

HASBROUCK HEIGHTS BOARD OF EDUCATION

Thursday, OCTOBER 25, 2018

Regular Meeting Agenda (Final)

Time: 7:30 p.m.

I. A. Meeting called to order at:

B. Announcement of adequate meeting:

The New Jersey Open Public Meeting Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **May 22, 2018**. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

Notice of said meeting was published under legal notice in The Record.

C. Roll Call

II. Flag Salute

III. Presentations

IV. Public Hearing on Resolutions to be acted upon this meeting.

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those

affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

- V. Approval of Minutes: 09/27/18
- VI. Correspondence and Report of School Business Administrator/Board Secretary
- VII. Report of the Board President
- VIII. Report of the Superintendent
- IX. Committee and Liaison Reports:
 - A. Education/Curriculum
 - B. Special Education
 - C. Technology
 - D. Facilities
 - E. Recreation
 - F. Finance
 - G. Personnel
 - H. Policy
 - I. NJ/BCSBA
 - J. Borough Council Liaison
 - K. Faculty Liaison
 - L. PTA Liaison

X. Resolutions:

Awards:

None

Education /Curriculum Committee

- E10-01-19 Approve Monthly Superintendent Discipline Report
- E10-02-19 Approve Monthly Superintendent HIB Report
- E10-03-19 Approve Monthly District Calendar
- E10-04-19 Approve Workshops
- E10-05-19 Approve Programs
- E10-06-19 Approve Bus Evacuations
- E10-07-19 Approve Renewal Memberships
- E10-08-19 Approve Evaluations
- E10-09-19 Approve Survey

Special Education Committee

S10-01-19 Approve Special Services
S10-02-19 Approve Contracted Services
S10-03-19 Approve OOD Placement
S10-04-19 Approve Contracted Services
S10-05-19 Approve ESY Dates
S10-06-19 Approve Nursing Plan

Technology Committee

None

Facilities Committee

B10-01-19 Approve Facilities Use

Recreation Committee

R10-01-19 Approve Field Trip Calendar
R10-02-19 Approve Fundraisers
R10-03-19 Approve Pilot's Log Trip

Finance Committee

F10-01-19 Approve Financial Certification
F10-02-19 Approve Actual Payroll for September
F10-03-19 Approve Estimated Payroll for October
F10-04-19 Approve Bill Authorization – October
F10-05-19 Approve Actual Bills List – September
F10-06-19 Approve Board Secretary's Report – N/A
F10-07-19 Approve Line Item Transfers – N/A
F10-08-19 Approve Purchases
F10-09-19 Approve Emergency Repair
F10-10-19 Approve Non Public Allocations
F10-11-19 Approve Change Order
F10-12-19 Approve Non Public Purchases
F10-13-19 Approve Comprehensive Maintenance Plan

Personnel

P10-01-19 Approve Personnel Action
P10-02-19 Approve Personnel Action
P10-03-19 Approve Personnel Action
P10-04-19 Approve Personnel Action
P10-05-19 Approve Personnel Action
P10-06-19 Approve Personnel Action
P10-07-19 Approve Personnel Action

P10-08-19 Approve Personnel Action
P10-09-19 Approve Personnel Action
P10-10-19 Approve Personnel Action
P10-11-19 Approve Personnel Action

Policy Committee:

PL10-01-19 Approve Policy/Regulations

XI. Old Business

XII. New Business

XIII. Open Public Hearing

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

XIV. Private Session (If necessary)

XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION
RESOLUTIONS – October 25, 2018 (Final)**

Awards and Presentations:

RESOLUTIONS:

None:

EDUCATION/CURRICULUM COMMITTEE:

RESOLUTIONS:

E10-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Accept Monthly Discipline Report

E10-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents:
(if applicable)

2019 – HS – 01 (one investigation)

2019 – MS - 01 (one investigation)

2019 – LS – 0

2019 – ES - 0

Listed above are the number of investigations from September 27, 2018

E10-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

The monthly district calendar

E10-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2018-2019 school year:

10/26/18 – V. Barchini, F. D’Amico and B. Christianson, M. Sickels – SNAP Safe Schools Conference and Luncheon – Garfield, NJ @ no cost to district
11/5/18, 2/5/19, 3/12/19, 4/9/19, & 5/15/19 – A. Georgatos - Lead Teacher Training through Teacher’s College as per contracted price
10/26/18, 12/6/18, 2/1/19, 3/27/19, & 5/6/19 – V. Lutz – Lead Teacher Training through Teacher’s College as per contracted price
11/7/18, 1/9/19, 2/5/19, 4/9/19, 5/15/19 – N. Inglesby – Lead Teacher Training through Teacher’s College as per contracted price
DTBD – C. Bari - Lead Teacher Training through Teacher’s College as per contracted price
10/26/18 – N. DeBonis & M. Sickels – LinkIt Fall User Group – Mahwah, NJ @ no cost to district
12/7/18 – N. DeBonis & V. Barchini – LinkIt Data Leadership Academy – Mahwah, NJ @ \$175 per person cost to district
10/5/18 – L. Bernstein – Mental Wellness Day @ no cost to district
12/6/18 – B. Christianson – Dating Abuse Training (Data) – Bergen County Police Academy- Mahwah, NJ @ no cost to district
11/6/18 – J. VanDam – AP Literature – New York, NY @ \$235 cost to district
11/6/18 – R. Hymson – AP Physics – New York, NY @ \$235.00 cost to district
1/11/19, 3/29/19, 6/7/19 – M. Pagano -Bergen County School Counselor Assoc meetings – Paramus, NJ @ no cost to district
11/16/18 & 1/4/19 - D. Kroncke & N. Inglesby – NJ DOE kindergarten seminar - Trenton, NJ @ no cost to district
11/15/18 – M. Sickels - Safe Schools, Safe Features – Morris County, NJ @ no cost to district
12/3/18 & 12/4/18 – C. Capozzi – NJASL Conference, Long Branch, NJ @ a cost not to exceed \$575.32

E010-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2018-2019 school year:

11/29/18 – K. Carlin to speak to PE class about recovery @ no cost to district
10/18/18 – DWI Presentation to grades 10 & 12 @ no cost to district – BC Prosecutors office
11/13/18 – BCPO will present their Internet Safety Program to the 6th grade class @ no cost to district

E10-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

10/1/18 - School Bus Evacuation Drill completed for ES
10/12/18 – School Bus Evacuation Drill completed for LS

E10-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following memberships for the 2018-2019 school year:

Renewal of BCCTG memberships for C. Capozzi & B. Chiu @ \$75 per district

E10-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

2 students medical evaluations @ \$200 each - Careplus

E10-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Revised home language survey for registering students new to district

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S10-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following special services for the 2018 – 2019 school year:

Student #1001993 – home instruction – 6 hrs plus prep per week consisting of two hours per subject for English Gym, and Math @ \$40/hr beginning 9/24/18

Student # 1002006 – home instruction -10 hrs per week plus prep consisting of 2 hrs each for Science, History, English, Algebra I, and 1 hr plus prep for Personal Finance, and 1 hr plus prep Health/PE @ \$40/hr

Student #5489 – home instruction – 10 hrs plus prep consisting of 2 hrs per subject for Math, English, Spanish, Science, and History @ \$40/hr

Student #1001431 – neurological eval @ \$600 – Dr. Ladak

Student #1000417 – home instruction for 11 hrs per month for July and August not to exceed \$871 – BCSS
 Student #1001455 – bedside Instruction @ 10 hrs/wk plus prep @ \$46/hr from 9/29/18 – 10/29/18 – LearnWell
 Student #1001531 & #465 – 1:1 para @ \$52,000 each – BCSS
 9/27/18 – 10/30/18 - Student #1001098 – beside instruction @ 5 hrs/wk plus prep \$46/hr – LearnWell
 Student #1001962 – OT eval @ \$300 – CCL Therapy
 Student #1001455 – beside instruction for 10 hrs per week plus prep @ \$40/hr beginning 10/9/18 through DTBD – Professional Education Services Inc.
 Student #4461 – home instruction @ 4 hrs/wk plus prep consisting of one hour for each subject for English, Math, Social Studies, and Science @ \$40/hr
 Student #4943 – home instruction – 5 hrs per week plus prep consisting of 1 hour per week each for Chemistry, History, English, Geometry, and Spanish @ \$40/hr
 Student #1294 – home instruction – 4 hrs/wk plus prep consisting of 2 hrs for Math and 2 hrs for Elective @ \$40/hr for two weeks beginning 10/17/18
 Student #1001098 – bedside instruction for 5 hrs/wk plus prep from 10/17/18 – DTBD @ \$69/hr – Educational Services Commission of NJ

S10-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted services for 2018 – 2019 school year:

LDTC contract with BCSS from 9/10/18 – 12/10/18 not to exceed \$28,458

S10-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placement for 2018 – 2019 school year:

Student #100004 – OOD Placement at Ridgefield School @ \$52,734 for RSY \$8,266 for ESY
 Student #294 – OOD Placement at Ridgefield School @ \$39,593 for RSY and \$6,207 for ESY
 Student #1001669 - OOD Placement at Ridgefield School @ \$39,593 for RSY and \$6,207 for ESY
 Student #1106 - OOD Placement at Ridgefield School @ \$39,593 for RSY and \$6,207 for ESY

S10-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted services for the 2018 – 2019 school year:

LearnWell to provide bedside instruction @ \$46/hr for 3 hrs plus prep as needed
Approve Professional Educations Services bedside instruction on an as needed basis @ \$40/hr plus prep
Educational Services Commission of NJ – bedside instruction on an as needed basis

S10-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Approve ESY dates – July 1, 2019 – July 31, 2019 (closed July 4th & July 5th 2019)

S10-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve attached Nursing Services Plan 2018 – 2019
(Attachment A)

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B10-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Facilities Use **(Attachment B)**

RECREATION COMMITTEE:

RESOLUTIONS:

- R10-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

District Field Trip Calendar

- R10-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following fundraisers for the 2018 – 2019 school year:

10/26/18 – 11/14/2018 - LS Student Council – Food Drive
3/25/19 – 4/12/19 – ES Student Council Pennies for Patients
11/5/18 – 11/16/18 - ES Student Council Food Drive
12/3/18 – 12/14/18 – ES Student Council Toy Drive
1/14/19 – 2/4/19 – Going Green Club Clothing Drive for VETS
2/7/19 – 2/21/19 – Going Green Club selling flowers and environmental friendly items for Nature's Vision
3/11/19 – 3/22/19 – Going Green Club to collect items for animals for Pet Drive
10/26/18 – 11/30/18 – HS Cheerleaders to sell Lollipops
12/27/18 – 12/28/18 – Boys Basketball Team Holiday Tournament
Mondays in November - Girls Softball Youth pitching clinic @ \$50 per athlete
10/31/18 – MS Student Council to collect \$5 for students to wear costumes – money donated to St. Jude
DTBD – Walmart can shake – girls' softball – J. Ferranti
December – Chocolate Bar Sales – girls' softball – J. Ferranti
12/7/18 – Bananas Comedy Club – girls' softball – J. Ferranti
November – February – Sponsorship Letter – girls' softball – J. Ferranti

- R10-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

11/1/18 – 11/4/18 – Pilot's Log trip to Chicago, IL for three chaperones not to exceed a cost of \$4200 to the district

FINANCE COMMITTEE:

RESOLUTIONS:

- F10-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.
- F10-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of Sept 2018 in the amount of \$1,792,240.04 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.
- F10-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of October 2018 at \$1,800,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,800,000.
- F10-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of October 2018.
- F10-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Bills List for the month of		<u>Sept 2018</u>
Fund 10	General Fund	\$1,790,480.19
Fund 20	Special Revenue	\$ 51,381.94
Fund 30	Capital Projects	\$ 0.00
Fund 40	Debt Service	\$ 0.00
Fund 60	Enterprise	\$ 24,534.17
Fund 95	Student Activity	\$ 2,088.69
Total		\$1,868,484.99

Fund 10	Voided Checks	\$ 20,491.40
Fund 20	Voided Check	\$ 0.00
Fund 95	Voided Checks	\$ 697.44

(Attachment C)

F10-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report
Cash Report
Monthly Fund Transfer Report
N/A

F10-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the monthly line item transfers for N/A

F10-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2018 – 2019 school year:

Quotes Attached:

PO #901032 – Resilite Sports Products, Inc – Wrestling Mats @ \$9,352.48
(\$2,000 to be reimbursed by HH Town)

ESCNJ-MCESCCPS HVAC Bid #MRESC 15/16-58 Extension

PO #901085 – Inline Air Conditioning Co, Inc – repairs to airdale units in various rooms at LS, ES, and HS @ \$9,971.02

F10-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2018 – 2019 school year:

PO #901084 – Citywide Mech Services – emergency repairs to Café refrigerator

F10-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the Non-Public allocations for the 2018 – 2019 school year
(Attachment D)

F10-11-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the following change order:

30-011-400-450-00-00-00

Change order #3

Coskey Electrical Systems - Clock Intercom & Security Upgrades @ \$3,998*

*amount has been deducted from project contingency allowance

F10-12-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2018 – 2019 school year:

Approve the following non-public purchases:

Non – Public textbooks Corpus Christi

PO #900560 – Sadlier-Osford @ \$9,594.62

PO #900562 – Houghton Mifflin Harcourt @ \$2,134.42

PO #900564 – Follett Corp @ \$3,301.55

Non-Public Nursing Corpus Christi

Salaries: D. Skinner @ \$27,392 and no benefits

F10-13-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of Hasbrouck Heights are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for us or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Hasbrouck Heights Board of Education hereby authorizes the school business administrator to submit the

attached Comprehensive Maintenance Plan for Hasbrouck Heights School District in compliance with Department of Education requirements.
(Attachment D)

PERSONNEL COMMITTEE:

RESOLUTIONS:

- P10-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2018 – 2019 school year:

T. DeQuinzio – Thomas Edison University to shadow K.Kane at LS
A. Cristofolo – to shadow M. Neumann at HS
M. Squeo – BCC – 10 hours of observation at ES with T. Sabin

- P10-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Rescind Resolution #P09-11-19 – A. Minervini resigning as head girl's basketball coach

- P10-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Home Instruction:

F. Avella – 2 hrs/wk plus prep for English 12 @ \$40/hr for student #1001993
F. Avella – 2 hrs/wk plus prep for Gym @ \$40/hr for student #1001993
M. Binazeski – 2hrs/wk plus prep for Math @ \$40/hr for student #1001993
F. Avella – 2 hrs/wk plus prep for Math @ \$40/hr for student #1294
F. Avella – 2 hrs/wk plus prep for Elective @ \$40/hr for student #1294
C. Cassidy – 1 hr/wk plus prep for English 12 @ \$40/hr for student #4461
F. Avella – 1 hr/wk plus prep for Math @ \$40/hr for student #4461
C. Cassidy – 1 hr/wk plus prep for Social Studies @ \$40/hr for student #4461
M. Binazeski – 1 hr/wk plus prep for Science @ \$40/hr for student #4461

P10-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Resignation:

A. Jengo – ES Lunch Aide

P10-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Extra Pay:

J. Martello & E. LaTorre – Basic Skills (Title I) Interview Committee @ 3 hrs
@ \$32/hr

L. Muldoon – IEP meetings @ \$42.51/hr not to exceed 20 hours

P10-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Clubs:

B. Trexler – Computer Coding Club @ \$830

P10-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Leave of Absence:

Employee ID #0096 – paid sick leave -10/31/18 – 11/13/18

Employee ID #0213 – paid sick leave 9/28/18 – 12/28/18

Employee ID #0071 – paid sick leave 10/18/18 – 10/28/18

Employee ID #0236 – paid sick leave 11/7/18 – 11/26/18

P10-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Sub Rates:

Sub Para @ \$12.50/hr

Sub Visitor Monitor @ \$12/hr

Sub Secretary @ \$11/hr

Sub Clerical @ \$10/hr

Sub Lunch Aide @ \$10/hr

- P10-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2016-2017 school year:

Coaches:

M. Sparacio – sports clinician @ \$500 to be paid out of student activity fund
M. Kilgallen – head's girls basketball – Step 5 @ \$8122

- P10-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Substitute Teacher:

S. Schmitt (c) @ \$15/hr

- P10-11-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend Resolution #P09-30-19 – M. Schaffer – pro-rated as of 10/19/18

POLICY COMMITTEE:

RESOLUTIONS:

- PL09-01-19 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:
(Attachment E)

Policy/Regulation #3212 – Attendance **(Second Reading)**

Policy/Regulation #4268 – Independent Educational Evaluations **(First Reading)**

Hasbrouck Heights District Nursing Services Plan

2018-2019

(N.J.A.C. 6A:16-2.1 through 2.5)

District Name: Hasbrouck Heights

School Year: 2018-2019

Board of Education Approval Date: (as per N.J.A.C. 6A:16-2.1 (b))

District Contact Person: Dr. Matthew Helfant

I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A:16-2.2)

Basic services: N.J.A.C. 6A and N.J.S.A. 18A:40, federal law (such as FERPA- 20 U.S.C. §1232g, 34 CFR Part 99) and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

A.	Health Records (N.J.A.C. 8:57-4.1 through 4.20)	
1.	Maintain and review student health documents	(N.J.A.C. 6A:16-2.2 (g))
a)	State of New Jersey Health History and Appraisal record i.e., A-45 cards	
b)	Immunization record	(N.J.A.C. 6A:16-2.2 (a))
c)	Medical history	
d)	Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	(N.J.A.C. 6A:16-2.2(g))
e)	Physical examinations for:	
	(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(N.J.S.A. 18A: 40-41.9 and N.J.A.C. 6A:16-2.2(h)1)
	(a) Distribution of educational fact sheet annually to parents or guardians of students of Sports-Related Eye Injuries	
	(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h)2ii)
	(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h)3)
	(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h)4)
	(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2(h)5)

f)	Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4(d))
g)	Adherence to Family Education Rights and Privacy Act	(FERPA- 20 U.S.C. §1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.4 (c))
2.	Determine student status for admission or retention with unacceptable evidence of immunizations	(N.J.A.C. 6A:16-2.2(b))
3.	Conduct tuberculosis testing as directed by the NJ DHSS	(N.J.S.A.18A:40-16 & N.J.A.C. 6A:16-2.2(c))
B.	Medications, health care treatments, procedures and care:	
1.	Administer authorized medications, health care treatments and care	(N.J.A.C. 6A:16-2.1(a) 2)
2.	Approval of self-administered medications	(N.J.S.A.18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1(a) 2.v)
3.	Designate and train annually epinephrine and glucagon auto injector delegates	(N.J.A.C. 6A:16-2.1(a)2.vi N.J.S.A. 18A:40-12.5; 12.6 & 12.14)
4.	Permit the school nurse or trained designee to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction or any student whose parent has <u>not</u> ; a) Provided written authorization for the administration of epinephrine; b) Provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis; c) Received written notice from the board of education (BOE) or nonpublic school chief school administrator that the agencies and their employees or agents have no liability as a result of an injury arising from the administration of epinephrine; and d) Signed a statement releasing the BOE or nonpublic school of liability.	(N.J.S.A. 18A:40-12.5a-d and N.J.S.A. 18A:40-12.6)
C.	Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders	(N.J.A.C. 6A:16-2.1(a)3)
D.	Provide Health Care	(N.J.A.C. 6A:16-2.1(a) 4)
1.	Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP and Medical Home Practitioner's orders.	(N.J.A.C. 6A:16-2.1(a)10 (N.J.S.A. 45:11-23)- New Jersey Board of Nursing Statutes
2.	Isolate, exclude and re-admit any student or employee with a communicable disease	(N.J.A.C. 6A:16-2.4 (a))

3.	Report "Reportable Communicable Disease" to County health officer	(N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2(d))
4.	Arrange for transportation and supervision of students in need of emergency health care	(N.J.A.C. 6A:16-2.1(a) 4(iv))
5.	Notify parents of need for emergency care	(N.J.A.C. 6A:16-2.1(a)4(v))
6.	Administer emergency medications i.e., anaphylaxis (epinephrine) or asthma medications etc.	(N.J.A.C. 6A:16-2.1 (a) 4)
7.	Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff.	(N.J.A.C. 6A:16-2.1(a)10 and (N.J.A.C. 6A:16-2.3(b)3(xii))
8.	Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care.	(N.J.A.C 6A:16-2.3(b)3(i))
E.	Administer asthma related care	
1.	Obtain training for administration of medication via nebulizer	(N.J.S.A.18A:40-12.8(a) & (N.J.A.C. 6A:16-2.1(a).5.ii)
2.	Maintain one nebulizer per school	(N.J.A.C. 6A:16-2.2(e))
3.	Require Students to have a current "Asthma Action Plan	(N.J.A.C. 6A:16-2.1(a)5.iii)
F.	Health history and examinations	(N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1(a)6)
1.	Provide health examination for student's without medical homes	(N.J.A.C. 6A:16-2.2(f))
G.	Establish and maintain procedures for universal precautions	(N.J.A.C. 6A:16-2.1(a)7)
H.	Provide nursing services to nonpublic school located in district	(N.J.A.C. 6A:16-2.1(a)8)
I.	Instruct students/ teachers/staff:	(N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)3. xv
1.	communicable diseases, blood borne pathogens	
2.	Asthma management	
3.	Anaphylaxis and symptoms of hyperglycemia and hypoglycemia	
4.	classroom health curriculum (not CSN with a "Non-Instructional" certificate)	
5.	other health concerns	
J.	Provide information for:	
1.	NJ Family Care program	(N.J.A.C. 6A:16-2.2(j))

K.	Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
	1. Nursing Diagnosis /Case-finding of actual or potential physical health problems	
	2. Provision of nursing care for actual or potential emotional health problems	
	3. Health teaching in health office	
	4. Health teaching in classroom	
	5. Health counseling	

II. Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.3(b)3)

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.			Euclid School	Lincoln School	Middle School	High School		
First-Aid, splinting, Ace-wrap etc.			TBD	TBD	TBD	TBD		
Dental: tooth avulsion, caries, braces, etc.			TBD	TBD	TBD	TBD		
Health Screenings Ht., Wt., & BP yearly			344	400	484	549		
Visual Acuity screening K,2,4,6,8,10			170	183	315	137		
Auditory screening K,1,2,3,7,11			208	249	169	137		
Scoliosis screening biennially age 10-18			67	76	303	137		
Diabetic Glucose testing, insulin pump management			1	NA	1	1		
Mantoux/PPD testing			NA	NA	NA	NA		
Medication Administration- daily			1	NA	3	2		
Medication Administration - PRN			34	45	22	15		
Nebulizer/inhalers/peak flow measurements			12	14	3	5		
Tube feedings			NA	NA	NA	NA		
Urinary catheterizations			NA	NA	NA	NA		
Ventilator care			NA	NA	NA	NA		
Referral for vision evaluations			TBD	TBD	TBD	TBD		
Referral for hearing evaluations			TBD	TBD	TBD	TBD		
Referral for Alcohol and drug use/abuse testing			NA	NA	TBD	TBD		
Referral for pregnancy			NA	NA	TBD	TBD		
Nursing Diagnosis /Case-finding of actual or potential physical health problems			TBD	TBD	4	3		
Provision of nursing care for actual or potential emotional health problems			TBD	TBD	4	3		
Case finding			TBD	TBD	TBD	TBD		

[illegible]

III. Emergency Management (N.J.A.C. 6A:16-2.1(a)4)

I. Acute Care Management Plan:

1. Creation and maintenance of an Emergency Management Kit (“Go-box”, crash cart, etc.) for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
 - a) AEDs (Automatic External Defibrillators) deployment and delegates trained (reference Janet’s Law Requirement)
 - b) CPR trained school nurse
 - c) Asthma Nebulizer trained nurses
 - d) Universal Precautions trained staff
 - e) CPR trained coaches/athletic trainers/teachers/staff

B. IEHP’s/Chronic Care Management Plans:

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan

If a food allergy is indicated a food allergy action plan should be provided by the primary physician and parent. This is filed in the health office after being shared with classroom staff. When it is a severe allergy, and an Epi-pen is ordered, the district Epi-pen policy is implemented. The individual food action plan is stored along with the Epi-pen in an un-locked location in the health office. An attempt will be made to recruit and train Epi-pen delegates. A list of assigned delegates is posted in the nurses office by the Epi-pens.

2. Asthma Action Plan

Students with a medical diagnosis of Asthma should have an Asthma Action Plan filed in the health office after being shared with classroom staff. A nebulizer and inhalers are stored in a clearly marked location. The asthma action plan will also be available after sharing it with the classroom staff.

3. Diabetic Action Plan

Individual health plans will be available for each Diabetic student. In addition, an emergency plan for hyper and hypo-glycemia will be available in the health office after being shared with classroom staff. Individual Diabetes care tasks such as glucose monitoring will take place where needed. Diabetic emergency supplies will be carried by student in their backpacks or in the nurses office. An attempt will be made to recruit and train Glucagon delegates.

4. Lock-Down/Shelter-In-Place Health Care Action Plan

Lock Down and Shelter-in-Place health care action plans will be updated and modified each school year. Diabetic students carry emergency glucose tablets in case of a hypo-glycemic event.

C. District Crisis Management Plan:

1. Triage Action Plans in District Crisis Management Plan
2. In the event of an emergency each building will follow the buildings crisis management plan available in their confidential binders.

D. Community Rescue Squad and Emergency Paramedic Services

1. Emergency response services will be activated by calling 911. The police dept. for the corresponding town will be contacted. They will then arrange for EMS and paramedics if necessary. In addition, the responding police will bring oxygen to the school when needed.

E. Janet's Law

1. There is a working Automated External Defibrillator (AED) in multiple locations throughout the school district. Each AED is identified and kept in an unlocked, wall mounted container. In the event of a sudden cardiac event, the District's Sudden Cardiac Experience Teams will be contacted and the procedures will be enacted.

IV. Detailed Nursing Assignments Sufficient to Provide Health Services (N.J.A.C. 6A:16-2.3(b))

Schools →		Euc lid Sc ho ol	Linc oln Sc ho ol	Mid dle Sc ho ol	Hig h Sc ho ol			
Grade levels				6-8	9-12			
Enrollment number as of Oct. 1 st .		344	400	484	549			
Number of students receiving:								
Special Services/ IEPs		CST	CST	CST	CST			
504s		7	21	19	25			
I&Rs		11	17	TBD	TBD			
IHPs		34	45	67	65			
IEHPs								
Nursing Assignments- number of:								
N.J.A.C. 6A:9B-14.3	Certified School Nurse- CSN	1	1	.5	.5			
	Registered Nurse- not CSN			.3	.3			
	Licensed Practice Nurse- LPN							
N.J.A.C. 6A:9B-14.3(b)	CPR Certified	7	7	1.6	1.6			
N.J.A.C. 6A:9B-14.3 (b)	AED Certified	7	7	1.6	1.6			
N.J.A.C. 6A:16-2.1(a)5.iii	Asthma Nebulizer trained			1.6	1.6			
Unlicensed Assistive Personnel Assignments								
Nursing Assistants								
Health Aides								

[<http://www.nj.gov/education/nonpublic/health/>]

1. **Non-Public nursing services are not provided by the Hasbrouck Heights School District.**

Add any additional data that your school district requires be disclosed in this Nursing Services Plan

Dr. J. Colaneri

Signature

Date _____

Signature

Date _____

Signature

Date _____

ATTACHMENT B

Oct-18[illegible]

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

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ATTACHMENT C 10/23/18 14:27

Starting date 9/1/2018 Ending date 9/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
020973 V	09/12/18	09/12/18	5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	
020974	09/14/18		1838	THE VENETIAN	\$500.00
020975	09/20/18		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$697.44
020976	09/20/18		1293	PRESTIGE AWARDS	\$84.00
020977	09/20/18		4429	TYCO TEES	\$692.25
060531 V	07/23/18	09/05/18	1015	NEUMAN, MARY	(\$3,944.28)
060730	09/05/18		1506	HERZ, MARDIA	\$2,200.00
060731	09/05/18		1150	DELTA DENTAL	\$47,572.68
060732	09/05/18		1015	NEUMAN, MARY	\$3,944.28
060733	09/11/18		3662	SHIRTS ILLUSTRATED	\$728.00
060735 H	09/14/18		6351	COSTCO	\$374.52
060736	09/17/18		0845	BORGATA HOTEL CASINO & SPA	\$752.00
060737	09/17/18		1150	DELTA DENTAL	\$49,229.44
060738	09/18/18		0845	BORGATA HOTEL CASINO & SPA	\$258.00
060739	09/18/18		3021	A.T. &T	\$139.92
060740	09/18/18		5171	ATLANTIC BUSINESS PRODUCTS	\$319.93
060741	09/18/18		T508	KS STATEBANK	\$20,466.03
060742	09/18/18		7385	MACHADO LAW GROUP, LLC	\$5,275.50
060743	09/18/18		4644	MESSERY, DINA	\$50.00
060744	09/18/18		0514	MIHALITSIANOS, GERASIMOS	\$100.00
060745	09/18/18		3246	MUNICIPAL CAPITAL CORP	\$4,894.00
060746	09/18/18		0359	NJ DEP/DIV OF REV/MED WASTE GEN	\$85.00
060747	09/18/18		1245	PARAMOUNT EXTERMINATING	\$360.00
060748	09/18/18		J458	PASCACK DATA SERVICES, INC.	\$12,120.00
060749	09/18/18		3158	PITNEY BOWES PURCHASE POWER	\$1,000.00
060750	09/18/18		7069	PKF OCONNOR DAVIES, LLP	\$25,000.00
060751	09/18/18		2328	PSE & GCO	\$37,626.22
060752	09/18/18		5556	R&J CONTROL, INC.	\$175.00
060753	09/18/18		2940	STATE OF NEW JERSEY/EMPLOY. ACCTS	\$262.40
060754	09/18/18		0639	SUEZ WATER OF NEW JERSEY	\$4,979.23
060755	09/18/18		7808	TRUGREEN	\$1,359.41
060756	09/18/18		4454	VERIZON	\$2,113.82
060757	09/18/18		2588	VERIZON WIRELESS	\$259.67
060758	09/18/18		4628	BCASBO	\$250.00
060759	09/18/18		1524	BH SECURITY	\$100.62
060760	09/18/18		0222	BOROUGH OF HASBROUCK HEIGHTS	\$1,628.32
060761	09/18/18		4336	CABLEVISION	\$195.45
060762	09/18/18		9024	CABLEVISION LIGHTPATH	\$11,341.96
060763	09/18/18		1033	DELL FINANCIAL SERVICES	\$36,536.02

Starting date 9/1/2018 Ending date 9/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060764	09/18/18		1517	DIRECT ENERGY BUSINESS (HESS)	\$172.06
060765	09/18/18		0446	EDUCATIONAL DATA SERVICES, INC	\$1,135.00
060766	09/18/18		L383	FILE BANK INC	\$529.14
060767	09/18/18		U270	GRIBBIN, JANINE	\$50.00
060768	09/18/18		0710	TYCO INTERGRATED SECURITY LLC.	\$513.56
060769	09/18/18		9024	CABLEVISION LIGHTPATH	\$7,238.23
060770	09/20/18		0845	BORGATA HOTEL CASINO & SPA	\$258.00
060771	09/21/18		Y933	BOROUGH OF TETERBORO	\$1,184.00
060772	09/24/18		R712	ABDELWAHAB, ADHAM	\$282.00
060773	09/24/18		2222	AIR GROUP LLC	\$5,261.47
060774	09/24/18		0075	AMERICAN PAPER & SUPPLY COMPANY	\$11,953.55
060775	09/24/18		1173	AMOROSI; JOHN M.	\$134.95
060776	09/24/18		2049	ANDOLENA; CAROL	\$30.08
060777	09/24/18		0087	APOLLO PRINT, INC.	\$1,375.62
060778	09/24/18		R974	APRUZZESE, DEANA	\$368.00
060779	09/24/18		2525	AT HOME MEDICAL	\$20.00
060780	09/24/18		2486	ATLANTIC BUSINESS PRODUCTS	\$342.00
060781	09/24/18		0157	BARNES & NOBLE	\$4,238.79
060782	09/24/18		1627	BAYADA HOME HEALTH CARE, INC.	\$3,213.00
060783	09/24/18		1826	BCCA HOLIDAY WRESTLING TOURNAMENT	\$440.00
060784	09/24/18		4374	BECKER'S SCHOOL SUPPLIES	\$13.11
060785	09/24/18		1599	BEDFORD, FREEMAN & WORTH PUBLISHERS	\$594.72
060786	09/24/18		2347	BEHAVIOR INTERVENTION RESOURCES	\$325.00
060787	09/24/18		N732	BEHRENS, DANIEL	\$147.00
060788	09/24/18		U307	BERGEN COUNTY CURRICULUM CONSORTIUM	\$269.00
060789	09/24/18		0180	BERGEN COUNTY SPECIAL SERVICES	\$28,445.00
060790	09/24/18		1991	BERGEN TRACK & FIELD	\$530.00
060791	09/24/18		Y280	BERMUDEZ, JULIAN	\$188.00
060792	09/24/18		0206	BLICK ART MATERIALS	\$319.00
060793	09/24/18		1770	BSN SPORTS	\$98.98
060794	09/24/18		O991	CACO, EDEN	\$53.00
060795	09/24/18		J729	CAPOZZI, JOHN	\$53.00
060796	09/24/18		4396	CAROLINA BIOLOGICAL SUPPLY CO.	\$502.71
060797	09/24/18		0949	CARRERA, ROSARIO	\$1,850.00
060798	09/24/18		0286	CASCADE SCHOOL SUPPLIES	\$214.29
060799	09/24/18		1487	CCL THERAPY, LLC	\$4,256.25
060800	09/24/18		E742	CHIRRAVURI, BHARADWAJ	\$94.00
060801	09/24/18		M789	CIFELLI & SON GENERAL CONSTRUCTION	\$24,200.00
060802	09/24/18		3263	CITYWIDE MECH. SER. L.L.C.	\$201.00

Rec and Unrec checks Hand and Machine checks

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Starting date 9/1/2018 Ending date 9/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060803	09/24/18		2213	CLASSIC FLOOR FINISHING, INC	\$1,143.42
060804	09/24/18		2878	COLONIAL SPRINKLER & LIGHTING	\$220.00
060805	09/24/18		4814	COMMERCIAL RECREATION SPECIALISTS CORP	\$850.00
060806	09/24/18		4261	COMPREHENSIVE SCHOOL TESTING, LLC	\$1,965.00
060807	09/24/18		0237	CONIGILIO, LISA	\$720.00
060808	09/24/18		D328	CONRAD, JEANINE	\$450.00
060809	09/24/18		1427	COSKEYS ELECTRONIC SYSTEMS	\$1,934.84
060810	09/24/18		0314	CRUZ, JORGE	\$99.99
060811	09/24/18		1505	DAVID GREGORY SCHOOL, INC.	\$31,565.80
060812	09/24/18		0403	DEMCO	\$94.02
060813	09/24/18		X084	DILASCIO, GIANA	\$94.00
060814	09/24/18		0426	DINGERTOPADRE; MARIA	\$300.00
060815	09/24/18		M546	DISCOUNT SCHOOL SUPP/EARLY CHILDHOOD,LLC	\$46.12
060816	09/24/18		2321	DUFF & PHELPS, LLC	\$1,100.00
060817	09/24/18		1748	EASTERN ACOUSTICS CO.	\$173.25
060818	09/24/18		1865	ENGLEWOOD PALISADES CHARTER SCHOOL	\$39,458.50
060819	09/24/18		2200	EXEMPLARS, INC	\$1,573.00
060820	09/24/18		0515	FEDERAL EXPRESS CORP.	\$32.27
060821	09/24/18		2779	FISHER SCIENCE EDUCATION CO	\$44.91
060822	09/24/18		0521	FITNESS LIFESTYLES, INC.	\$32,079.80
060823	09/24/18		0556	FREY SCIENTIFIC CO.	\$734.74
060824	09/24/18		2805	FROMUTH TENNIS	\$594.13
060825	09/24/18		1661	GALLERIA CLASSICA	\$120.00
060826	09/24/18		9042	GIANCASPRO, VALERIE	\$50.00
060827	09/24/18		0336	GL GROUP, INC.	\$2,900.00
060828	09/24/18		9718	GOV CONNECTION INC	\$2,342.19
060829 V	09/24/18	09/24/18		00.0 \$ Multi Stub Void	
060830	09/24/18		2748	GRAINGER	\$9,104.24
060831	09/24/18		U270	GRIBBIN, JANINE	\$42.90
060832	09/24/18		2697	HENRY SCHEIN, INC.	\$845.25
060833	09/24/18		1506	HERZ, MARDIA	\$1,700.00
060834	09/24/18		4338	HIGH POINT SCHOOL OF BERGEN COUNTY	\$27,674.10
060835	09/24/18		E411	HOBOKEN UNIVERSITY MED CENTER	\$360.00
060836 V	09/24/18	09/24/18		00.0 \$ Multi Stub Void	
060837	09/24/18		0716	HOME DEPOT	\$6,723.53
060838	09/24/18		8176	HUDSON TIRE EXCHANGE	\$618.16
060839	09/24/18		0728	HUDSON UNITED GLASS & WINDOW CORP	\$6,850.00
060840	09/24/18		1555	IMPALLI, EDNA	\$233.68
060841	09/24/18		C131	IN-LINE AIR CONDITIONING CO, INC	\$6,483.52

Rec and Unrec checks

Hand and Machine checks

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Starting date 9/1/2018

Ending date 9/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060842	09/24/18		5602	INSTITUTE FOR MULTI-SENSORY ED	\$2,350.00
060843	09/24/18		0865	INVO HEALTHCARE ASSOC, LLC	\$7,750.75
060844	09/24/18		4251	J & B LOCK & ALARM	\$75.25
060845	09/24/18		1608	JOHNNY ON THE SPOT	\$205.80
060846	09/24/18		7738	KEYBOARD CONSULTANT, INC.	\$5,551.13
060847	09/24/18		L596	KIDA, THOMAS	\$255.00
060848	09/24/18		5053	KURTZ BROS.	\$22.34
060849	09/24/18		6093	LAKESHORE LEARNING MATERIALS	\$131.94
060850	09/24/18		1559	LEISURE SPORTING GOODS	\$71.87
060851	09/24/18		0877	LEVY'S INC.	\$117.84
060852	09/24/18		2420	M TUCKER	\$8,580.53
060853	09/24/18		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$16,311.55
060854	09/24/18		6697	MASTBETH, JOSEPH	\$300.00
060855	09/24/18		1880	MASTER GRINDING & SECURITY	\$207.00
060856	09/24/18		U754	MCGRAW HILL EDUCATION	\$1,387.12
060857	09/24/18		0626	MEDCO	\$2,835.42
060858 V	09/24/18	09/24/18		00.0 \$ Multi Stub Void	
060859	09/24/18		1016	METRO FIRE & SAFETY CO.	\$13,921.85
060860	09/24/18		4632	MGL PRINTING SOLUTIONS	\$560.50
060861	09/24/18		0514	MIHALITSIANOS, GERASIMOS	\$34.65
060862	09/24/18		I205	MINICHIELLO, MIA	\$94.00
060863	09/24/18		2564	MONTE ELECTRIC, INC.	\$1,917.50
060864	09/24/18		W479	MYSTERY SCIENCE INC	\$998.00
060865	09/24/18		1584	NAPA AUTO PARTS	\$1,024.91
060866	09/24/18		1003	NASCO	\$1,019.44
060867	09/24/18		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$1,073.14
060868	09/24/18		0275	NATIONAL ART & SCHOOLL SUPPLIES	\$99.76
060869	09/24/18		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$500.00
060870	09/24/18		2953	NICKERSON CORPORATION	\$5,790.00
060871	09/24/18		1134	NJ ASSOCIATION OF SCH ADMIN	\$1,890.00
060872	09/24/18		2015	NJ SCHOOL BUILDINGS & GROUNDS ASSOC.	\$325.00
060873	09/24/18		1147	NJ SCHOOLS BOARDS ASSOC	\$1,200.00
060874	09/24/18		P723	NJASRO	\$350.00
060875	09/24/18		C470	NJIC	\$220.00
060876	09/24/18		E413	NJIC	\$100.00
060877	09/24/18		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$119.50
060878	09/24/18		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$92.50
060879	09/24/18		M559	NORTHEAST JANITORIAL SUPPLY INC	\$5,219.30
060880	09/24/18		0608	O.DIBELLA MUSIC, INC	\$2,291.95

Starting date 9/1/2018

Ending date 9/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060881	09/24/18		1922	OMAHA STANDARD, LLC	\$2,038.00
060882	09/24/18		2476	ORIENTAL TRADING CO.	\$226.93
060883	09/24/18		1245	PARAMOUNT EXTERMINATING	\$1,080.00
060884	09/24/18		0276	PARCO SCIENTIFIC	\$54.40
060885	09/24/18		1256	PASSONS SPORTS CENTER	\$10,930.23
060886	09/24/18		S643	PAYSCHOOLS/CP-DBS,LLC	\$1,443.94
060887	09/24/18		9327	PEARSON EDUCATION INC	\$2,397.00
060888	09/24/18		W951	PLATT PSYCIATRIC ASSOCIATES, LLC	\$825.00
060889	09/24/18		2103	POCONO PROFOODS	\$2,917.10
060890	09/24/18		H259	PRESENTATION SYSTEM	\$8,659.00
060891	09/24/18		1293	PRESTIGE AWARDS	\$355.00
060892	09/24/18		F986	PROFESSIONAL ATHLETIC TRAINING SERVICES	\$250.00
060893	09/24/18		5556	R&J CONTROL, INC.	\$440.00
060894	09/24/18		1699	R&R TROPHY & SPORTING GOODS CO	\$955.02
060895	09/24/18		5102	REALLY GOOD STUFF, INC.	\$43.62
060896	09/24/18		1740	RIDDEL/ALL AMERICAN SPORTS CORP	\$1,225.50
060897	09/24/18		1358	RIDGEFIELD BOARD OF EDUCATION	\$1,710.00
060898	09/24/18		R474	RUTGERS, THE STATE UNIVERSITY	\$200.00
060899	09/24/18		2370	SADLIER - OXFORD	\$3,352.47
060900	09/24/18		I690	SANVATSARKAR, ATHARVA	\$94.00
060901	09/24/18		2121	SARGENT-WELCH SCIENTIFIC	\$107.63
060902	09/24/18		P473	SARI, CHRISTOPHER	\$94.00
060903	09/24/18		5981	SCANTRON CORP.	\$1,191.95
060904	09/24/18		2000	SCHOOL HEALTH CORP.	\$1,569.23
060905	09/24/18		T860	SCHOOL SPECIALTY FURNITURE	\$1,203.14
060906 V	09/24/18	09/24/18		00.0 \$ Multi Stub Void	
060907 V	09/24/18	09/24/18		00.0 \$ Multi Stub Void	
060908	09/24/18		1579	SCHOOL SPECIALTY, INC.	\$14,203.61
060909	09/24/18		1401	SCHOOL SPECIALTY/SAX ARTS	\$1,276.01
060910	09/24/18		2006	SCHWAAB	\$100.95
060911	09/24/18		0925	SD GAMEDAY, LLC.	\$115.00
060912	09/24/18		0313	SERVPRO OF HACK/SECAS 5,LLC.	\$300.00
060913	09/24/18		2024	SHERWIN WILLIAMS CO.	\$1,123.77
060914	09/24/18		2317	SIGNS NOW LLC	\$594.00
060915	09/24/18		2037	SINGLARY; ANDREW	\$80.00
060916	09/24/18		2580	SMALLWOOD LOCK SUPPLY, INC.	\$834.84
060917	09/24/18		2322	SOUTH BERGEN JOINTURE COMM.	\$169,609.79
060918	09/24/18		K092	SPEEDY LUBEOF MAYWOOD, INC	\$130.31
060919	09/24/18		5000	SPORTIME/SCHOOL SPECIALTY	\$247.64

Starting date 9/1/2018

Ending date 9/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060920	09/24/18		0330	SPORTSMAN'S	\$827.25
060921	09/24/18		2070	STANS SPORTS CENTER	\$1,076.40
060922	09/24/18		2775	STAPLES ADVANTAGE	\$1,842.89
060923	09/24/18		L336	STAPLES CONTRACT & COMMERCIAL INC	\$1,133.79
060924	09/24/18		A415	STAVASH, ADAM	\$188.00
060925	09/24/18		1202	TEACHERS CURRICULUM INSTITUTE, LLC	\$98,715.00
060926	09/24/18		1650	TEAM GB	\$380.00
060927	09/24/18		0950	THE MAIN LOCK, INC.	\$575.00
060928	09/24/18		A813	THE WINDOW GROUP	\$3,960.00
060929	09/24/18		1961	TRAP-ZAP ENVIRONMENTAL SYSTEMS, INC	\$450.00
060930	09/24/18		2801	TREE-LAND NURSERY	\$675.00
060931	09/24/18		2129	TRIARCO ARTS & CRAFTS, LLC	\$51.05
060932	09/24/18		5555	UNIVERSAL ELECTRIC	\$385.00
060933	09/24/18		4158	VARSITY SPIRIT FASHIONS	\$1,899.75
060934	09/24/18		4427	W.B. MASON CO., INC.	\$20,607.46
060935	09/24/18		W449	WEST INTERACTIVE SERVICES CORPORATION	\$3,685.50
060936	09/24/18		2210	WILFRED MACDONALD, INC/DO NOT USE	\$325.80
060937	09/24/18		2691	WINDSOR LEARNING CENTER, INC	\$29,760.00
060938	09/24/18		1136	ZAMS INC	\$355.55
060939	09/24/18		2229	ZANER BLOSER PUBLISHERS INC	\$3,057.32
060940	09/24/18		0626	MEDCO	\$1,613.68
060941	09/24/18		1859	BENSI OF HASBROUCK HEIGHTS	\$38.96
060942	09/25/18		0180	BERGEN COUNTY SPECIAL SERVICES	\$3,532.00
060943	09/27/18		1859	BENSI OF HASBROUCK HEIGHTS	\$88.17
060944	09/28/18		S415	GUARD911, LLC	\$3,141.00
060945 V	09/28/18	09/28/18	2354	TREASURER - STATE OF NEW JERSEY	
060947	09/28/18		2354	TREASURER - STATE OF NEW JERSEY	\$16,547.12
060948	09/28/18		1506	HERZ, MARDIA	\$1,200.00
107000 H	09/20/18		1293	PRESTIGE AWARDS	\$115.00
901918 H	09/18/18		1159	STATE OF NJ HEALTH BENEFITS	\$398,273.12
905180 H	09/05/18		1159	STATE OF NJ HEALTH BENEFITS	\$404,868.86

Starting date 9/1/2018 Ending date 9/30/2018

Fund Totals		
10	General Funds	\$17,731.12
11	GENERAL FUND	\$1,713,824.61
12	Capital Outlay	\$58,924.46
20	Special Revenue Fund	\$51,381.94
60	Enterprise Fund	\$24,534.17
95	STUDENT ACTIVITY	\$2,088.69
Total for all checks listed		\$1,868,484.99

Prepared and submitted by:


Board Secretary

10/23/18
Date

Nonpublic Aid Allocations
Entitlement Year 2018-2019

	2018-2019
Nonpublic Security Aid:	
Corpus Christi	22,800
Total	22,800
Nonpublic Nursing Aid	
Corpus Christi	29,488
Total	29,488
Nonpublic Technology Aid	
Corpus Christi	10,944
Total	10,944
Nonpublic Textbook Aid	
Corpus Christi	16,324
Total	16,324

3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program, and the Board of Education considers attendance an important component of a staff member's job performance.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences, defined as days beyond the 15 allotted, with the exception of maternity, short or long term sick leave, as approved by the BOE, will be subject to appropriate progressive discipline. Appropriate progressive discipline includes a written reprimand or the withholding of a salary increment.

Tardy Progressive Discipline

4 Tardies = Verbal warning

5th Tardy = Memorandum of understanding

Another 5 Tardies (~~14~~ 10 total) = Documented in evaluation (receive a 2 under professionalism)

Another 3 Tardies (~~17~~ 13 total) = Withholding of increment or official written reprimand

Two consecutive years of ~~17~~ 13 Tardies = Automatically results in withholding of increment

In accordance with N.J.S.A. 18:30-1, sick leave is defined to mean the absence from work because of personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of a contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave. The definitions of repeatedly tardy and excessively absent described herein are subject to the discretion of the Superintendent.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.

Adopted: 20 November 2014

Revised: May 21, 2015

Revised: November 16, 2017

Revised: August 16, 2018

Revised (First Reading): September 27, 2018

Revised (Second Reading): October 25, 2018

2468 INDEPENDENT EDUCATIONAL EVALUATIONS

Special education law permits a parent to request an independent educational evaluation (IEE) for their child if there is disagreement with any evaluation provided by the Board of Education. An "independent educational evaluation" is an evaluation conducted by a qualified examiner who is not an employee of the public school district responsible for the education of the child in question. Such IEEs shall be provided at no cost to the parent unless the school district initiates a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate and a final determination to that effect is made following the hearing. If it is determined the school district's evaluation is appropriate, the parent still has the right to an IEE, but not at the school district's expense.

Upon receipt of a parental request for an IEE, the school district shall provide the parent with information about where an IEE may be obtained and the criteria for IEEs according to N.J.A.C. 6A:14-2.5(c)3 and (c)4 and the additional criteria outlined below in this Policy:

1. Any IEE paid for with public funds shall:
 - a. Be conducted according to the provisions of N.J.A.C. 6A:14-3.4; and
 - b. Be obtained from another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is required.
2. An independent medical evaluation may be obtained according to N.J.A.C. 6A:14-5.1(e).

Additional criteria for an IEE shall be as follows:

1. The Board will not pay for an IEE unless it complies with the following criteria unless the parent can show that unique circumstances warrant deviation from same:
 - a. The independent evaluator must be appropriately certified and/or licensed in the State of New Jersey. In instances where no applicable certification/license exists, the evaluator must provide the Board with documentation of extensive and recent training and experience related to the assessment of the known or suspected disability;
 - b. The independent evaluator may only charge fees for educational evaluation services that, in the judgment of the Board, are reasonable in accordance with 2. below;
 - c. The independent evaluator must be free from any conflict of interest;
 - d. The independent evaluator and members of the Child Study Team must be permitted to directly communicate and share information with each other. The independent evaluator must also agree to release the assessment information, results, and report(s) to the school district prior to receipt of payment for services;

- e. For any independent evaluation, whether paid for with public or private funds, the school district shall permit the evaluator to observe the pupil in the classroom or other educational setting, as applicable; and
 - f. The independent evaluator shall make at least one contact with the pupil's case manager for the purpose of determining how the pupil is progressing in his/her current programming.
2. The maximum allowable cost for an independent evaluation will be limited to the reasonable and customary rate, as determined and approved by the Board annually. This rate shall be in the range of what it would cost the Board to provide the same type of assessment through either another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is required. This Board-approved rate shall be provided to the parent upon their request for an IEE. The Board shall not be responsible for any costs beyond the IEE, such as transportation, lodging, food, etc.
- a. The parent may provide documentation to the Board demonstrating unique circumstances to justify an IEE that exceeds the maximum allowable cost established by the Board. If, in the Board's judgment, there is no justification for the excess cost, the Board may agree to fund the IEE up to the school district's maximum allowable cost with the parent responsible for any remaining costs. In the alternative, the Board may request a due process hearing to enforce its established maximum allowable cost.

Upon receipt of a parental request for an IEE, the school district shall take steps to ensure the IEE is provided without undue delay or not later than twenty calendar days after receipt of the parental request, the school district shall request a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate.

If a parent requests an IEE, the school district may ask the parent to explain why he or she objects to the school district's evaluation. However, the school district shall not require such an explanation and shall not delay either providing the IEE or initiating a due process hearing to defend the school district's evaluation.

Any IEE submitted to the district, including an IEE obtained by the parent at private expense, shall be considered in making decisions regarding special education and related services.

If an Administrative Law Judge orders that an IEE be conducted, the IEE shall be obtained by the district in accordance with the decision or Order of the Administrative Law Judge, and the Board of Education shall pay the cost of the IEE in accordance with the provisions of this Policy.

A parent is entitled to only one IEE paid for by the Board each time the school district conducts an evaluation with which the parent disagrees.

Special Education Independent Educational Evaluations Fee Schedule

In accordance with the 2468 School District Board Policy #2468-Independent Educational Evaluations, the Hasbrouck Heights School District requires all independent educational evaluations to adhere to New Jersey Regulations (6A:14-3) regarding professional license and certifications issued by the NJ Department of Education and NJAC 6A:14-2.5, with respect to protections in the evaluation procedures.

In addition, the Hasbrouck Heights School District has established reasonable cost criteria an allowable in the memorandum from the NJDOE; Office of Special Education dated October 25, 2018.

Maximum fees for the Hasbrouck Heights School District Child Study and related evaluations are as follows:

TYPE	MAXIMUM FEE
Psychological Evaluation	\$750.00
LDT-C Evaluation	\$600.00
Social Case History	\$600.00
Speech/Language Evaluation	\$650.00
Psychiatric Evaluation	\$825.00
Neurological Evaluation	\$500.00
Neuro-Psychological Evaluation	\$4,000.00
Audiological Evaluation	\$797.00
Central Auditory Processing Evaluation	\$966.00
Occupational Therapy Evaluation	\$790.00
Physical Therapy Evaluation	\$790.00
Assistive Technology Evaluation	\$1,000.00
Functional Behavioral Assessment	\$1,050.00

Exceptions to this fee schedule will be granted based upon unique need of a student who may require the examiner to have specific expertise in order to evaluate the student.

N.J.A.C. 6A:14-2.5; 6A:14-2.7
CFR Section 300.502

Adopted: 20 November 2014
Revised (First Reading): October 25, 2018