval			
Agenda Date:		Resolution No.:	

Closter, NJ 07624

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: AMBASSADORS CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the ambassadors club.

PERFORMANCE RESPONSIBILITIES

1. Responsible for moderating the Ambassadors Club Schoology page.
2. Host interest meeting.
3. Help students understand the importance of community.
4. Provide opportunities for students to participate in community outreach and provide assistance to parents and guardians when they enter the building for school sponsored activities, ie. conferences, orientations, and assemblies where the public is invited.
5. Help students create and run new student orientations for incoming 4th graders.
6. Help students serve as "lunch buddies" to new students during the school year.
7. Coordinate fundraising for local events/people in need.
8. Assumes other ambassador club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

Board Approval			
Agenda Date:		Resolution No.:	

Closter, NJ 07624

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification may be assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: ATHLETIC COACH (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. CPR certified, concussion certification, and EpiPen trained
 3. Ability to maintain a positive learning environment
 4. Strong interpersonal and communication skills
 5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coach a sports team at Tenakill Middle School.

PERFORMANCE RESPONSIBILITIES

1. Host meetings – Pre-season and Post-season
2. Receive and review medical clearance forms from the school nurse to confirm participation in sport.
3. Carry all emergency alert forms to all practices and games
4. Host practices each week on Monday – Thursday.
5. Distribute and collect uniforms and equipment.
6. Attend and supervise all scheduled northern valley games/meets.
7. Provide equipment for all home games.
8. Provide and carry medical kit for emergency situations at practices and home/away games.
9. Email season record to northern valley athletic director for placement in the northern valley tournament.
10. Attend and supervise all playoff tournament games.
11. Collect all equipment and uniforms at the end of the season.

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- 12. Contact Tenakill athletic director with any issues or problems.
- 13. Assumes other sports supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

- 1. Upholds and enforces school rules, administrative regulations and board policy.
- 2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: ATHLETIC DIRECTOR (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. CPR certified and EpiPen trained
 3. Ability to maintain a positive learning environment
 4. Strong interpersonal and communication skills
 5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee all sports programs at Tenakill Middle School.

PERFORMANCE RESPONSIBILITIES

1. Attend Valley School Athletic Committee meetings (4-5 yearly)
2. Make schedules for all sport teams
3. Distribute copies of schedules to the coaches, administrators, athletes, parents, and post on the website.
4. Maintain Tenakill's athletic page on the school's website including schedules, cancelations, due dates of all health forms, practices, interest meetings, directions to sport facilities.
5. Post athletic information on bulletin boards, morning announcements (TBN), and lunch announcements.
6. Reserve buses for all away games.
7. Reschedule buses (snow and rain cancellations).
8. Reserve buses for tournament games.
9. Schedule all referees and starters.
10. Confirm with referees prior to each game.

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11. Set- up tournament games with our coaches and other Valley Schools.
12. Hold sign-ups for sport teams during all lunch periods prior to interest meetings.
13. Be present during all sign ups and interest meetings for review of sport, due dates of health forms, and try outs.
14. Collect and distribute health forms for all sports prior to nurses review.
15. Coordinate gym availability with both coaches and recreation dept. (practice and game times).
16. Respond to any questions or issues from administrators, coaches, parents, athletes about sports programs.
17. Collect count, and update all uniforms for all sports.
18. Order Athletic equipment and supplies.
19. Supervise students attending the games.
20. Be prepared to handle a medical emergency.
21. Supervise spectator and other adult interactions with students.
22. Assumes other sports supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: CML (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the CML club by supervising students and provide students with guidance and instruction in mathematics.

- PERFORMANCE RESPONSIBILITIES**
1. Meet for a minimum of 40 minutes during lunch or after school hours at least once a week for a minimum of 20 weeks.
 2. Encourage students to explore higher level mathematics.
 3. Guide students through individual assessment.
 4. Facilitate cooperative learning opportunities.
 5. Explore Euclidean division.
 6. Give students the opportunity to see mathematics in a new way.
 7. Assumes other CML related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

8. Upholds and enforces school rules, administrative regulations and board policy.
9. Performs other duties within the scope of his/her employment and certification may be assigned.

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**TERMS OF
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EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: COMPUTER CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and supervise the computer club.

- PERFORMANCE RESPONSIBILITIES**
1. Host an interest meeting
 2. Host club activities at least two times a week, 30 minutes each, and a minimum of 20 weeks.
 3. Provide students with instruction and activities related to current computer applications and programs.
 4. Assumes other computer club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification be assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: CULTURE CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the events of the culture club.

PERFORMANCE RESPONSIBILITIES

1. Responsible for moderating the Culture Club Schoology page.
2. Host an interest meeting
3. Host club activities at least once a week, 40 minutes each, and a minimum of 12 weeks.
4. Assist students with planning and painting murals and creating seasonal displays to add to the climate and culture of the school.
5. Assumes other culture club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: DEBATE SUPERVISION (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To supervise the students at the debate tournaments.

- PERFORMANCE RESPONSIBILITIES**
1. Assist the debate club advisor the afternoon of the tournaments.
 2. Supervise the students on the bus.
 3. Supervise the students at the tournament.
 4. Assumes other debate supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: DEPARTMENT CHAIR (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To act as the liaison between the administration and the language arts, math, social studies, science, or specials department.

- PERFORMANCE RESPONSIBILITIES**
1. Schedule and lead a department meeting at least once a month from September to June.
 2. Create, distribute, and store department meeting agendas and minutes.
 3. Meet with the principal or designated administrator at least once a month to review data from prior department meetings and prepare for upcoming department meetings.
 4. Coordinate department related professional development and activities.
 5. Collect information and data from staff members in the department and share with the principal or designated administrator.
 6. Meet with the principal, team leaders, and department chairs at least once a month.
 7. Maintain attendance records at meetings and share with the principal
 8. Lead discussions on implementation of the curriculum and analysis of student data related to the department.
 9. Assumes other department related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: DETENTION SUPERVISION (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the after school detention program by supervising students.

PERFORMANCE RESPONSIBILITIES

1. Supervise students attending the after school detention program.
2. Meet with the principal or designated administrator at least once a month to provide him or her with a program update.
3. Maintain attendance records for each session.
4. Assumes other detention supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: DRAMA CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the events of the drama club.

PERFORMANCE RESPONSIBILITIES

1. Responsible for moderating the Drama Club Schoology page.
2. Have a deep understanding of performance, direction, design, and technical theater.
3. Select a show with a middle school audience in mind and obtain the rights to perform the show.
4. Develop audition materials, hold auditions, and cast a show.
5. Prepare and distribute a rehearsal schedule, taking into consideration students' conflicts.
6. Create a safe environment where students feel comfortable enough to step outside of their comfort zone.
7. Establish a supportive community to boost confidence and improve public speaking skills.
8. Teach blocking (who moves where and when) to students and discuss ways to portray the emotional tone of the scene.
9. Encourage students to voice their opinions on character choices and explore whether those choices work in the scene.

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10. Provide encouragement and guidance to students throughout the rehearsal process to foster growth.
11. Emphasize the importance of listening, responding, and vocal projection through theater games and scene work.
12. Collaborate with the principal to submit an order for costumes and props.
13. Collaborate with maintenance staff to create set pieces.
14. Collaborate with an art teacher to create prop and set pieces.
15. Collaborate with stage crew teacher to assemble a stage crew and communicate students' responsibilities.
16. Design flyers to advertise for show.
17. Create playbills to be distributed to the audience.
18. Assumes other drama cub related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: GARDEN CLUB - HILLSIDE SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the garden club.

PERFORMANCE RESPONSIBILITIES

1. Hold weekly meetings in the fall and spring.
2. Help maintain the plants in the Hillside garden during fall and spring.
3. Help maintain the garden near the recess area.
4. Teach club members how to properly take care of plants/flowers.
5. Assumes other garden club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: GARDEN CLUB-TENAKILL SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the garden club.

PERFORMANCE RESPONSIBILITIES

1. Hold weekly meetings in the fall and spring.
2. Help maintain the plants underneath the TMS sign in the front of the school.
3. Decorate the front of the school with fall decor in October.
4. Plant spring flowers in front of the school in April.
5. Help maintain the courtyard/outdoor classroom in the center of the school.
6. Teach club members how to properly take care of plants/flowers.
7. Assumes other garden club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

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Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: HARRINGTON AVE SAFETY (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To supervise students on Harrington Ave. at dismissal.

PERFORMANCE RESPONSIBILITIES

1. Supervise students exiting the building on Harrington Ave. after school until 3:40.
2. Assumes other Harrington Ave. supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: HNN (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the video production of Hillside News Network..

PERFORMANCE RESPONSIBILITIES

1. Supervise the students each morning as they record the production before the school day begins.
2. Learn how to use the technology and audio/video equipment for the production.
3. Prepare and write the script for the production.
4. Prepare the equipment for each morning.
5. Troubleshoot any problems with the technology and audio/video equipment.
6. Share a link to the production to the school each morning.
7. Assumes other HNN related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: KIDS AGAINST POLLUTION (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the Kids Against Pollution Club.

- PERFORMANCE RESPONSIBILITIES**
1. Hold weekly meetings in the winter and spring.
 2. Help to promote a healthy and clean school environment.
 3. Create posters to encourage a healthy and clean environment.
 4. Share ways to keep our Earth clean on HNN.
 5. Assumes other garden club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: KIDS HELPING KIDS (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the kids helping kids program by training and supervising tutors and students.

PERFORMANCE RESPONSIBILITIES

1. Train tutors on how to interact and support students.
2. Create a schedule for tutors so that tutors are available at each session.
3. Supervise students attending the program.
4. Meet with the principal or designated administrator at least once a month to provide him or her with a program update.
5. Maintain attendance records for each session.
6. Meet for a minimum of 40 minutes during lunch or after school hours at least once a week for a minimum of 20 weeks.
7. Communicate with the student's classroom teacher(s) to discuss the student's needs and determine which assignments need support.
8. Assumes other kids helping kids program related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: OVERNIGHT FIELD TRIP COORDINATOR (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. CPR certified and EpiPen trained
 3. Ability to maintain a positive learning environment
 4. Strong interpersonal and communication skills
 5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: Oversee and coordinate the overnight field trip.

PERFORMANCE RESPONSIBILITIES

1. Contact all vendors (hotel, bus, attractions, etc.) and secure reservations
2. Collect money and coordinate with the district's business office
3. Create all arrangements including chaperone packets, bus lists, tour groups, rooming lists, etc.
4. Create, distribute, and collect all of the necessary field trip documentation.
5. Meet with the principal or designated administrator regularly to plan and prepare for the field trip.
6. Assumes other overnight field trip related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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**TERMS OF
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Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE:	PEER TO PEER- TENAKILL SCHOOL (SCHEDULE F)
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Valid New Jersey Instructional Certificate 2. Ability to maintain a positive learning environment 3. Strong interpersonal and communication skills 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey
REPORTS TO:	Principal/Designated Administrator
SUPERVISES:	Pupils, and when assigned, student teachers and classroom aides
JOB GOAL:	To oversee and coordinate a school leadership program focused on fostering a positive school climate.
PERFORMANCE RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Hold weekly meetings with approximately 20 student participants. 2. Schedule a peer to peer training event, usually at the Closter Public Library 3. Help students plan for their outreaches where they will meet with 5th grade students twice a year. 4. Plan and assist with the two outreach events for the 7th and 5th grade students during the school year. 5. Accept and review student applications for the peer to peer program. 6. Ensure that the students are meeting regularly and working on their outreach program and other peer to peer program projects. 7. Assumes other peer to peer related and appropriate professional responsibilities as delegated by the principal or designated administrator. <p><u>Other</u></p> <ol style="list-style-type: none"> 1. Upholds and enforces school rules, administrative regulations and board policies 2. Performs other duties within the scope of his/her employment and certification as may be assigned. 3. The club must meet at least 20 sessions, at a minimum

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	minutes per session.
TERMS OF EMPLOYMENT:	Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F
EVALUATION:	Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: PHOTOGRAPHY CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the photography club.

- PERFORMANCE RESPONSIBILITIES**
1. Responsible for moderating the Photography Club Schoology page.
 2. Host interest meeting.
 3. Supervise photography club meetings.
 4. Educate students about photography.
 5. Promote photography as an art form.
 6. Help students capture and express feeling through photography.
 7. Publish an electronic or physical album of student's photography.
 8. Assumes other photography club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

Board Approval			
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Closter, NJ 07624

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: PRODUCTION CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the production club.

PERFORMANCE RESPONSIBILITIES

1. Responsible for moderating the Production Club Schoology page.
2. Host interest meeting.
3. Explain Audio and Lights equipment to the students.
4. Chaperone any school and after school events, which require stage crew.
5. Attend any event practices that require stage crew.
6. Assign positions and provide training for stage crew positions.
7. Assumes other production club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

Board Approval			
Agenda Date:		Resolution No.:	

Closter, NJ 07624

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: SCIENCE OLYMPIAD (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the practices and events related to science olympiad.

PERFORMANCE RESPONSIBILITIES

1. Host interest meeting.
2. Conduct application process.
3. Organize "try-out" stem challenges and content tests.
4. Register team for science olympiad tournaments.
5. Coordinate team preparedness for events.
6. Order educational content and materials kits for the various events hosted by the Science Olympiad.
7. Create and prepare educational content binders for individual events.
8. Instruct students on basic/advanced Science concepts & approaches to their events.
9. Hold 2-3 weekly practices to mentor and prepare students for their events throughout the season.
10. Communicate with families.
11. Assumes other science olympiad related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Board Approval			
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Closter, NJ 07624

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: SCRIPTA (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the publication of the literary magazine.

PERFORMANCE RESPONSIBILITIES

1. Actively seek students to participate in the publication of the Literary Magazine.
2. Host club meetings and oversee students in generating ideas, editing, typing, and drawing.
3. Instill in students a sense of pride and accomplishment for their participation in the publication of the magazine.
4. Solicit additional written and artistic contributions from Language Arts and Art teachers.
5. Review all submissions to determine what will be included in the final publication.
6. Proofread and copy-edit all accepted contributions.
7. Determine how best to present content on the page and screen.
8. Design the layout of and organize the digital publication of the magazine.
9. Discuss all budgetary matters with Principal.
10. Contact printer for publication of magazine.
11. Distribute and share published magazine with students, parents, teachers, staff, & admin.
12. Oversee and be responsible for all articles and art work submitted to the publication.
13. Obtain permission from principal when participating in any extraordinary activity related to the magazine.
14. Assumes other scripta club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Closter, NJ 07624

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: SERVICE CLUB - HILLSIDE SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the service club events and activities.

PERFORMANCE RESPONSIBILITIES

1. Hold weekly meetings with student council executive board.
2. Hold monthly meetings with student council representatives.
3. Help run the Thanksgiving Food Drive to help support the Closter Food Bank.
4. Guide executive board members in creating fundraisers to help support various causes.
5. Help executive board members plan spirit days.
6. Ensure that executive board members are updating the front bulletin board.
7. Plan and run student council executive board elections at the end of the year.
8. Assumes other service club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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Closter, NJ 07624

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: SERVICE CLUB - TENAKILL SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the service club activities.

PERFORMANCE RESPONSIBILITIES

1. Host a minimum of 20 meetings for at least 40 minutes each.
2. Keep records of attendance and hours.
3. Provide students with fun and meaningful experiences that provide service to others.
4. Organize and conduct programs that aim to benefit Tenakill, Closter, and the greater community.
5. Assist other clubs with their assignments.
6. Develop ways to publicize events.
7. Assumes other service club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as be assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

Board Approval			
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Closter, NJ 07624

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: SPORTS SUPERVISION (SCHEDULE F - VOLLEYBALL, BASKETBALL, SOCCER, TRACK, BASEBALL, SOFTBALL)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. CPR certified and EpiPen trained
 3. Ability to maintain a positive learning environment
 4. Strong interpersonal and communication skills
 5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the sports activity by supervising students and spectator and other adult interactions with students.

PERFORMANCE RESPONSIBILITIES

1. Supervise students attending the sports activity.
2. Be prepared to handle a medical emergency.
3. Supervise spectator and other adult interactions with students.
4. Assumes other sports supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Board Approval			
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Closter, NJ 07624

TITLE: STUDENT COUNCIL - HILLSIDE SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the student council elections and meetings.

- PERFORMANCE RESPONSIBILITIES**
1. Hold meetings with student council executive board.
 2. Hold monthly meetings with student council representatives.
 3. Help organize and oversee fundraising activities.
 4. Guide executive board members in creating fundraisers to help support various causes.
 5. Help executive board members plan spirit days.
 6. Plan and run student council executive board elections in the winter.
 7. Assumes other student council related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

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Closter, NJ 07624

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: STUDENT COUNCIL - TENAKILL SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the student council elections and meetings.

PERFORMANCE RESPONSIBILITIES

1. Hold weekly meetings with student council executive board.
2. Hold monthly meetings with student council representatives.
3. Help run the Thanksgiving Food Drive to help support the Closter Food Bank.
4. Guide executive board members in creating fundraisers to help support various causes.
5. Help executive board members plan spirit days.
6. Ensure that executive board members are updating the front bulletin board.
7. Plan and run student council executive board elections at the end of the year.
8. Assumes other student council related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

Board Approval			
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Closter, NJ 07624

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: TEAM LEADER (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To act as the liaison between the administration and grade level team.

- PERFORMANCE RESPONSIBILITIES**
1. Schedule and lead a team meeting at least once a week from September to June.
 2. Create, distribute, and store department meeting agendas and minutes.
 3. Meet with the principal or designated administrator at least once a month to review data from prior team meetings and prepare for upcoming team meetings.
 4. Coordinate grade level related professional development and staff and student activities.
 5. Collect information and data from staff members in the grade level and share with the principal or designated administrator.
 6. Meet with the principal, team leaders, and department chairs at least once a month.
 7. Maintain attendance records at meetings and share with the principal
 8. Lead discussions on implementation of the curriculum and analysis of student data related to the grade level.
 9. Assumes other grade level related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: TBN (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the video production of the Tenakill morning announcements.

- PERFORMANCE RESPONSIBILITIES**
1. Supervise the students each morning as they record the morning announcements before the school day begins.
 2. Learn how to use the technology and audio/video equipment for the production of the morning announcements.
 3. Prepare and write the script for the morning announcements.
 4. Prepare the equipment for each morning.
 5. Troubleshoot any problems with the technology and audio/video equipment.
 6. Publish the morning announcements to the school each morning
 7. Assumes other TBN related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Board Approval			
Agenda Date:		Resolution No.:	

Closter, NJ 07624

TITLE: TENAKILL SINGERS (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and supervise the Tenakill singers program.

PERFORMANCE RESPONSIBILITIES

1. Select and rehearse appropriate songs with students for scheduled performances.
2. Host practices at least two times a week for a minimum of 20 weeks.
3. Prepare a performance for the Veteran's day assembly.
4. Prepare a performance for the winter concert.
5. Prepare a performance for the spring concert.
6. Assumes other Tenakill singers related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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Closter, NJ 07624

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: **WRITING CLUB (SCHEDULE F)**

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the Writing Club.

PERFORMANCE RESPONSIBILITIES

1. Actively seek students to participate in the publication of various writing assignments.
2. Help students work as "cub reporters" to interview and write about school, local, and national events and trends that might interest their readers.
3. Host club meetings and oversee students in generating ideas, editing, typing, and drawing.
4. Instill in students a sense of pride and accomplishment for their participation in the publication of the newspaper.
5. Review all submissions to determine what will be included in the final publication.
6. Proofread and copy-edit all accepted contributions.
7. Determine how best to present content on the page and screen.
8. Design the layout of and organize the digital publication of the newspaper.
9. Discuss all budgetary matters with Principal.
10. Distribute and share published newspapers with students, parents, teachers, staff, & admin.
11. Oversee and be responsible for all articles and art work submitted to the publication.
12. Obtain permission from principal when participating in any extraordinary activity related to the newspaper.
13. Assumes other newspaper related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: **WRITING - NEWSPAPER (SCHEDULE F)**

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the publication of the newspaper.

- PERFORMANCE RESPONSIBILITIES**
1. Actively seek students to participate in the publication of the school newspaper each trimester.
 2. Help students work as "cub reporters" to interview and write about school, local, and national events and trends that might interest their readers.
 3. Host club meetings and oversee students in generating ideas, editing, typing, and drawing.
 4. Instill in students a sense of pride and accomplishment for their participation in the publication of the newspaper.
 5. Solicit additional written and artistic contributions from other staff members.
 6. Review all submissions to determine what will be included in the final publication.
 7. Proofread and copy-edit all accepted contributions.
 8. Determine how best to present content on the page and screen.
 9. Design the layout of and organize the digital publication of the newspaper.
 10. Discuss all budgetary matters with Principal.
 11. Distribute and share published newspaper with students, parents, teachers, staff, & admin.
 12. Oversee and be responsible for all articles and art work submitted to the publication.
 13. Obtain permission from principal when participating in any extraordinary activity related to the newspaper.
 14. Assumes other newspaper related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Board Approval			
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Closter, NJ 07624

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: YEARBOOK (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the publication and distribution of the yearbook and to organize and supervise school photos.

- PERFORMANCE RESPONSIBILITIES**
1. Schedule and supervise picture day and picture retake day.
 2. Supervise the content and development of the yearbook.
 3. Design the layout of the yearbook.
 4. Orchestrate and finalize the details with the yearbook company before publishing the yearbook.
 5. Distribute yearbook orders.
 6. Sell the extra yearbooks and give the money to the main office/business office.
 7. Assumes other yearbook related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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Closter, NJ 07624

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

POLICY GUIDE

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Board Member Orientation and Training
Mar 23

0144 BOARD MEMBER ORIENTATION AND TRAINING

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

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

Choose one or more of the following:

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



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Board Member Orientation and Training

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

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

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

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

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

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

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

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

Adopted:



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2520 INSTRUCTIONAL SUPPLIES

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

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

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

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

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

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

Adopted:



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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~~



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

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

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

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

Cross reference: Policy Guide No. 5630

Adopted:



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4217 USE OF CORPORAL PUNISHMENT

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

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

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

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

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

Adopted:



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5305 HEALTH SERVICES PERSONNEL

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

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

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



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

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

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



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

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

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



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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**
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.



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

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

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

Adopted:



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5308 STUDENT HEALTH RECORDS

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

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

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

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



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

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

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

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



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

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

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

Adopted:



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5310 HEALTH SERVICES

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

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



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



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

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

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

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



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



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



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

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

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

Adopted:



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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** ~~and the D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

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

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



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Reimbursement of Federal and Other
Grant Expenditures

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

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

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

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



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Reimbursement of Federal and Other
Grant Expenditures

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

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

Adopted:



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Federal Funds – Duplication of Benefits

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6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

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

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

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

To prevent DOB, the LEA will have:

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



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Federal Funds – Duplication of Benefits

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

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

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

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

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

Adopted:



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Contracts for Goods or Services Funded by

Federal Grants

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6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

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

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

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

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

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



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

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

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

2 CFR §200

2 CFR §3485.220

2 CFR §180.210

Adopted:



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7440 SCHOOL DISTRICT SECURITY

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

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

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

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

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



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

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

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

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

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

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

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

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



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School District Security

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

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

Adopted:



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9140 CITIZENS ADVISORY COMMITTEES

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

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

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

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

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



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Citizens Advisory Committees

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



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Instructional Supplies
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R 2520 INSTRUCTIONAL SUPPLIES

A. Definition

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

B. Supply Procedures

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



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Instructional Supplies

C. Cost of Supplies

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

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for ~~the reason of~~ safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (~~other than color or style~~) and may recommend a suitable **vendor** ~~commercial source~~ for the clothing or equipment.
2. Where a student enrolled in a class or activity in which **an item product** is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the **Principal or designee**, and the money 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.D1., 2., and 3. above.
5. **Staff members** ~~Teachers shall be advised to~~ report to the **Principal or designee** any student who is **suspected of being** unable to pay for ~~the supplies listed above~~.

Issued:



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R 5308 STUDENT HEALTH RECORDS

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

A. Mandated Student Health Records

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

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

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



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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.



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- a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
 - b. Information obtained by the school's alcohol and other drug program **that** ~~which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under ~~these~~ conditions permitted by 42 CFR Part 2.
 - c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.
- E. Access to Student Health Records
1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99, ~~incorporated herein by reference~~, as amended and supplemented, and N.J.A.C. 6A:32-7 – et seq., Student Records.
 2. The school district shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
 - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the student's health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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

Adopted Issued:



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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**~~S~~**ervices c**~~C~~**ertificate**, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-~~14~~**12.3** and **14**~~12.4~~.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education ~~or nonpublic school~~, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), **resource family** foster parent(s), or ~~parent~~ surrogate(s) **parent(s)** of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
67. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.



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76. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.
- ~~7. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.~~
8. School physician – means a physician **currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development** with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

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

1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.
2. The findings of required examinations under **N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G.** below shall include the following components:
 - a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.



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



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- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grades Six to Twelve (**N.J.A.C. 6A:16-2.2(h)1.**)
1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural **athletic** team or squad for students enrolled in any grades six to twelve. ~~The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.~~
 - a. **The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.**
 - b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.
 - (1)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.



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- (a1) 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;



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- (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.



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

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

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

(3)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).



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- c3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
- d4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

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

- 1. ~~Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3) The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.~~
- 2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
- 32. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).

F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)

- 1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** for the purposes of the comprehensive ~~c~~Child ~~s~~Study ~~t~~Team evaluation, pursuant to N.J.A.C. 6A:14-3.4.



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

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

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.



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

Adopted Issued:



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Federal Awards/Funds Internal Controls –
Allowability of Costs

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

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



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Federal Awards/Funds Internal Controls –
Allowability of Costs

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

Adopted:

