

**DRAFT COPY      SUBJECT TO REVISIONS BY BOARD**

**SPRINGFIELD BOARD OF EDUCATION  
Springfield, New Jersey  
REGULAR MEETING JANUARY 10, 2011**

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, January 10, 2011 at 7:14 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on April 26, 2010 and revised on January 4, 2011.

1. CALL TO ORDER

The meeting was called to order by Board President, Mr. Irwin Sablosky

Present: Mr. Anthony Delia, Mr. Andrew Fekete Mr. Brian Kass, Mr. Scott Silverstein, Mr. Jeff Strumpf, Mrs. Patricia Venezia, Mrs. Jacqueline Shanes, Mr. Steve Wolcott, Mr. Irwin Sablosky

Also Present:

Mr. Michael Davino, Superintendent  
Mr. Matthew Clarke, Business Administrator/Board Secretary  
Mrs. Ellyn Atherton, Director of Human Resources  
Mr. Vito Gagliardi, Jr., Board Attorney (left meeting 7:45 PM)

2. PLEDGE OF ALLEGIANCE

3. MINUTES

Moved by Mrs. Shanes, and seconded by Mr. Kass, to approve the following minutes:

Executive Meeting	- December 20, 2010
Regular Meeting	- December 20, 2010

Yeas: Mr. Anthony Delia, Mr. Brian Kass, Mrs. Jacqueline Shanes, Mr. Scott Silverstein, Mr. Jeff Strumpf, Mrs. Patricia Venezia, Mr. Steve Wolcott, Mr. Irwin Sablosky

Abstention: Mr. Andrew Fekete

**MOTION CARRIED**

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**4. SUPERINTENDENT'S REPORT**

Moved by Mr. Delia, seconded by Mr. Silverstein, to accept and approve the Superintendent's Report as presented.

Mr. Davino reviewed the following items:

1. Ethics Training provided by Mr. Vito Gagliardi, Jr., Board Attorney
2. Building Usage Request
3. Fund Raiser Request
4. Fieldtrip Request

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**5. FIRST PUBLIC SESSION ( 7:53-7:56 PM)**

The following members of the public had questions or comments regarding the agenda:

- Jerry Fernandez      - (Buildings & Grounds agenda item K1)
- Denise DeVonne      - (Buildings & Grounds agenda item K1)

**6. BOARD SECRETARY'S REPORT**

Moved by Mr. Delia, seconded by Mrs. Shanes, to approve the Board Secretary's Report dated November 30, 2010 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**7. TREASURER'S REPORT**

Moved by Mr. Delia, seconded by Mrs. Shanes, to approve the Treasurer's Report dated November 30, 2010 and that it be received and placed on file.

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**8. TRANSFERS**

Moved by Mr. Delia, seconded by Mrs. Shanes, move the approval of the transfer of funds from and to the following line item accounts as designated.  
(Attachment A)

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**9. LEGAL CERTIFICATION**

Moved by Mr. Delia, seconded by Mrs. Shanes, Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of November 30, 2010 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

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**10. PERSONNEL APPOINTMENTS**

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval of the revised appointment of personnel on the attachment. (Attachment B)

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**11. PROFESSIONAL DEVELOPMENT TRAVEL**

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment C)

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**12. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES**

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements on the attachment. (Attachment D)

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**13. TUITION GRANT**

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, I move approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment E)

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**14. STUDENT TEACHERS**

Moved by Mrs. Venezia, seconded by Mrs. Shanes to approve the attached list of Student Teachers for the 2010 – 2011 school year. (Attachment F)

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**15. OVERNIGHT FIELD TRIP**

Moved by Mrs. Venezia, seconded by Mrs. Shanes, at the recommendation of the Superintendent, approval of the following overnight field trip –

- JSA – Winter Congress, Arlington, VA (February 24 – February 27, 2011).

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

**16. NON PUBLIC NURSING REVISION**

Moved by Mrs. Venezia, seconded by Mrs. Shanes, approval authorizing the Springfield Board of Education to enter into a revised agreement with Union County Educational Services Commission for the Nonpublic School Nursing Services for the 2010-11 school year.

Yeas: Unanimous by all Members present.

**MOTION CARRIED**

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**17. POLICY 4118.4 AND 5141**

Moved by Mr. Wolcott, seconded by Mrs. Venezia, to approve the first reading of the following policies (Attachment G):

Policy #4118.4 - Nepotism

Policy #5141 - Health.

Yeas: Unanimous by all Members present.

MOTION CARRIED

**18. SHARED SERVICE AGREEMENT**

Moved by Mr. Strumpf, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of the Shared Service Agreement (SSA) between the Board of Education and the Township of Springfield subject to the Township satisfying any and all contingencies, as referenced therein.

Yeas: Unanimous by all Members present.

MOTION CARRIED

**19. SECOND PUBLIC SESSION (8:12-8:29 PM)**

The following members of the public had comments or suggestions concerning the Shared Service Agreement and students driving to the Vo-Tech.

Dino DiCocco

Jerry Fernandez

Christopher Cook

Daniel Perez

**20. NEW BUSINESS**

1. Sandmeier's PTA meeting has been moved to Wednesday, January 12<sup>th</sup>.

2. Due to the inclement weather prediction for Tuesday evening into Wednesday, the orientation for incoming freshmen has been postponed until January 20<sup>th</sup>.

**21. OLD BUSINESS**

1. There was a discussion regarding outside organizations utilizing the District webpage to post material and the risk associated with doing so. The School Government Committee will review and make recommendations, if deemed appropriate.

**22. CLOSED SESSION**

Moved by Mr. Delia, seconded by Mrs. Venezia, to suspend the rules of the order of business of the Regular Meeting and adjourn to closed conference session for the reasons contained in the following resolution:

**RESOLUTION**

“WHEREAS the Board of Education must discuss subjects concerning matters protected by Attorney/Client privilege and Personnel, and are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

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RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist.”

Closed Conference Items

1. Matters protected by Attorney/Client privilege
2. Personnel

23. RECONVENE

Moved by Mr. Delia, seconded by Mr. Wolcott, approval to reconvene the Regular Meeting of the Board of Education.

Yeas: Unanimous by all Members present.

MOTION CARRIED

24. PERSONNEL RESOLUTION (MM)

Moved by Mrs. Venezia, seconded by Mr. Delia, at the recommendation of the Superintendent, approval of the attached revised resolution regarding employee M.M. (Attachment B1)

Yeas: Unanimous by all Members present.

MOTION CARRIED

25. ADJOURNMENT (9:37 PM)

Moved by Mrs. Shanes, seconded by Mrs. Venezia, to adjourn the meeting at 9:37 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Upcoming Meetings:

1. Regular Meeting – January 24, 2011 at 7:30 PM in the IMC at JDHS

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Matthew A. Clarke  
Business Administrator/Board Secretary

SPRINGFIELD BOARD OF EDUCATION  
LINE ITEM TRANSFERS  
DECEMBER 2010

Attachment (A)

<b>From Account</b>	<b>To Account</b>	<b>Amount</b>
120002407309105 Equip Tech B&G	120001007309315 Equip Technology	\$12,650.00
120002637309405 Equip. B & G	120001007309315 Equip Technology	\$3,950.00

**Springfield Public Schools  
Personnel**

Attachment ( B)

<b>Last Name</b> <i>Certificated</i>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
Belgrod	Tatiana	TPAC	JDHS	*	\$27.32/period	----	up to \$2732.00	9/1/10-6/30/11
DiBella	Lindsay	Science Teacher	FMG	----	----	----	Leave	3/31/11-9/1/11
Rollis	Lauren	English Teacher	JDHS	----	----	----	Leave	3/25/11-9/1/11
Pilo	Tiffany	AIS teacher	TLS	----	----	----	revised leave	9/1/10-3/13/11
Kotteles	Darlene	Leave Replacement AIS	TLS	----	----	----	revised date	9/1/10-3/11/11
Griffiths	Steven	Phy Education Teacher	JCS	Step X/6th	\$ 82,496.00	----	Attainment of +30	2/1/11-6/30/11
<b>Last Name</b> <i>Non-Certificated</i>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
Kass	Matthew	Football videographer	JDHS	----	\$50/game	----	rescind	9/1/10-6/30/11
Velez	Javier	Speed & Agility Vol trainer	District	----	---	----	---	1/11/11-6/30/11
Nelson	Louis	Custodian	Walton	----	---	----	retirement	March 1, 2011
Ferretti	Cindy	Chaperone/Event staff	JDHS	----	25.13/hr	----	----	9/1/10-6/30/11
Maldonado	Manuel	Head Custodian	FMG	----	\$2,273.00	----	remove stipend	1/11/11-6/30/11
Maldonado	Manuel	Night Shift Stiepn	FMG	----	\$1,304.00	----	----	1/11/11-6/30/11
Boyd	Ricky	Night Shift custodian	FMG	----	\$1,304.00	----	remove stipend	1/11/11-6/30/11
Boyd	Ricky	Head Custodian	FMG	----	\$2,273.00	----	----	1/11/11-6/30/11
<b>Last Name</b> <i>Substitute/Home instructor</i>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
Tawlik	Fatem	Home Instructor	District	****	28.00/hr	----	----	9/1/10-6/30/11
Licatese	Ann Marie	Substitute Teacher/Aide	District	----	----	Renewal	----	1/11/11-6/30/11
Orlando	Jaclyn	Substitute Teacher/Aide	District	----	----	Renewal	----	1/11/11-6/30/11
Guida	Danielle	Substitute Aide	District	----	----	New	----	1/11/11-6/30/11
Hollander	Mitchell	Substitute Teacher/Aide	District	----	----	Renewal	----	1/11/11-6/30/11
Delia	Laura	Substitute Aide	District	----	----	----	rescind	January 11, 2011
<b>Last Name</b> <i>Before and After School Program/Childcare</i>	<b>First Name</b>	<b>Position</b>	<b>Location</b>	<b>Guide/Step</b>	<b>Salary</b>	<b>Replacement/ Renewal/New</b>	<b>Additional Information</b>	<b>Effective Date</b>
Griffiths	Steve	PTA Enrichment Program	JCS	----	22.00/hour	----	up to 6 hours	11/1/10-12/31/10
Orr	Jessica	PTA Enrichment Program	JCS	----	22.00/hour	----	up to 6 hours	11/1/10-12/31/10

\* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (May 17, 2010 - June 30, 2011)

\*\*\*\* Special Salaries, Compensation and Fees 2010 - 2011

**RESOLUTION**

**WHEREAS**, employee M.M. has exhibited conduct unbecoming; and

**WHEREAS**, M.M.'s supervisors have advised M.M. repeatedly of various concerns with his performance and have given M.M. opportunity to respond to them; and

**WHEREAS**, the Superintendent of Schools hereby recommends that said employee's salary increment and adjustment be withheld for good cause,

**NOW THEREFORE BE IT RESOLVED**, that said employee's salary increment and adjustment increment be and hereby are withheld beginning with the 2011-12 school year; and

**BE IT FURTHER RESOLVED**, that the Superintendent of Schools be and hereby is directed to provide said employee notice of this action and a statement of reasons for increment withholdings within ten (10) days, pursuant to *N.J.S.A. 18A:29-14*.

**CERTIFICATION**

The Foregoing is a true and complete copy of a resolution adopted by the Springfield Township Board of Education at a meeting thereof duly called and held on January \_\_, 2011.

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Matthew A. Clarke, Board Secretary

**Workshop Requests  
2010 - 2011**

Attachment (C)

<b>Lname</b>	<b>Fname</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>	<b>Location</b>
Coppolino	Dennis	New Core Standards in English/Lang Arts	2/1/2011	75.00	Dist.
Fortna	Loren	NJ Music Educators Assoc. Conf	2/24 - 26/11	180.00	Dist.
Glazner	Traci	Better Meet Student Needs	1/18/2011	215.00	Dist.
Glazner	Traci	Challenging Articulation Cases	2/28/2011	215.00	Dist.
Keele	Scott	Tennis Coaches Clinic	1/7/2011	93.60	JD
Loew	Bonnie	I&RS Students Struggling Academically in N	2/9/2011	N/C	FMG
Olive	Virginia	I&RS Students Struggling Academically in N	2/9/2011	N/C	FMG
Schmidt	Linda	RTI Strategies to Strengthen Reading Instructor	2/14 & 15/11	339.00	TLS
Zika	Jacqueline	Mean Girls Seminar	1/14/2011	200.92	JD
Zika	Jacqueline	Track & Field Workshop	12/16 & 17/10	138.00	JD
<b>January 10, 2011</b>					

**Special Education Request  
Related Services/OOD Placements**

Attachment ( D )

**1. RELATED SERVICES REQUEST**

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
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**2. OUT OF DISTRICT PLACEMENT REQUEST**

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
Montgomery Academy Gladstone, NJ	0803	\$2,001.60	09-10 SY	Tuition Adjustment

**TUITION GRANT RESUBMISSIONS  
SPRING 2011**

**Substitute(s) Courses for Previously Approved Courses**

<b><u>Name</u></b>	<b><u>Substitute Course(s)</u></b>	<b><u>Level</u></b>
Leonard Gabriel	Adobe Photoshop for Teachers, Level 2 Printmaking, Level 2	Graduate Graduate

**1/10/11 BOE Meeting**

## **Student Teachers/Internships 2010-2011 School Year**

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<b>Student Teacher:</b>	<b>Jeffrey Hogan</b>
College/University:	Drew Univ.
Assigned to:	JDHS
Assignment Date:	January 21 ~ May 13, 2011
Cooperating Teachers:	TBA

**SPRINGFIELD PUBLIC SCHOOLS  
Springfield New Jersey 07081**

**POLICY: NEPOTISM**

**Definitions**

“Nepotism” for the purpose of this policy shall be defined as the showing of favoritism to an employee or candidate for employment based on the existence of a relationship as a relative or immediate family member of a board member, Superintendent, or supervisor.

For the purpose of this policy, “relative” shall be defined as an individual’s spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner or domestic partner, by blood, marriage or adoption.

“Immediate family” shall be defined as board member or school administrator, their spouse, civil union partner, domestic partner, child, parent or sibling residing in the same household, whether related by blood, marriage or adoption.

**Employment/Promotion of Relative**

The Board of Education, in order to avoid both the reality and the appearance of conflict of interest in employment, will not appoint a relative of a board member or of the Superintendent to any employment position in this district. The Superintendent shall not recommend to the Board any relative of a board member or of the Superintendent, unless the person is subject to the exceptions below.

Further, no school district administrator shall supervise, exercise direct or indirect authority, or exercise authority on personnel actions regarding a relative of the administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternate supervision/reporting mechanisms shall be put in place.

**Exceptions**

Persons who are employees of the Board on the date that this policy becomes effective or the date a relative becomes a board member or Superintendent shall not be prohibited from continuing to be employed in the district. This includes employees who must be

renewed annually by the Board. The Superintendent may recommend those employees for reemployment, transfer, promotion or removal.

A relative of a school board member or Superintendent may also be employed by the district provided that the district has obtained the approval from the Executive County Superintendent of schools. Such approval shall be granted only upon demonstration by the school district that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position.

### **Board Member/Superintendent Participation in Negotiations**

When a board member or school administrator's relative is a member of the bargaining unit, or receives the benefit of the contract, that board member or school administrator shall not vote on that matter, discuss the proposed collective bargaining agreement with that unit, nor participate in any way in negotiations. This includes, but is not limited to, being a member of the negotiating team. Nor shall that board member or school administrator be present with the Board in closed session when negotiation strategies are being discussed. However, a school administrator may serve as a technical resource and may provide technical information that is necessary to the collective bargaining process when no one else in the district can provide such information.

When a member of a board member's or school administrator's immediate family is a member of the same statewide union with which the Board is negotiating, that board member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to: being a member of the negotiating team, prior to the Board's attaining a tentative memorandum of agreement with the bargaining unit, including salary guides and/or the total package of money to be offered. Once a tentative memorandum of agreement is established, the board member or school administrator may fully participate in the process, including board member voting, absent other conflicts. The tentative memorandum of agreement must include a salary guide and/or the total package of money to be offered. Prior to that time, the board member or school administrator shall not be present with the Board in closed session when negotiation strategies are being discussed. However, a school administrator may provide technical information that is necessary to the collective bargaining process when no one else in the district can provide that information.

A school official who has such relationship with any employee of the district as of the effective date of this policy shall declare such relationship immediately.

Per diem substitutes and student employees are excluded from this nepotism policy.

**Legal References:**

N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:12-2 Inconsistent interests or office prohibited  
N.J.S.A. 18A:12-21 et seq. School Ethics Act  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.A.C. 6:2-1.1 et seq. Appeals  
N.J.A.C. 6:3-9.1 et seq. School Ethics Commission

In re Bayless, 1974 S.L.D. 603, State Board rev'g 1974 S.L.D. 595

Smiecinski v. Hanover Bd. of Ed., 1975 S.L.D. 478

Scola v. Ringwood Bd. of Ed., 1978 S.L.D. 413

Salerno v. Old Bridge Board of Ed., 1984 S.L.D. (April 28)

Larsen v. Woodbridge Board of Ed., 1985 S.L.D. (March 18)

Scannella v. Scudillo, School Ethics Decision, Complaint No. C-14-93, (February 3, 1994)

School Ethics Commission, Advisory Opinion, A01-93

School Ethics Commission, Advisory Opinion, A10-93

School Ethics Commission, Advisory Opinion, A021-93

School Ethics Commission, Advisory Opinion, A07-94

School Ethics Commission, Advisory Opinion, A33-95

**Cross References:**

4111 Recruitment, selection and hiring

4119.21 Conflict of interest

9270 Conflict of interest

Adopted: August 28, 1989

Revised: June 30, 1997

Revised: November 19, 2003

Revised: November 19, 2007

Revised:

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: HEALTH**

The board of education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the board directs the chief school administrator to develop pupil health services that employ professional personnel and interact with both parents/guardians and community health agencies. The program shall include but not be limited to:

- A. Employment of a medical inspector to perform those duties required by law, and to advise the chief school administrator on all matters affecting the health of pupils;
- B. Employment of at least one certified school nurse to assist with physical examinations; conduct biennial scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health concerns; train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other nursing tasks; provide appropriate response to Do Not Resuscitate (DNR) orders; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information for the Child Study Team; write and update annually the accommodation plan under Section 504 for any student who requires one;
- C. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
- D. Establishment of a system of pupil health records in compliance with state law;
- E. Implement the Core Curriculum Content Standards in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;
- F. Development of rules and procedures to foster good pupil health, and periodic dissemination of these rules and procedures to the staff;
- G. Development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;
- H. Development and enforcement of an eye protection program as required by statute and administrative code;
- I. A regular report to the board on progress and accomplishments in the field of pupil health;
- J. Health services to staff that support pupil health;
- K. Provision of emergency services for injury and sudden illness;
- L. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;
- M. Development of all regulations and procedures necessary for evaluation of pupils suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;
- N. Encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations for scoliosis.
- O. Preparation for the potential disruption of a pandemic flu outbreak, such as avian flu, by filling out a school preparedness checklist available from [www.pandemicflu.gov](http://www.pandemicflu.gov) or NJSBA, with periodic reports to the school board on steps the district has already taken, as well as additional steps that need to be taken, to prepare for a flu pandemic.

**Annual Nursing Plan**

The Chief School Administrator (or his/her designee) in conjunction with the school physician and the certified school nurse shall develop an annual Nursing Services Plan that details the provision of nursing services based upon the needs of the students in this school district. The Nursing Services Plan shall be adopted annually at a regular meeting and submitted to the executive county

superintendent of education for review and approval. The Nursing Services Plan shall include:

- A. A description of the basic nursing services provided all students;
- B. A summary of specific medical needs of individual students and the services required to address the needs;
- C. A description of how nursing services will be provided in an emergency;
- D. Detailed nursing assignments for all school buildings;
- E. The nursing services and additional medical services provided to nonpublic schools.

#### **Students with Diabetes**

As used in this policy, an "individualized health care plan" means a document setting out the health services needed by the student at school, and an "individualized emergency health care plan" outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation. Both are to be developed by the school nurse, in consultation with the parent or guardian of a student with diabetes and other medical professionals who may be providing diabetes care to the student, and signed by the parent or guardian.

The board believes that diabetes is a serious chronic disease that impairs the body's ability to use food, and must be managed 24 hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low. In order to manage their disease, students with diabetes must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

Accordingly, a parent or guardian of a student with diabetes shall inform the school nurse, who shall develop an individualized health care plan and an individualized emergency health care plan for the student. Further, the parent or guardian must annually provide to the board of education written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon.

Both plans shall be updated by the school nurse prior to the beginning of each school year and as necessary if there is a change in the student's health status. The plans may include elements specified in N.J.S.A. 18A:40-12.13 including, but not limited to:

- A. The symptoms of hypoglycemia for that particular student and the recommended treatment;
- B. The symptoms of hyperglycemia for that particular student and the recommended treatment.
- C. The frequency of blood glucose testing;
- D. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;
- E. Times of meals and snacks and indications for additional snacks for exercise;
- F. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
- G. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
- H. Education of all school personnel who may come in contact with the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;
- I. Medical and treatment issues that may affect the educational process of the student with diabetes;  
And
- J. How to maintain communications with the student, the student's parent or guardian and healthcare team, the school nurse, and the educational staff.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff are trained in the care of these students, including staff working with school-sponsored programs outside of the regular school day. The school nurse shall also ensure that each school bus driver that transports a student with diabetes is provided notice of the student's condition, how to treat hypoglycemia, and emergency/parent contact information. A reference sheet identifying signs and symptoms of hypoglycemia shall be posted in plain view within school buildings.

The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom, on school grounds or at any school-related activity, if evaluated and determined to be capable of doing so consistent with the plan. The student's management and care of his/her diabetes shall include the following:

- A. Performing blood glucose level checks;
- B. Administering insulin through the insulin delivery system the student uses;
- C. Treating hypoglycemia and hyperglycemia;
- D. Possessing on the student's person at any time the supplies or equipment necessary to monitor and care for the student's diabetes;
- E. Compliance with required procedures for medical waste disposal in accordance with district policies and as set forth in the individual health care plan; and
- F. Otherwise attending to the management and care of the student's diabetes.

**Nonpublic School Pupils**

The board shall provide mandated nursing services to nonpublic school pupils as required by law. See policy 5200.

The operation of the pupil health program shall be in compliance with the rules and regulations of the state department of education, local board of health and the state department of health and senior services, and state department of human services. The board shall review and adopt the regulations developed to implement the district's health services.

**Automated Electronic Defibrillator (AED)**

Because the Board recognizes that medical emergencies may occur that justify the use of AEDs, the Board may acquire and maintain this equipment for use by qualified staff members. An applicable patient would exhibit all of the following signs as per AHA standards on AED use:

- A. Is unconscious
- B. Is not breathing
- C. Has no signs of circulation (as confirmed by a pulse check)

Only those staff members documented as having completed the required training are authorized to use an AED. The Superintendent may establish additional guidelines for use of the AED.

Any employee, student or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment.

Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses an AED. All usage will be reported to the Board of Education.

**Legal References:** N.J.S.A. 18A:16-6, -6.1 Indemnity of officers and employees against civil actions.  
N.J.S.A. 18A:35-4.6 et seq. Parents Right to Conscience Act of 1979  
N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules  
N.J.S.A. 18A:40-3 Lectures to teachers  
N.J.S.A. 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian  
N.J.S.A. 18A:40-5 Method of examination; notice to parent or guardian  
N.J.S.A. 18A:40-6 In general  
N.J.S.A. 18A:40-7, -8, -10, -11 Exclusion of pupils who are ill.

N.J.S.A. 18A:40-12.11 et seq. Students with diabetes  
N.J.S.A. 18A:40-23 et seq. Nursing Services for Nonpublic School Pupils  
N.J.S.A. 18A:40A-1 et seq. Substance Abuse  
N.J.S.A. 44:6-2 Maintenance by boards of education of clinics for indigent children  
N.J.S.A. 2A:62A-23 to 26 AED emergency medical services, 1999 statute  
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

See particularly:

N.J.A.C. 6A:16-1.1, -1.3,-1.4, -2.1, -2.3, -2.4  
N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of School

See particularly: Facilities

N.J.A.C. 6A:26-12.3  
N.J.A.C. 8:57-1.1 et seq. Reportable Communicable Diseases

See particularly:

N.J.A.C. 8:57-2 Reporting of AIDS and HIV  
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), guidelines for admission of children with AIDS, the right to call witnesses and attendant right to cross-examine must be provided automatically upon request of the parties

**Possible Cross References:**

\*1410 Local units  
1420 County and intermediate units  
\*3510 Operation and maintenance of plant  
\*3516 Safety  
\*3542 Food service  
\*4112.4 Employee health  
\*4131/4131.1 Staff development; inservice education/visitations/conferences  
4151.2 Family illness/quarantine  
\*4212.4 Employee health  
4251.2 Family illness/quarantine  
\*5111 Admission  
\*5125 Pupil records  
\*5131 Conduct/discipline  
\*5131.6 Drugs, alcohol, tobacco (substance abuse)  
\*5141.1 Accidents  
\*5141.2 Illness  
\*5141.3 Health examinations and immunizations  
\*5141.4 Child abuse and neglect  
\*5141.21 Administering medication  
\*5142 Pupil safety  
\*5200 Nonpublic school pupils  
\*6142.4 Physical education and health  
\*6142.12 Career education  
\*Indicates policy is included in the Critical Policy Reference Manual.

Adopted: