

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING

July 16, 2020

7:30 PM

The Board meeting was called to order by Mr. Lambert at 7:30 PM

The following Board members were present:

Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera,
Ms. Finkelstein, Mr. Lambert

The following Board members were absent:

Ms. Cross

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, the Board of Education office, the Office of the Borough Clerk, and transmitted to *The Record* and *Northern Valley Suburbanite* newspapers.

PLEDGE OF ALLEGIANCE

The Board went immediately to Closed Session.

CLOSED SESSION MOTION

Moved by Mr. Linn, seconded by Ms. Micera to approve the following Closed Session Motion.

Motion was approved by a voice vote of the Board:

YEAS: Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera,
Ms. Finkelstein, Mr. Lambert

NAYS: None

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

Personnel Matter

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 7:34 PM.
The Board reconvened from Closed Session at 8:20 PM.

Walk-in Resolution, Personnel, added as Item G.

SUPERINTENDENT'S REPORT

Mr. McHale shared with the Board and community his report:

The School Building Reopening Committee released another parent survey on Thursday, July 9, 2020, to determine how many students may not return to in-person instruction when schools open. The parent survey was available in English, Hebrew, Korean and Spanish. As of today, there are 754 parent responses, accounting for 1,184 students. In the survey feedback, 812 students will potentially return to the hybrid learning model and 372 students will potentially choose to remain in a fully virtual model. This information will be helpful as we finalize the school restart plan.

The School Building Reopening Committee met on Tuesday, July 14, 2020, to review the Closter Restart and Recovery Plan. Our plan is focused on bringing staff and students safely back to school. Our Closter Restart and Recovery Plan must be sent to the Interim County Executive Superintendent next week for review. We will provide parents with information about the schedule by August 7, 2020. He will provide now some information about what our plan may include:

- The New Jersey Department of Education guidance document, called The Road Back– Restart and Recovery Plan for Education, requires that we must allow for social distancing within the classroom to the maximum extent, with a recommendation of six feet of distance between students. In order for us to do this, we cannot have full classes attending every day. We do not have enough classroom space or staff to accomplish this. He realizes this is challenging for working parents, but he encourages them to begin to plan for childcare for some days during the week.
- Our plan will use a phase-in approach so that there will be set times, one in October and one in November, at which we will reassess our capacity. So how we start in September will be for about a five week period and then we will determine if we can increase classroom occupancy or the length of the instructional day.
- For Phase I, students will return for a single-session day (four hours) on a A/B day schedule. This will allow teachers time to collaboratively plan instruction for both in-person and at-home learning so that there is consistency across the grade level. When students are at-home on the alternating day, the school day will be for four hours also, with some live, synchronous instruction and some work to complete that is assigned and explained by the teachers on the days students are in the classroom.

- We will ensure that children in the same family will attend in-person learning on the same day, whether at Hillside Elementary School or Tenakill Middle School. We have purchased cloth masks and face shields for all students and staff.
- More information will be provided by August 7, 2020, when we communicate the approved plan.

As summer continues, He encourages students to read, practice math facts, and read some more! Enjoy the warm days.

Mr. McHale read a letter of retirement from Tenakill Middle School Physical Education Teacher, Ms. Paula Cummings, and a letter of resignation from Hillside Elementary School Kindergarten Teacher, Ms. Lauren Barbieri. Both Ms. Cummings and Ms. Barbieri were very grateful for their years working for Closter Public Schools.

Mr. Lambert stated Ms. Cummings and Ms. Barbieri will be a loss to the district, but was happy for them and wished them both the best.

PUBLIC DISCUSSION ON AGENDA ITEMS

Moved by Ms. Micera, seconded by Mr. Linn 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. 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.

There were no public comments.

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

BOARD OPERATIONS

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

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

YEAS: Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera,
Ms. Finkelstein, Mr. Lambert

NAYS: None

A. **APPROVAL - Minutes**

Motion to approve the June 24, 2020 minutes.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson Ms. Bhagat, Mr. Linn, Ms. Cross

Moved by Ms. Bhagat, seconded by Ms. Micera to approve Motions A-B. Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera,
Ms. Finkelstein, Mr. Lambert

NAYS: None

A. APPROVAL - Staff Coursework

Motion to approve the following courses for 2020-2021 school year as recommended to the Superintendent by the Principals:

Staff Member: Min Jeong Kim

Course No./Title: MAT 901A Math Activities: Intermediate Grades
Institution: Fresno Pacific University
Credits: 3

Staff Member: Min Jeong Kim

Course No./Title: MAT 912 Great Mathematicians Before 1700
Institution: Fresno Pacific University
Credits: 3

Staff Member: Kate Maher

Course No./Title: EDUC 712Z Understanding Autism
Institution: University of LaVerne
Credits: 3

Staff Member: Andrea Watkins

Course No./Title: EDUC 6616-91 Language Acquisitions / Language Disorders
Institution: Fairleigh Dickinson University
Credits: 3

B. APPROVAL - Staff Conferences

Motion to approve the following staff conferences:

Staff Member/s: Mary Auriti, Erica Cho and Jennifer Levy
Conference: Distance Learning: Strengthening Online ELA Instruction
Location: Virtual
Date: 8/6/20
Cost to Board: \$777.00

Staff Member/s: Vincent Salvati
Conference: NJ Sys Admin Meeting / NJASTO Meetings
Location: Virtual
Date: 10/2, 11/6, 12/4/20; 1/8, 2/5, 3/5, 4/2, 5/7, 6/4/21
Cost to Board: \$0

FINANCE AND PHYSICAL PLANT COMMITTEE

Chairperson Ms. Kwon, Ms. Kothari, Ms. Finkelstein

Mr. Lambert requested clarification for motion F. Mr. McHale explained the preschool program will now be a four(4) hour session. Students will come every day. The district will have four(4) day sessions with no extended school day and because of this, the tuition will be reduced to \$7,000.00 The district will still offer aftercare if parents need to utilize it. The aftercare rate will remain the same at \$950.00.

Ms. Lee asked if the option for all virtual learning for the four (4) hours was an option. Mr. McHale stated few parents requested all virtual learning; however, the goal for preschool was socialization and school preparation. At this time only in-person instruction will be offered. Mr. McHale also advised all virtual learning could be implemented by a signed executive order from the governor or by the board of health if there is an increase in Covid-19 cases.

Ms. Kwon questioned Motion C. Mr. McMale stated this was only for the extended school year program for the 2020-2021 school year.

Ms. Kwon asked if the rate in Motion E was in line with the rest of the district. Mr. Villanueva stated the rate is in line with the other districts. Mr. McHale advised the board we will not be renting the facilities however will be allowing the School-Aged ChildCare(SACC) after school program to use the facilities in order for parents to use the program if needed.

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. Bhagat, Ms. Kothari, Ms. Kwon, Ms.Lee, Mr. Linn, Ms. Micera,
Ms. Finkelstein, Mr. Lambert

NAYS: None

A. APPROVAL - Monthly Bills

Motion to approve payment of bills from June 23, 2020 to June 30, 2020 in the amount of:

General Fund (Fund 10)	\$356,161.78
Special Revenue (Fund 20)	\$ 718.96
TOTAL	\$356,880.74

B. APPROVAL - Staff Remuneration

Motion to approve remuneration to staff members as follows:

Staff Member: Kate Maher

Course: Seminar in Clinical Application to Learning Disabilities

Remuneration: \$1,000.00

C. **APPROVAL – Special Education Placements for ESY**

Motion to approve the following 2020-2021 ESY Special Education placements for Closter students:

NJSMART#	Tuition	Grade	Placement
7046976899	\$7,095.00	K	NVRHS-Valley
8096612745	\$7,095.00	PreK	NVRHS-Valley
1690925754	\$7,095.00	K	NVRHS-Valley

D. **APPROVAL - Merit Goal Payment for 2019-2020**

RESOLVED, that the Closter Board of Education certifies the payment in the amount of \$25,435.78 to Vincent McHale, Superintendent of Schools, for the 2019-2020 merit goal completion.

E. **APPROVAL - Use of Facilities Fees**

Motion to establish the fees for the Use of Facilities for the 2020-2021 school year:

\$85.00 per room/day

\$49.00 per hour for custodians (\$64.00 per hour on Sunday or Holidays)

F. **APPROVAL - Preschool Program Rates**

Motion to approve the following program rates for the 2020-2021 school year:

Preschool Program	\$ 7,000.00
After Care Program fee	\$ 950.00

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson Ms. Lee, Mr. Lambert

Mr. McHale spoke about the need for substitutes for the upcoming school year. Substitutes will be needed if any of our staff members become ill or need to be quarantined. The district has substitutes who are returning but is still searching for additional substitute teachers, paraprofessionals, custodians and nurses. Mr. McHale invited anyone who is interested or knows of someone who would like to be a substitute to please visit the website.

Ms. Lee asked about summer nurses in motion D. Mr. McHale advised that summer nurses are needed to prepare for the return to school. We are also transitioning from Genesis to Realtime which has a health component, which the nurses will need to enter into Realtime. Also due to the pandemic students who are coming in for the child study team for testing, we are now required to have a nurse on-site in case of a health issue.

Moved by Ms. Lee, seconded by Micera to approve Motions A-G. Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera,
Ms. Finkelstein, Mr. Lambert

NAYS: None

A. **APPROVAL - Paula Cummings Retirement**

Motion to approve, with regrets, the retirement of Paula Cummings as Physical Education Teacher as of October 1, 2020.

B. **APPROVAL - Elementary Teacher Tenure-Track Position**

Motion to approve Jennifer Barbato as an elementary teacher for the 2020-2021 school year, pending a criminal history background check. Salary is \$61,086.00, plus benefits (BA+30, Step 4).

C. **APPROVAL - Substitute Teachers, Paraprofessionals, Nurses & Custodians**

Motion to approve the following substitute teachers, paraprofessionals, nurses & custodians for the 2020-2021 school year:

Substitute Teachers

<u>Name</u>	<u>Certification</u>
Elyse Asch	NJ Substitute Certificate
Corrine Corcoran	NJ Substitute Certificate
Leo DeBartolo	Teacher Certification
Darren Fial	NJ Substitute Certificate
Lauren Finan	NJ Substitute Certificate
Alice Hodgskin	NJ Substitute Certificate
Lauren Kessler	Teacher Certification
Alissa Latner	Teacher Cert. Elementary
Linda Nasissi	Teacher Cert. Elementary
Frank Noviello	NJ Substitute Certificate
Maria del Pilar Orta Romero	Teacher Certification
Helen Papapetrou	NJ Substitute Certificate
Christina Paspalas	NJ Substitute Certificate
Jay Ringelstein	NJ Substitute Certificate
Paula Ann Schweitzer	Teacher Certification.
Robert Scozzafava	NJ Substitute Certificate
Rhonda Starer	Teacher Certification
Howard Stone	NJ Substitute Certificate
Kathleen Wellenkamp-Keller	Teacher Certification

Nurse

Melisa Skific	NJ Board Nursing License
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Paraprofessionals

Barbara Ferguson	Paraprofessional Substitute ONLY
Virginia Mangano	Paraprofessional Substitute ONLY
Penelope Michelis	Paraprofessional Substitute ONLY

Custodians

William Angresano
Nelson Amaya

Custodian Substitute
Custodian Substitute

D. **APPROVAL – Summer Nurses**

Motion to approve, upon the recommendation of the Superintendent, Kristen Haenelt and Jaime Caruso, up to 40 summer work hours at a rate of \$50.00/hour.

E. **APPROVAL – Hillside ES Pre-K Summer Program Staff (Paraprofessionals)**

Motion to approve, upon the recommendation of the Superintendent, the revision of hours for the following paraprofessionals for Hillside Elementary School Pre-K Summer Program, July 6 - July 31, 2020, from 21 hours per week to a maximum of 17.5 hours per week per para at a rate as scheduled below:

- Dawn Lazzari - \$20.21/hour
- Vickie Aponte-Solomon - 20.21/hour

F. **APPROVAL - Resignation of Lauren Barbieri**

Motion to approve, with regrets, the resignation of Lauren Barbieri, Elementary School Teacher, as of 7/1/20.

G. **APPROVAL - Personnel Resolution**

WHEREAS, the Superintendent of Schools ("School") has recommended that the Closter Board of Education ("Board") withhold the employment and adjustment increments of a Teacher whose name is on file in the Superintendent's office ("Teacher") for the 2020-2021 school year based on unprofessional conduct and lack of professional judgment, which the Teacher was informed of by the Superintendent during the 2019-2020 school year; and

WHEREAS, on July 16, 2020, the Board provided the Teacher with an informal appearance before the Board; and

WHEREAS, the Teacher was represented at the informal appearance by a representative who presented arguments and evidence on behalf of the Teacher; and

WHEREAS, the Board has considered the Superintendent's recommendation together with the entire record including the reasons provided to the Teacher by the Superintendent through the Evaluative Memorandum and Notice of Increment Withholding, dated June 26, 2020; and

WHEREAS, the Board has determined that the Superintendent's recommendation to the Board that the Teacher's employment and adjustment increments be withheld for the 2020-2021 school year is amply supported by the record as a whole;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts and affirms the Superintendent's recommendation to withhold the Teacher's employment and adjustment increments for the 2020-2021 school year; and

BE IT FURTHER RESOLVED that the Board hereby requests that the School Business Administrator/Board Secretary provide the Teacher with written notice that her employment and adjustment increments for the 2020-2021 school year are being withheld, together with the reasons therefore, within ten (10) days of the date of this Resolution, all pursuant to N.J.S.A. 18A:29-14.

POLICY COMMITTEE

Chairperson Ms. Micera. Ms. Kothari

Mr. McHale gave an overview of the policies, stating they are being updated for the reopening of schools.

Moved by Ms. Micera, seconded by Mr. Linn to approve Motion A.

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

YEAS: Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera,
Ms. Finkelstein, Mr. Lambert

NAYS: None

A. **APPROVAL - FIRST READING - Policy & Regulation**

Motion to approve the first reading of the following as per Appendix A-E.

- Policy #1250 Visitors
- Policy #3510 Operation and Maintenance of Plant
- Policy #3541.33 Transportation Safety
- Policy #5141.2 Illness
- Policy #5141.3 Health Examinations and Immunizations

BOARD COMMITTEES

The Policy Committee met to discuss updated policies.
Negotiations committee to schedule a meeting.

OLD/NEW BUSINESS

New Business - Mr. McMale alerted the board for the August meeting to be moved to an in-person meeting, with the recommendation to move the meeting from the Tenakill Middle School library to the auditorium or gym where social distancing is possible.

The board discussed the possibility of the meeting being changed from August 20, 2020, to August 27, 2020.

PUBLIC DISCUSSION

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

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Bhagat to close the meeting to public discussion.

CLOSED SESSION MOTION

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

YEAS: Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera,
Ms. Finkelstein, Mr. Lambert

NAYS: None

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

Negotiations

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 8:55 PM.
The Board reconvened from Closed Session at 9:05 PM.

ADJOURNMENT

Moved by Ms. Lee, seconded by Ms. Micera to adjourn the meeting at 9:07 PM.

Respectfully submitted,



Floro M. Villanueva
Business Administrator/Board Secretary

CLOSTER BOARD OF EDUCATION

FILE CODE: 1250

Monitored

Mandated

Other Reasons

*Policy

** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.*

VISITORS

The board welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the chief school administrator shall devise regulations addressing visitors' access to the schools.

All visitors shall be required to report to the principal's office upon entering the building.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

Staff members and students are strictly prohibited from propping doors open. Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

For the purpose of preventing unauthorized entry into the district buildings, the building principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;
- E. Security personnel working in the school building are dressed in uniform.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the chief school administrator or designee.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to

VISITORS (continued)

ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

Visitor Procedures for Contagion Prevention

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The principal may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

Adopted:
NJSBA Review/Update:
Readopted:

Key Words

Visits to the Schools, Visitors, Sign-in, Propping Doors

Legal References:

	<u>N.J.S.A. 2C:18-3</u>	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
	<u>N.J.S.A. 2C:33-2</u>	Disorderly conduct
required	<u>N.J.S.A. 18A:7G-5.2</u>	Public school facilities, certain, security measures
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:20-20</u>	Control and Regulation of Playgrounds
	<u>N.J.S.A. 18A:40-12</u>	Closing Schools During Epidemic
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 26:3D-55 et seq.</u>	<u>New Jersey Smoke-Free Air Act</u>
		McCann v. Bd. of Educ. of South Plainfield, (EDU8243-04, Comm'r, Nov. 5, 2005)
		L.A. v. Port Republic Bd. of Educ., (EDU4308-05, Comm'r Feb. 22, 2007)

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:
<https://www.nj.gov/education/reopening/>

Possible

<u>Cross References:</u>	*1220	<u>Ad hoc</u> advisory committees
	*3327	Relations with vendors
	*3515	Smoking prohibition
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5020	Role of parents/guardians
	*5124	Reporting to parents/guardians
	*5125	Pupil records
	*5131.1	Harassment, intimidation and bullying
	*5142	Pupil safety
	*5145.11	Questioning and apprehension
	*6144	Controversial issues

VISITORS (continued)

*9010 Role of the member

*Indicates policy is included in the Critical Policy Reference Manual.

CLOSTER BOARD OF EDUCATION

FILE CODE: 3510

 X Monitored

 X Mandated

 X Other Reasons

*Policy

** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.*

OPERATION AND MAINTENANCE OF PLANT

The board of education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The chief school administrator shall ensure the development and enforcement of detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board and provided to all staff annually at the beginning of each school year and when any revisions are formulated.

The chief school administrator and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

The district shall ensure barrier free access for all students, staff and visitors to school facilities.

Work Order System -DELETE THIS IF DISTRICT HAS LESS THAN 3 BUILDINGS

(NOTE: This section, "Work Order System," applies to districts with three or more buildings.)

The school district shall have an automated work order system for prioritizing, performing and recording all maintenance and repair request for all district buildings and grounds.

- A. The chief school administrator or designee shall establish in the standard operating procedures for business functions the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carry out the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate;
- B. The work order system shall include the following information for a request for work before work begins, except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of building occupants:
 - 1. The name of the person making the request;
 - 2. The date of the request;
 - 3. The appropriate approval(s) as established by Standard Operating Procedures (SOP);
 - 4. The date of approval(s);
 - 5. The location of work requested;
 - 6. The priority level (for example, urgent, high, average, low);
 - 7. The scheduled date(s) of service;
 - 8. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
 - 9. A description of the work requested;
 - 10. A projection of the materials and supplies needed for the work;
 - 11. The estimated hours needed to complete task;
 - 12. The name of the work order assigner; and
 - 13. The name of the employee(s) working on the order.

OPERATION AND MAINTENANCE OF PLANT (continued)

- C. The work order system shall include the following close-out information for each request for work:
1. The actual hours worked by date for each assigned staff member;
 2. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 3. The aggregate cost of labor by regular, over-time and total;
 4. The actual materials and supplies needed to complete the work order;
 5. Actual cost of materials and supplies; and
 6. The name of the employee responsible for attesting that the job was completed satisfactorily.
- D. Except where prohibited by collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37;
- E. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of the collective bargaining agreement for maintenance workers and/or custodians;
- F. The business administrator/board secretary in consultation with the supervisor responsible for this work shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis will include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

- A. Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Examples of frequently touched areas in schools:
1. Classroom desks and chairs;
 2. Lunchroom tables and chairs;
 3. Door handles and push plates;
 4. Handrails;
 5. Kitchens and bathrooms;
 6. Light switches;

OPERATION AND MAINTENANCE OF PLANT (continued)

7. Handles on equipment (e.g. athletic equipment);
 8. Buttons on vending machines and elevators;
 9. Shared telephones;
 10. Shared desktops;
 11. Shared computer keyboards and mice;
 12. Drinking fountains;
 13. School bus seats and windows; and
 14. Playground equipment.
- B. Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA-approved for use against the virus that causes COVID-19 (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be used.
- C. Sanitizing bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA). Additional considerations regarding bathrooms include:
1. Limiting the number of students who can enter at one in order to avoid crowds;
 2. Designating staff members to enforce limited capacity and avoid overcrowding;
 3. Installing no-touch foot pedal trash cans, if possible;
 4. Propping doors open to avoid touching handles; and
 5. Including appropriate signage about the benefits of handwashing.
- D. Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;
- E. Making hand sanitizer available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained;
- F. Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
1. In each classroom (for staff and older children who can safely use hand sanitizer);
 2. At entrances and exits of buildings;
 3. Near lunchrooms and toilets.
- G. Supervising children ages 5 and younger when using hand sanitizer;
- H. For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);
- I. Reminding bus drivers to take certain personal hygiene actions (e.g., frequent hand washing) and affording them the opportunity to do so (such as having sufficient time between routes);
- J. Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.
- K. Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. The contracted service provider shall collaborate with the district in establishing

OPERATION AND MAINTENANCE OF PLANT (continued)

cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

1. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:
 - a. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
 - b. Provide a certification that, before the route commenced, the required was process completed as required.
 2. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
 3. These procedures will likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.
- L. Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each school building;
- M. Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use;
- N. On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.
- O. Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.
- P. Placing physical barriers, such as plastic flexible screens, in classrooms, school buses, restrooms and other areas where social distancing cannot be maintained.
- Q. Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

1. Close off areas used by a sick person and do not use before cleaning and disinfection;
2. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
3. Open outside doors and windows to increase air circulation in the area; and
4. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

Safe Drinking Water

OPERATION AND MAINTENANCE OF PLANT (continued)

The board of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq., N.J.A.C. 6A:26-6, and N.J.A.C. 7:10 et seq.). In accordance with law and board policy 3516 Safety, the board shall test all drinking water outlets, make the results publicly available and notify parents/guardians and the New Jersey Department of Education.

The board of education directs the chief school administrator to ensure the development of lead sampling plan with sample collection is consistent with the district's Quality Assurance Project Plan (QAPP) and to ensure that QAPP is signed by the laboratory certified to sample the district's water, the individual responsible for conducting the sampling and is presented to the board for signature.

Within 24-hours after the board has reviewed and verified the final laboratory results of the sampling, the board shall ensure that test results are publicly available at the school facility and on the board's website. If any laboratory results exceed the permissible lead action level, the board shall provide written notification to the parents/guardians of all students attending that facility as well as to the Department of Education. The notice must include measures taken to curtail immediately the use of any drinking water outlet where lead levels exceed the permissible action level, measures taken to ensure that alternate drinking water is available to all students and staff, and information regarding the health effects of lead.

Within six years of the adoption of this policy, and within each six-year period thereafter, the board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Annually, the board must submit to the Department of Education, a statement of assurance that lead testing was completed in accordance with existing Department of Education regulations and that where required, alternate drinking water is available to students and staff.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the board and the chief school administrator shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. (insert school name) shall develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how

(insert school name) will manage pests through

OPERATION AND MAINTENANCE OF PLANT (continued)

IPM methods. The school's IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The chief school administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school.

IPM Coordinator

The _____ (insert as appropriate, either local school board, chief school administrator or principal) shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The _____ (insert as appropriate, either local school board, board of trustees, chief school administrator, or principal) of _____ p_ (insert school name), is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the chief school administrator will report to the board on the effectiveness of the IPM plan and make recommendations for improvement as needed. The board directs the chief school administrator to develop regulations/procedures for the implementation of this policy.

OPERATION AND MAINTENANCE OF PLANT (continued)

Adopted:
 NJSBA Review/Update:
 Readopted:

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Legal References: <u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 13:1F-19 through -33</u>	<u>School Integrated Pest Management Act</u>
<u>N.J.S.A. 18A:17-49 through -52</u>	Buildings and grounds supervisors to be certified
<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public schools contracts law
<u>N.J.S.A. 18A:18A-37</u>	Award of purchases, contracts, agreements
<u>N.J.S.A. 18A:22-8</u>	Contents of budget; format
<u>N.J.S.A. 34:5A-1 et seq.</u>	<u>Worker and Community Right to Know Act</u>
<u>N.J.S.A. 34:6A-25 et seq.</u>	<u>New Jersey Public Employees Occupational Safety and Health Act</u>
<u>N.J.S.A. 34:11-56a et seq.</u>	<u>New Jersey Wage and Hour Law</u>
<u>N.J.S.A. 58:12A-1 et seq.</u>	<u>Safe Drinking Water Act</u>
<u>N.J.A.C. 5:23-1 et seq.</u>	The uniform construction code
<u>N.J.A.C. 6A:23A-1 et seq.</u>	Fiscal accountability, efficiency and budgeting procedures
<u>See Particularly:</u>	Facilities maintenance and repair schedule and accounting
<u>N.J.A.C. 6A:23A-6.9</u>	Operation and Maintenance of Facilities
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	
<u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12.2(a)1, 2</u>	
<u>N.J.A.C. 6A:26-12.4</u>	Safe drinking water
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 7:10-1 et seq.</u>	Safe Drinking Water Act
<u>N.J.A.C. 7:30-13.1 et seq.</u>	Integrated Pest Management
20 <u>U.S.C.A. 4071 et seq.</u>	<u>Equal Access Act</u>
29 <u>U.S.C.A. 201 et seq.</u>	<u>Fair Labor Standards Act</u>
42 <u>U.S.C.A. 12101 et seq.</u>	<u>Americans with Disabilities Act (ADA)</u>

International Building Code 2015, New Jersey Edition; First Printing: September 2015; ISBN: 978-1-60983-156-1; Copyright 2015, International Code Council, Inc.

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:
<https://www.nj.gov/education/reopening/>

CDC Guidance: *CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again* (May 2020) at:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

OPERATION AND MAINTENANCE OF PLANT (continued)

CDC Guidance: *Coronavirus Disease 2019 (COVID-19) Considerations for Schools* at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC Guidance: *What Bus Transit Operators Need to Know about COVID-19* at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html>

CDC Guidance: *Schools During the COVID-19 Pandemic* at

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

Possible

<u>Cross References:</u>	*1410	Local units
	*2240	Research, evaluation and planning
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3516	Safety
	*5141	Health
	6161	Equipment, books and materials
	*7110	Long-Range facilities planning
	*9130	Committees

*Indicates policy is included in the Critical Policy Reference Manual.



CLOSTER BOARD OF EDUCATION

FILE CODE: 3541.33

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

***Policy**

** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.*

TRANSPORTATION SAFETY

The safety and welfare of pupils shall be the first consideration in all matters pertaining to transportation. The board directs the chief school administrator to oversee development of regulations to govern:

- A. Pupil conduct on buses;
- B. Inservice education for bus drivers to include:
 - 1. Management of pupils;
 - 2. Safe driving practices; recognition of hazards;
 - 3. Special concerns in transporting pupils with disabilities;
 - 4. Emergency procedures on the road; accident report;
 - 5. Information on required drug and alcohol testing.

Accidents

Forms shall be provided for the immediate reporting of all incidents involving a district-owned or contracted vehicle that include any of the following:

- A. Physical injury to anyone concerned, no matter how minor;
- B. Property damage of any kind, even if the financial loss is negligible;
- C. Failure of any mechanical function of a district-owned or contracted vehicle during operation, even if no injury or damage results.

It shall be the responsibility of the chief school administrator to direct an investigation on the report and to comply with the law. The information gained shall be considered in evaluating personnel performances, and in scheduling inspection of vehicles.

Bus Procedures to Reduce the Spread of Contagion

- A. To the maximum extent practicable, bus drivers will ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus. Hand sanitizer will be made available at the school bus entrance for use when boarding.
- B. Drivers should practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- C. Students must wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP. For adults, accommodations shall be consistent with those provided by the school district for staff and others;
- D. Bus drivers will be reminded to implement certain personal hygiene actions (e.g., frequent hand washing) and be afforded the opportunity to do so (such as having sufficient time between routes);

TRANSPORTATION SAFETY (continued)

- E. District vehicles will be cleaned and sanitized including seats, rails, and highly touch surfaces before each run.
- F. Contracted transportation providers shall be required to clean and sanitize seats, rails and highly touched surfaces before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:
- G. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:
 - 1. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
 - 2. Provide a certification that, before the route commenced, the required process was completed as required.
- H. These procedures will include a minimum of two stages: cleaning, which removes dirt and germs from surfaces; and disinfecting, which kills germs on surfaces that remain after cleaning.
- I. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have been shown to be effective against COVID-19;

Training for Interacting with Students with Special Needs

The (*board or board of education contractor that provides student transportation services*) shall administer the New Jersey Department of Education developed training program on the proper procedures for interacting with students with special needs to all school bus drivers and school bus aides that it employs. The training program includes appropriate behavior management; effective communication; use and operation of adaptive equipment; and understanding behaviors that may be related to specific disabilities.

The training program shall be administered prior to that individual operating a school bus or serving as an aide on a school bus.

The (*board or board of education contractor that provides student transportation services*) requires that a school bus driver or school bus aide file a certification with the (*board or board of education contractor that provides student transportation services*) that the individual has completed the training program within five business days of its completion. The (*board or board of education contractor that provides student transportation services*) shall retain a copy of the certification for the duration of the individual's employment and shall forward a copy of the certification to the New Jersey Department of Education.

The parent or guardian of a student with an individualized education plan shall complete the student information card when the individualized education plan is developed or amended for a student who receives transportation services. The student information card, developed by the New Jersey Department of Education, shall include information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs.

Upon receiving consent from a student's parent or guardian, a copy of the completed student information card shall be provided to the student's assigned school bus driver and school bus aide.

TRANSPORTATION SAFETY (continued)Drills

Emergency evacuation drills shall be conducted regularly throughout the school year to acquaint the pupil riders thoroughly with emergency situations. An emergency evacuation drill shall be held as soon as possible after the opening day of school and then at least twice a year. Pupils who do not require busing shall participate in a drill as necessary before a field trip. All pupils shall receive evacuation instruction at least once within the school year.

Vehicles and Equipment

All district-owned or contracted vehicles used to transport children shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

All district-owned or contracted vehicles used to transport children shall conform to state standards for such vehicles and shall be equipped with all safety devices required by code and statute.

All passengers on buses equipped with seat belts shall wear properly adjusted and fastened seat belts or other child restraint systems at all times while the bus is in operation.

Bus Drivers

Drivers of all Type I and Type II school vehicles used to transport district pupils shall be licensed by the State of New Jersey as bus drivers. They shall comply with all state requirements on physical condition, criminal history clearance, etc. The district shall be in compliance with all drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act and implementing regulations and shall provide all bus drivers with required information on them (see policy 4219.23 Employee Substance Abuse). Bus drivers are responsible for the safety of pupils entering, riding, and departing their vehicle.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Safety, Bus Safety, Transportation Safety, Pupil Transportation, Student Transportation

Legal References: N.J.S.A. 18A:6-7.1

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:25-2

Authority over pupils

N.J.S.A. 18A:39-1 et seq.

Transportation of pupils remote from school

See particularly:

N.J.S.A. 18A:39-17, -18, -19.1, -20

N.J.S.A. 18A:39-19.2

Training program for school bus drivers, bus aides relative to students with special needs

through N.J.S.A. 18A:39-19.4

N.J.S.A. 18A:39-26

School Bus Safety Act

N.J.S.A. 18A:39-27

Bus Driver Presence Required

N.J.S.A. 18A:39-28

Inspection of School Bus for Pupils

N.J.S.A. 39:3-10.9 et seq

New Jersey Commercial Driver License Act

TRANSPORTATION SAFETY (continued)

N.J.S.A. 39:3B-1.1 et seq. School Buses, Equipment and Regulations

See particularly:

N.J.S.A. 39:3B-10
through -12

N.J.A.C. 6A:27-1.1 et seq. Student Transportation

See particularly:

N.J.A.C. 6A:27-11.1, -11.2,
-11.3, -11.4,-12.2, -13.3

34 CFR Part 85.100 et seq., Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)

49 U.S.C. § 31306 et seq.- Omnibus Transportation Employee Testing Act of 1991

49 C.F.R. Part 40.1 et seq. - Procedures for Transportation Workplace Drug Testing Programs

49 C.F.R. Part 382.101 - Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391.1 et seq. - Qualification of drivers

Policies and Procedures Manual for Pupil Transportation, N.J. State Department of Education

The Department of Education School Bus Driver and Aide Training for Interacting with Students with Special Need: located on the New Jersey Department of Education website at: <http://www.nj.gov/education/finance/transportation/training/dis/>

The NJDOE Guidance: *The Road Back: Restart and Recovery* at: <https://www.nj.gov/education/reopening/>

Possible

Cross References:

*3516	Safety
*3541.1	Transportation routes and services
*4211	Recruitment, selection and hiring
*4119.23/4219.23	Employee substance abuse
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5131	Conduct/discipline
*1531.1	Harassment, intimidation and bullying
*5142	Pupil safety

*Indicates policy is included in the Critical Policy Reference Manual.

CLOSTER BOARD OF EDUCATION

FILE CODE: 5141.2

 X Monitored

 X Mandated

 X Other Reasons

Policy

** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.*

ILLNESS

When pupils are taken suddenly ill in school, they shall be sent or escorted to the nurse's office. If the nurse is not in the medical office, the pupil shall be sent or taken to the building principal's office. In general, the same procedures that apply to accidents shall apply to sudden pupil illness. The chief school administrator, in cooperation with the medical inspector, shall implement this policy.

Control of Contagious Diseases or Conditions

In order to protect the health of the pupils in our schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Pupils who have been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the medical inspector.

The school nurse shall observe pupils who show evidence of communicable disease and recommend their exclusion to the school principal. Recommendations shall be consistent with reporting requirements on communicable diseases as set forth in the New Jersey Health Code. Such pupils shall be isolated in the nurse's office until a parent/guardian picks them up, and any necessary measures have been taken to prevent spread of the infection. The school nurse, under the direction of the medical inspector, shall instruct all teachers in the symptoms of the most common diseases or conditions at least once a year.

Any student with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS shall not be excluded from general education, transportation services, extracurricular activities, athletic activities, assigned to home instruction or classified as eligible for special education because of the HIV infection. The school nurse shall recommend the exclusion of any individual with weeping skin lesions that cannot be covered.

In addition to the review of health and safety measures required by law, the school nurse shall individually instruct teachers from whose classrooms a pupil has been excluded in the symptoms of the disease for which the pupil was excluded. Student rights and confidentiality shall be protected in accordance with law. No teacher shall attempt to diagnose any illness of a pupil, but shall refer suspected cases to the nurse immediately.

Contact Tracing

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Contact tracing for COVID-19 typically involves:

ILLNESS (continued)

- A. Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious;
- B. Notifying contacts of their potential exposure;
- C. Referring contacts for testing;
- D. Monitoring contacts for signs and symptoms of COVID-19; and
- E. Connecting contacts with services they might need during the self-quarantine period.

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19.

The school nurse shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.

The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.

When the individual exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area. The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptoms of COVID 19 may be required to submit to a COVID 19 test. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school. The nurse shall report all students testing positive for COVID 19 to the health department. The health department shall conduct the contact tracing.

Symptoms of COVID 19 include:

- A. A fever of 100° F or greater;
- B. Cough;
- C. Shortness of breath or difficulty breathing;
- D. Chills;
- E. Repeated shaking with chills;
- F. Muscle pain;
- G. Headache;

ILLNESS (continued)

H. Sore throat;

I. New loss of taste or smell;

J. Fatigue;

K. Congestion or runny nose;

L. Nausea or vomiting;

M. Diarrhea

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, shall be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.

The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.

Handling Blood and Body Fluids

The chief school administrator and medical inspector shall develop detailed routine procedures based on New Jersey administrative code and guidelines from the Centers for Disease Control for proper handling of blood and body fluids resulting from illness/accidents in the schools. These procedures shall be disseminated to all district staff and volunteers.

The medical inspector shall report all cases of communicable disease to the local board of health as required by law.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Illness, Sickness, Body Fluids

Legal References: <u>N.J.S.A.</u> 18A:16-6	Indemnity of officers and employees against civil actions
<u>N.J.S.A.</u> 18A:16-6.1	Indemnity of officers and employees in certain criminal actions
<u>N.J.S.A.</u> 18A:40-3	Lectures to teachers
<u>N.J.S.A.</u> 18A:40-7	Exclusion of pupils who are ill
<u>N.J.S.A.</u> 18A:40-8	Exclusion of pupils whose presence is detrimental to health and cleanliness
<u>N.J.S.A.</u> 18A:40-10	Exclusion of teachers and pupils exposed to disease
<u>N.J.S.A.</u> 18A:40-11	Exclusion of pupils having communicable tuberculosis
<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
<u>N.J.S.A.</u> 18A:40-25	Boards of education to provide nursing care to students in nonpublic schools
<u>N.J.S.A.</u> 26:2T-1	Newly diagnosed Hepatitis C case; information, reports
<u>N.J.S.A.</u> 26:4-6	Prohibiting attendance of teachers or pupils
<u>N.J.S.A.</u> 26:4-15	Reporting of communicable diseases by physicians

ILLNESS (continued)

N.J.S.A. 26:5C-1 et seq. AIDS Assistance Act
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
See particularly:
N.J.A.C. 6A:16-1.3,
-2.1 et seq.
N.J.A.C. 8:57-1.1 et seq. Reportable Communicable Diseases
See particularly:
N.J.A.C. 8:57-1.3, -1.7, -2
N.J.A.C. 8:61-1.1 Attendance at school by pupils or adults infected by
Human Immunodeficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:
<https://www.nj.gov/education/reopening/>

Possible

Cross References: *1410 Local units
*4112.4/4212.4 Employee health
*4131/4131.1 Staff development; inservice education/visitations/conferences
*5113 Attendance, absences and excuses
*5125 Pupil records
*5131.6 Drugs, alcohol, tobacco (substance abuse)
*5141 Health
*5141.1 Accidents
*5141.4 Child abuse and neglect
*5141.8 Sports related concussion and head injury
*5200 Nonpublic school pupils
*6142.13 HIV prevention education

*Indicates policy is included in the Critical Policy Reference Manual.

CLOSTER BOARD OF EDUCATION

FILE CODE: 5141.3

 X Monitored

 X Mandated

 X Other Reasons

*Policy

** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.*

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Pupils who enter the district schools for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. "Medical home" means a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A pupil shall be exempted from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Every pupil who enters the district schools for the first time shall present an immunization record as required by law. At the parent/guardian's request, these immunizations may be administered by the school physician.

NOTE: THIS IS PERMISSIVE, NOT REQUIRED.

In order to protect the health of the children and staff in district schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions. Pupils seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine, and reporting.

The chief school administrator or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16. The chief school administrator shall also formulate regulations for this policy and for regular pupil health examinations at appropriate grade levels; before participation in sports programs; and for tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The board shall review the regulations and adopt those required by law.

Pandemic Reopening and Recovery

A. Screening and Personal Protective Equipment (PPE)

1. Adequate amount of personal protective equipment (PPE) shall be available, accessible, and provided for use by staff and students.
2. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
3. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health.
4. Staff and students shall be screened for entry into the school building;
5. The principal or his or her designee shall develop a school entry plan that includes:

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

- a. Staff assigned to do the screening;
- b. Designated entrances that will be used to admit students;
- c. The assignment of classes and grades to designated entrances and/or designated entrance times;

6. Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms;
7. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations;
8. Results must be documented when signs/symptoms of COVID-19 are observed;
9. Screening procedures shall take into account students with disabilities and accommodations that may be needed in the screening process for those students;

B. Procedures for symptomatic staff and students:

1. The school principal or his or her designee shall establish an isolation space;
2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. Staff must provide continuous monitoring of symptoms;
4. The current Communicable Disease Service guidance for illness reporting shall be followed;
5. If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality;

C. Preparations for when someone tests positive for COVID-19:

1. The school principal or his or her designee shall establish an isolation space;
2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully taken to the designated isolation space and isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. The current Communicable Disease Service guidance for illness reporting shall be followed;
4. Readmittance to school shall be consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19;
5. Contact tracing shall be initiated including records of groups/cohorts, assigned staff, and daily attendance.

D. Protocols to address a positive case:

Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

1. A fever of 100° F or greater;
2. Cough;
3. Shortness of breath or difficulty breathing;
4. Chills;
5. Repeated shaking with chills;

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

- 6. Muscle pain;
- 7. Headache;
- 8. Sore throat;
- 9. New loss of taste or smell;
- 10. Fatigue;
- 11. Congestion or runny nose;
- 12. Nausea or vomiting;
- 13. Diarrhea.

Parent/Guardian Notice

In accordance with federal law, the Protection of Pupil Rights Amendment (PPRA), parents/guardians shall be notified annually of the opportunity for the parent/guardian to opt the student out of any non-emergency, invasive physical examination or screening that is:

- A. Required as a condition of attendance;
- B. Administered by the school and scheduled by the school in advance; and
- C. Not necessary to protect the immediate health and safety of the student, or of other students.

Adopted:

NJSBA Review/Update:

Readopted:

Key Words

Immunizations, Inoculations, Examinations, Pupil Physical Examinations, Student Physical Examinations, Health

Legal References: N.J.S.A. 18A:35-4.6
 through -4.8
N.J.S.A. 18A:40-4

N.J.S.A. 18A:40-4.3

N.J.S.A. 18A:40-4.4
N.J.S.A. 18A:40-4.5
N.J.S.A. 18A:40-5
N.J.S.A. 18A:40-6
N.J.S.A. 18A:40-11
N.J.S.A. 18A:40-16
 through -19
N.J.S.A. 18A:40-20
N.J.S.A. 18A:61D-8
 through -10

N.J.S.A. 26:1A-9.1
N.J.S.A. 26:4-6
N.J.S.A. 26:2T-5
 through -9
N.J.A.C. 6A:14-3.4

Parents Right to Conscience Act of 1979
 Examination for physical defects and screening of hearing of pupils; health records
 Scoliosis; periodic examination; notice to parents or guardian
 Exemption
 Immunity from action of any kind due to provisions of act
 Method of examination; notice to parent or guardian
 In general
 Exclusion of pupils having communicable tuberculosis

 Tuberculosis infection; determination of presence ...
 Immunization at public expense

 Findings, declarations relative to Hepatitis B vaccinations....
 Exemption of pupils from mandatory immunizations
 Prohibiting attendance of teachers or pupils

 Findings, declarations relative to Hepatitis C
 Evaluation

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

<u>N.J.A.C. 6A:16-1.1</u> <u>et seq.</u>	Programs to Support Student Development
<u>See particularly:</u>	
<u>N.J.A.C. 6A:16-1.3,</u> -2.1, -2.2, -2.3, -2.4, -4.1, -4.3	
<u>N.J.A.C. 6A:32-9.1</u>	Athletics Procedures
<u>N.J.A.C. 8:57-2</u>	Reporting of acquired immunodeficiency syndrome and infection with Human Immunodeficiency Virus
<u>N.J.A.C. 8:57-4.1</u>	Applicability
<u>N.J.A.C. 8:57-4.2</u>	Proof of immunization
<u>N.J.A.C. 8:57-4.3</u>	Medical exemptions
<u>N.J.A.C. 8:57-4.4</u>	Religious exemptions
<u>N.J.A.C. 8:57-4.5</u>	Provisional admission
<u>N.J.A.C. 8:57-4.6</u>	Documents accepted as evidence of immunization
<u>N.J.A.C. 8:57-4.7</u>	Records required
<u>N.J.A.C. 8:57-4.8</u>	Reports to be sent to the State Department of Health
<u>N.J.A.C. 8:57-4.9</u>	Records available for inspection
<u>N.J.A.C. 8:57-4.10</u>	Diphtheria and tetanus toxoids and pertussis vaccine
<u>N.J.A.C. 8:57-4.11</u>	Poliovirus vaccine
<u>N.J.A.C. 8:57-4.12</u>	Measles virus vaccine
<u>N.J.A.C. 8:57-4.13</u>	Rubella vaccine
<u>N.J.A.C. 8:57-4.14</u>	Mumps vaccine
<u>N.J.A.C. 8:57-4.15</u>	Haemophilus influenza type b (Hib) conjugate vaccine
<u>N.J.A.C. 8:57-4.16</u>	Hepatitis B virus vaccine
<u>N.J.A.C. 8:57-4.17</u>	Varicella virus vaccine
<u>N.J.A.C. 8:57-4.18</u>	Pneumococcal conjugate vaccine
<u>N.J.A.C. 8:57-4.19</u>	Influenza vaccine
<u>N.J.A.C. 8:57-4.20</u>	Meningococcal vaccine
<u>N.J.A.C. 8:57-4.21</u>	Providing immunization
<u>N.J.A.C. 8:57-4.22</u>	Emergency power of the Commissioner, Department of Health and Senior
<u>N.J.A.C. 8:61-2.1</u>	Attendance at school by students or adults infected by Human Immuno-deficiency Virus (HIV)

20 U.S.C.A. 1232h Protection of Pupil Rights Amendment

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:
<https://www.nj.gov/education/reopening/>

Possible

<u>Cross References:</u>	*1410	Local units
	*4123	Classroom aides
	*5111	Admission
	*5113	Absences and excuses
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141	Health
	*5141.21	Administering medication
	*5200	Nonpublic school pupils

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

*6142.4	Physical education and health
*6145.1/6145.2	Intramural competition; interscholastic competition
*6162.5	Research
*6164.4	Child study team
*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.