

Work Session

Attachments

November 14, 2017

Office of the Superintendent
Township of Ocean School District
November 8, 2017

MEMORANDUM FOR: All Members of the Board

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

RE: **Miscellaneous Information**

1. **On the Calendar**

November 14, 2017

- 4:00 pm - School Based Technology Meeting
Board of Education Technology Meeting (immediately following School Based Meeting)
Both meetings will be held in the Auditorium of the Administration Bldg.
- 6:00 pm - Finance Committee Meeting
- 7:00 pm - Executive Session (Closed) – Superintendent’s Office
- 7:30 pm - Work Meeting– Auditorium

November 21, 2017 – No Work Meeting

- 6:45 pm - Negotiations Committee Meeting – Superintendent’s Office

November 28, 2017

- 7:00 pm - Executive Session (Closed) – Superintendent’s Office
- 7:30 pm - Work Meeting– Superintendent’s Office
- 8:00 pm - Regular Monthly Meeting– Auditorium

December 5, 2017

- 7:00 pm - Executive Session (Closed) – Superintendent’s Office
- 7:30 pm - Work Meeting– Auditorium

December 12, 2017

- 7:00 pm - Executive Session (Closed) – Superintendent’s Office
- 7:30 pm - Work Meeting– Auditorium

December 19, 2017

- 7:00 pm - Executive Session (Closed) – Superintendent’s Office
- 7:30 pm - Work Meeting– Superintendent’s Office
- 8:00 pm - Regular Monthly Meeting– Auditorium

December 26, 2017 – No Meeting

**COMMUNITY LIAISON AND
CO-CURRICULAR STUDENT ACTIVITIES**

REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2460.16/Page 1 of 1
SPECIAL EDUCATION-INSTRUCTIONAL MATERIAL TO BLIND OR
PRINT-DISABLED PUPILS (M)

R 2460.16 SPECIAL EDUCATION-INSTRUCTIONAL MATERIAL TO BLIND OR PRINT-DISABLED PUPILS (M)

All students that are blind or print-disabled will be provided instructional materials in a timely manner in accordance with a plan developed by the district.

The plan to provide the instructional material to blind or print-disabled students in a timely manner will:

1. Be included in the Individualized Education Program of each student with a disability;
2. Set forth the instructional materials needed by the student;
3. Indicate how the instructional material will be provided to the blind or print-disabled student; and
4. Address any assistive technology needed to permit the student to utilize the instructional material to be provided.

Adopted: 31, March 2009

Readopted: 18 April 2017, 28 November 2017



2700 SERVICES TO NONPUBLIC SCHOOL PUPILS

The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to pupils enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.

For the purpose of this Policy, “district of attendance” shall mean the school district in which the nonpublic school is located.

A. Special Education and Related Services - N.J.S.A. 18A:46-19; N.J.S.A. 18A:46A-1; N.J.A.C. 6A:14-6

The Board of Education of the district of attendance, as required by Federal law and regulation under Part B of the Individuals with Disabilities Education Act (IDEA), shall provide a genuine opportunity for the equitable participation of students with disabilities who are enrolled in nonpublic schools or early childhood programs by their parents. The district of attendance shall make the final decisions with respect to the services to be provided to eligible students with disabilities enrolled in nonpublic schools or early childhood programs. Services shall be provided only upon the written consent of the parent and shall be provided in a location determined by the Board pursuant to N.J.S.A. 18A:46-19.5. The district of attendance shall spend an amount of money equal to a proportionate amount of Federal funds available under Part B of the IDEA for the provision of services to students with disabilities who are attending nonpublic schools.

The district of attendance, after timely and meaningful consultation with representatives of the nonpublic school, shall undertake a child find process in accordance with IDEA and its implementing regulations to determine the number of parentally placed children with disabilities attending nonpublic schools located within the district. As part of the child find process the district shall consult with private school representatives and representatives of parents of parentally placed nonpublic school children with disabilities in the design and development of special education and related services for such children in accordance with N.J.A.C. 6A:14-6.1(c)1. Furthermore, services may be provided by district personnel or through contracts with individuals, approved clinics, or agencies. In addition, services provided shall be secular, neutral, and non-ideological. Those procedural safeguards available to nonpublic school students with disabilities and their parents as specified by



Federal law and rules under Part B of the IDEA shall apply in accordance with N.J.A.C. 6A:14-6.1(e).

If a nonpublic school student with a disability will receive special education or related services from the district, the district shall initiate and conduct meetings according to N.J.A.C. 6A:14-2.3(k) to develop, review, and revise a service plan for the student and ensure a representative of the nonpublic school or early childhood program attends each meeting pursuant to N.J.A.C. 6A:14-6.1(f)2.

The Board shall provide for the services of a certified speech-language specialist for each child attending a nonpublic school located in the school district and classified pursuant to N.J.S.A. 18A:46-8 as requiring the services of a certified speech-language specialist. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent or guardian and shall be provided in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The Board shall provide for such transportation and maintenance and the cost shall be paid from State aid received by the district in accordance with N.J.S.A. 18A:46-19.6. Contracts for speech correction services shall be in accordance with N.J.S.A. 18A:46-19.7. Costs and provisions for speech correction services shall be managed in accordance with N.J.S.A. 18A:46-19.7 and N.J.S.A. 18A:46-19.8.

The Board shall provide for the receipt of auxiliary services by children between the ages of five and twenty residing in the State and enrolled full-time in a nonpublic school located in the district in accordance with N.J.S.A. 18A:46A-3. Auxiliary services shall mean compensatory education services for the improvement of students' communication skills; supportive services acquiring communication proficiency in the English language for children of limited English-speaking ability; and home instruction services. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent and in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The cost of transportation for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-6. Contracts for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-7. Cost limitations for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-8. Calculation of the costs by the Commissioner shall be managed in accordance with N.J.S.A. 18A:46A-9.



SERVICES TO NONPUBLIC SCHOOL PUPILS

**B. Health Nursing and Emergency Services - N.J.S.A. 18A:40-23 et seq. through 31;
N.J.A.C. 6A:16-2.45 et seq.**

The Board shall provide basic nursing services in accordance with N.J.A.C. 6A:16-2.4 et seq. within the limits of funds appropriated or otherwise made available for this purpose according to who are enrolled full-time in a nonpublic school located in their district pursuant to N.J.S.A. 18A:40-23. The services shall include assistance with medical examinations; including dental screening, conducting screening of hearing examinations, the maintenance of student health records, and notification of local or county health officials of any student who has not been properly immunized; and conducting examinations of students between the ages of ten and eighteen for the condition known as scoliosis. Nursing services shall include the extension of The Board shall adopt written policies and procedures extending the emergency care provided for to public school students to those students who are enrolled full time in the nonpublic school who or are injured or become ill at school, or during participation on a school team or squad pursuant to in accordance with N.J.A.C. 6A:16-2.5(b)-1.4(a)1.

Nursing services funded by the Board pursuant to N.J.S.A.18A:40-23 et seq. shall be provided by a registered nurse licensed by the New Jersey State Board of Nursing who is an employee of the school district or a third-party contractor or is an independent contractor. The Board shall either employ a qualified independent contractor to provide nursing services or shall contract, pursuant to N.J.S.A. 18A:40-28, with other district Boards of Education or with a public or private agency approved by the Commissioner to provide nursing services, pursuant to N.J.A.C. 6A:14-5.2. Prior to any change in the provision of nursing services, the Board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents, pursuant to N.J.S.A. 18A:40-28.

The nursing services provided to nonpublic school students shall not include instructional services in accordance with N.J.A.C. 6A:16-2.5(f). A nonpublic school may decline nursing services required or permitted by submitting to the district of attendance notification in accordance with N.J.A.C. 6A:16-2.5(g). A student who is enrolled in a nonpublic school and whose parent objects to the student receiving any service provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the service except for a physical or medical examination to determine whether the student is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.



The Board of Education shall provide health services based upon the following: the funding for services shall be based upon the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; a report provided to the New Jersey Department of Education (NJDOE) by the district of attendance or nonpublic school that includes the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; and the funds expended by the district of attendance for administrative costs shall be limited to the actual costs or six percent of the funds allocated annually for each participating nonpublic school, whichever is less. Administrative costs shall include, but not be limited to, the costs related to the district of attendance annual consultation, bidding, program and contract management, and oversight and quality control.

The Superintendent or designee of the district of attendance in which a nonpublic school is located shall confer annually with the administrator of the nonpublic school for the following purposes: to advise the nonpublic school of the amount of funds allocated to it by the NJDOE for the provision of health services for full-time students enrolled in the nonpublic school; to agree on the basic health services that shall be provided; the additional medical services, equipment, or supplies that may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to discuss the criteria to be used in the selection of a nursing service provider by the district of attendance for the nonpublic school; and to ascertain the level of satisfaction of the nonpublic school with the current nursing service provider. If the Superintendent or designee and the nonpublic school administrator cannot reach agreement regarding the health services and additional medical services to be provided, the County Office of Education shall provide assistance; to assure that a description of the provision of nursing services is reflected in the nursing services plan of the district of attendance; and to ensure nonpublic school students in the district of attendance who are knowingly without medical coverage have access to the New Jersey FamilyCare program and to make information accessible regarding the program to the nonpublic school students, pursuant to N.J.S.A. 18A:40-34. The Superintendent or designee must submit a report to the Executive County Superintendent on or before October 1 annually in accordance with N.J.A.C. 6A:16-2.5(k).

~~The Superintendent and the administrator of the nonpublic school shall meet annually to review funding, to agree on basic nursing services and additional medical services to be provided based on funding, and to assure the nonpublic school has a copy of N.J.S.A. 18A:40-23 to 31. If agreement cannot be reached between the district and the nonpublic school, the County Office of Education shall be consulted for clarification. The district may provide additional nursing services when all basic~~



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~~nursing services have been provided, or will be provided, within the limits of funds appropriated or otherwise made available for this purpose according to N.J.S.A. 18A:40-23. The nursing services provided to a nonpublic school shall not include instructional services.~~

~~Funds spent on services delivered under this policy in any one nonpublic school shall not exceed the amount allocated to that school on a per pupil basis, less the cost to this district of administrative services directly attributable to the provision of such services or six percent of the funds allocated for each participating nonpublic school, whichever is less.~~

~~Nursing services shall include assistance with medical examinations and dental screening, screening of hearing examinations, maintenance of pupil health records, notification of local and county health officials of any pupil who has not been properly immunized, and the conduct of scoliosis examinations. If the Board and the nonpublic school agree, emergency care shall be provided to nonpublic school pupils who become ill or are injured in school or during participation on a school athletic team or squad in the same manner such services are provided to the pupils of this district.~~

~~Nursing and health care services shall be provided by a professional registered nurse licensed in New Jersey who is an employee of this district, an employee of a third party contractor, or an independent contractor. The location of the services will be determined by the Board and will comply with the rules of the State Board.~~

~~The Board may purchase equipment and supplies for the provision of services under this policy, within the allocation of funds, and may lend any such equipment to a nonpublic school without charge provided it is understood that such equipment remains the property of the Board.~~

~~A nonpublic school pupil whose parent(s) or legal guardian(s) objects in writing to the receipt of nursing services shall not be compelled to receive such services, except for a physical examination to determine whether the pupil is ill or infected with a communicable disease.~~

~~The Superintendent or designee will retain a written statement verifying the annual meeting was held with the nonpublic school. The Superintendent or designee will also retain a copy of the contract document; Board meeting minutes approving the contract that describes the methods by which nursing services to the nonpublic pupils will be provided for the ensuing school year; a rationale for the distribution of funds; and a description of the type and number of services which were provided during the~~



~~previous year to nonpublic pupils will be recorded on a form provided by the Commissioner of Education as required in N.J.A.C. 6A:16-2.4(a).~~

- C. Textbooks Aid to Public and Nonpublic Schools - N.J.S.A. 18A:58-37.1 et. seq.;
N.J.A.C. 6A:23A-20 et seq.

N.J.S.A. 18A:58-37.3 requires the Board in which a nonpublic school is located to purchase and to loan, without charge, upon individual requests, textbooks to students in the nonpublic school or schools located within the district of attendance when such students are residents of the State. The Board shall not be required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State aid. Students who are enrolled in a nonpublic school whose parents do not maintain a residence in this State are not eligible to receive such textbooks. Students who are enrolled in a nonpublic school whose tuition is paid by the district of attendance are not eligible to receive such textbooks. The Board shall distribute to all students on an equitable basis existing book stocks and newly purchased textbooks purchased pursuant to N.J.S.A. 18A:58-37.1 et seq. The Board shall not discriminate against students in either public or nonpublic schools.

~~The Board shall, on individual request, purchase and loan, without charge, textbooks to pupils attending a nonpublic school located in this district, provided the pupil is a New Jersey resident and the pupil's tuition is not paid by a district Board of Education. Such loan of textbooks will be indicated in each book by a label. Any textbook so loaned will remain the property of this Board. Textbooks loaned to nonpublic school pupils shall be returned at the end of the school year or the district may enter into agreements with the nonpublic schools to store the textbooks without cost to this Board.~~

An individual written request for the loan of textbooks shall be signed by the parent(s) or legal guardian(s) of nonpublic school pupils and shall be submitted in writing directly to this Board of the district of attendance or may be forwarded collectively by the nonpublic school. Requests must be received by this Board by March 1 of the preceding the school year. All individual requests must be made in accordance with N.J.A.C. 6A:23A-20.3.

In accordance with N.J.A.C. 6A:23A-20.4, all Textbooks shall be purchased under the provisions of N.J.S.A. 18A:58-27.1 et.seq. shall remain the property of the district which shall indicate such ownership in each book be a label in the same manner as are textbooks purchased for use in this district. Nonpublic school pupils



~~shall be subject to the rules and sanctions for the care of textbooks set forth in Policy No. 5513, Care of School Property, in the same manner as are pupils of this district.~~
The Board shall be responsible for the receipt of the textbooks from the vendor and inventory of such textbooks. The Board may require that the textbooks be returned to the district at the end of the school year or may enter into agreements with the nonpublic schools to store such books. In the event of such an agreement, the Board shall not pay storage charges of any kind to a nonpublic school for this service.

The Board's accounting entries in relation to expenditures for the purchase of textbooks shall be managed in accordance with N.J.A.C. 23A-20.5.

~~Remedial services — N.J.S.A. 18A:46-19.1 et seq.
— N.J.A.C. 6A:14-1.1 et seq.~~

~~The Board shall provide services for the identification, referral, evaluation, and determination of eligibility for special education and/or related services, the development of individualized education programs, and speech correction for articulation disorders.~~

~~The eligibility of pupils in nonpublic schools for such services shall be determined by the criteria established by rules of the State Board and used to determine the eligibility of pupils enrolled in this district for the same services. Services shall be provided only upon the written consent of the parent(s) or legal guardian(s) of the pupil and shall include the procedural safeguards provided to pupils of this district under N.J.A.C.6A:14.2 et seq. and Policy No. 2460.~~

~~Remedial services will be supplied by appropriately certified personnel who are not employees of the nonpublic school, except that speech correction may be provided by employees of the nonpublic school. Such services shall be provided only upon consent of the parent(s) or guardian(s) of the pupil. Services may also be provided under contract with a public or private agency approved by the Commissioner for the provision of remedial services. The location in which services are provided will be determined by the Board, and will comply with rules of State Board.~~

~~Auxiliary Services — N.J.S.A. 18A:46A-1 et seq.
N.J.A.C. 6A:14-1.1 et seq.~~

The Board shall provide supportive services for acquiring communication proficiency in the English language for children of limited English speaking ability, supplementary



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~~instruction services, and home instruction services. Auxiliary services will be provided only upon the written consent of the pupil's parent(s) or legal guardian(s).~~

~~Auxiliary services may be provided by appropriately certified personnel who are employees of this district or of the nonpublic school. Services may also be provided under contract with a public or private agency approved by the Commissioner for the provision of auxiliary services. The location in which services are provided will be determined by the Board, and will comply with rules of the State Board.~~

~~Delivery of services~~

~~The Board shall provide any transportation necessitated by the provision of services under this policy.~~

~~Records regarding individual pupils receiving services under this policy shall be kept in accordance with State Board rules and Policy No. 8330 on Pupil Records.~~

~~The Board shall file with the Commissioner a report on the number of nonpublic school pupils identified as eligible to receive services at a time and in a form required by the New Jersey Department of Education.~~

N.J.S.A. 18A:40-23 **through 31**; ~~18A:40A-17(e); 18A:46A-19.1; 18A:46A-1~~
18A:58-37.4 et seq.;

N.J.A.C. 6A:14-~~61.1~~; 6A:16-2.54; **6A:23A-20** et seq.

Cross reference: Policy Guide Nos. 2460, 2510, 5513, 8330, 9500

Adopted: 17 July 1990

Revised: 21 January 1992, 19 April 1993, 22 December 1998 10 June 2003,
15 July 2003, 28 November 2017



3160 PHYSICAL EXAMINATION (M)

The Board of Education requires each **candidate for employment who receives a conditional offer of employment** to ~~newly employed teaching staff member~~ undergo a physical examination(s) **to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, **but not limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening; **and** hearing screening; ~~and Mantoux test for tuberculosis.~~

~~A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~

Candidates for employment **who have received a conditional offer of employment** will **also** be required to undergo a **comprehensive fitness for duty** a physical examination ~~to include a health history, health screening and medical evaluation.~~ This **examination** ~~pre-employment physical examination~~ shall not be used to determine a candidate's disabilities. ~~This examination~~ **and** shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to **ADA P.L. 101-336, American with Disabilities Act of 1990.**



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Teaching Staff Members
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PHYSICAL EXAMINATION (M)

Candidates for employment who have received a conditional offer of employment will be required to be tested ~~The Board of Education will require testing for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 as part of any physical examination which is required of any candidate for employment. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines.~~

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of pPhysical examinations required by this Ppolicy may be performed conducted by a physician or institution designated by the Board. or, However, the candidate shall bear the cost if the examination is performed at the employee's election, by a physician or institution designated by the candidate employee and approved with approval of by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.

All staff members' medical and health records, including computerized records, will be secured, ~~and will be stored, and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-~~



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status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share section of the medical record that contains the health history may be shared with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency with the consent of the staff member.

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policyies Nos. 3425 and 3435.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2 ~~et seq.~~
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 17 July 1990

Revised: 17 September 1991, 19 August 1997, 15 July 2003, 21 April 2015,
28 November 2017



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R 3160 PHYSICAL EXAMINATION (M)

M

A. Definitions

1. ~~“Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.~~
12. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
23. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
34. “Health screening” means the **use of testing of people, using** one or more diagnostic tools; **to test a person for determine** the presence or precursors of a particular disease.
5. ~~“Medical evaluation” means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.~~
46. “Physical examination” means the assessment of an individual’s health **by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
7. ~~“Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.~~

B. **Employees’ Initial Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment**

1. ~~Each~~ **Candidates for employment who have received a conditional offer of employment** ~~newly employed teaching staff member~~ shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history; **and** health screenings; ~~and medical evaluation to determine whether the candidate is able to~~



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perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.

a1. A health history shall be completed by the employee or by his/her physician which shall include, but is not limited to, the candidate's employee's:

- (1) Past serious illnesses and injuries;
- (2) Current health problems;
- (3) Allergies; and
- (4) A record of immunizations.

a. — Past serious illnesses and injuries;

b. — Current health problems;

c. — Allergies; and

d. — Record of immunizations.

b2. The employee shall submit to A health screenings which shall include, but is not limited to his/her:

- (1) Height;
- (2) Weight;
- (3) Pulse and respiratory rate;
- (4) Hearing screening;
- (5) Blood pressure;
- (6) Vision screening;

a. — Height and weight;

b. — Blood pressure;

c. — Pulse and respiration rate;

d. — Vision screening;

e. — Hearing screening.



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PHYSICAL EXAMINATION

C. Medical Requirements Upon Employment

31. ~~Health screening~~ A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students ~~also include a Mantoux test for the presence of tuberculosis.~~ Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.

a. ~~A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

(1) ~~Administered in a New Jersey school district from which the member has transferred, or~~

(2) ~~Administered in any place within the six months previous to the member's initial employment in this district.~~

a. Tuberculosis testing is not required:

(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or

(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.

b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.



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(1) The school district shall determine the criteria essential to document a valid religious exemption.

cb. Procedures for the administration of the Mantoux **tuberculosis** test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines **and requirements** issued by **of the New Jersey State Department of Health and titled School Tuberculin Testing in New Jersey.**

c. ~~If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~

d. ~~An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.~~

4. ~~A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta, GA 30333.~~



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25. An **individual** teaching staff member may provide health-status information, including medications, ~~that which~~ may be of value to medical personnel in the event of an emergency requiring treatment. **In such instances,** ~~t~~The teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

DE. Health Records

1. All **health records of candidates for employment who have received a conditional offer of employment and of current** employees ~~medical records~~, including computerized records, shall be secured, ~~and shall be stored,~~ and maintained separately from other personnel files.
2. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5** ~~Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.~~
3. ~~The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in B.5.above.~~

ED. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

FE. Comprehensive Fitness for Duty Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment **who have received a conditional offer of employment** will **also** be required to undergo a **comprehensive fitness for duty** physical examination ~~to include a health history, health screening and medical evaluation by a school district approved physician or institution at the Board's expense.~~
 - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and



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- b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ~~ADA P.L. 101-336, American with Disabilities Act of 1990.~~
 - 2. **The physician or institution completing the examination will be provided the fitness requirements for each position.**
 - 3. **Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment.**
- GF. **Controlled Dangerous Substance Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment**
- 1. Candidates for **employment** ~~teaching staff member positions,~~ who have received a conditional offer of employment **will be required to** ~~must~~ complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.
 - ~~a1.~~ Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. **A The laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing and approved by the New Jersey Department of Health.**
 - b2. The laboratory will conduct **the test in accordance with industry standard practices for testing for controlled dangerous substances** ~~an initial or screening test and a confirmatory test.~~ Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.



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- c3. A Medical Review Officer, who is a licensed physician ~~certified and qualified to complete drug testing~~ will review the final results of **all** positive drug tests **to determine if there is**, ~~scrutinizing them for possible alternative~~ a medical explanations **for the results**. The Medical Review Officer will review the candidate's medical history and **may will** conduct a medical interview **with the candidate** to determine **any** ~~the other~~ relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of a **an investigation regarding** positive drug tests to the **candidate** ~~applicant~~ and to the Superintendent.
- d4. The ~~American with Disabilities Act (ADA)~~ prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
- e5. After a conditional offer of employment, the school district **administration and/or the Medical Review Officer** may ask **the candidate** questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
 - (1)~~a~~. It must be job-related and cannot be met with reasonable accommodation;
 - (2)~~b~~. It must be consistent with the demonstrated necessity of conducting business; and
 - (3)~~c~~. It must be related to legitimate job criteria.
- f6. The school district **(shall/may)** refuse to hire a **candidate** ~~an applicant~~ based upon a test result that indicates the illegal use of drugs **as confirmed by the Medical Review Officer**. This action **(shall/may)** be taken even if the **candidate** ~~applicant~~ claims he/she recently stopped illegally using drugs.



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I. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

- 1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:**
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;**
 - b. The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**
 - c. If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted: 17 July 1990

Revised: 17 September 1991, 19 August 1997, 15 July 2003,
16 December 2014, 28 November 2017



4160 PHYSICAL EXAMINATION (M)

The Board of Education requires each **candidate for employment who receives a conditional offer of employment** to ~~newly employed support staff member~~ undergo a physical examination(s) to **determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, **but not limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening; **and** hearing screening; ~~and Mantoux test for tuberculosis.~~

~~A support staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.~~

Candidates for employment **who have received a conditional offer of employment** will **also** be required to undergo a **comprehensive fitness for duty** physical examination to ~~include a health history, health screening and medical evaluation.~~ This **examination** ~~pre-employment physical examination~~ shall not be used to determine a candidate's disabilities. ~~This examination~~ **and** shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to **ADA P.L. 101-336, American with Disabilities Act of 1990.**



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Candidates for employment who have received a conditional offer of employment will be required to be tested ~~The Board of Education will require testing for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2 as part of any physical examination which is required of any candidate for employment. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines.~~

~~The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to students or other employees.~~

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of pPhysical examinations required by this Ppolicy may be performed conducted by a physician or institution designated by the Board. or, However, the candidate shall bear the cost if the examination is performed at the employee's election, by a physician or institution designated by the candidate employee and approved with approval of by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.

All staff members' medical and health records, including computerized records, will be secured, ~~and will be stored, and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-~~



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status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share section of the medical record that contains the health history may be shared with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency with the consent of the staff member.

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 43161 or disability in accordance with Policyies Nos. 43425 and 43435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 17 July 1990

Revised: 17 September 1991, 19 August 1997, 15 July 2003, 14 August 2007, 21 April 2015, 28 November 2017



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A. Definitions

1. ~~“Employee assurance statement” means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee’s knowledge.~~
12. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
23. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
34. “Health screening” means the **use of testing of people, using one or more diagnostic tools, to test a person for determine** the presence or precursors of a particular disease.
5. ~~“Medical evaluation” means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.~~
46. “Physical examination” means the assessment of an individual’s health **by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.
7. ~~“Psychiatric examination” means an examination for the purpose of diagnosis and treatment of mental disorders.~~

B. **Employees’ Initial Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment**

1. ~~Each~~ **Candidates for employment who have received a conditional offer of employment** ~~newly employed support staff member~~ shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history, **and** health screenings, ~~and medical evaluation to determine whether the candidate is able to perform with reasonable accommodation job-related functions~~



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pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.

a1. A health history shall be completed by the employee or by his/her physician which shall include, **but is not limited to**, the candidate's employee's:

- (1) Past serious illnesses and injuries;
- (2) Current health problems;
- (3) Allergies; and
- (4) A record of immunizations.

a. ~~Past serious illnesses and injuries;~~

b. ~~Current health problems;~~

c. ~~Allergies; and~~

d. ~~Record of immunizations.~~

b2. The employee shall submit to A health screenings which shall include, **but is not limited to** his/her:

- (1) Height;
- (2) Weight;
- (3) Pulse and respiratory rate;
- (4) Hearing screening;
- (5) Blood pressure;
- (6) Vision screening;

a. ~~Height and weight;~~

b. ~~Blood pressure;~~

c. ~~Pulse and respiration rate;~~

d. ~~Vision screening;~~

e. ~~Hearing screening.~~



C. Medical Requirements Upon Employment

31. ~~Health-screening~~ A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students ~~also include the conduct of a Mantoux test for the presenece of tuberculosis infection.~~ Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.

a. ~~A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

(1) ~~Administered in a New Jersey school district from which the member has transferred, or~~

(2) ~~Administered in any place within the six months previous to the member's initial employment in this district.~~

a. Tuberculosis testing is not required:

(1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or

(2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.

b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.



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- (1) **The school district shall determine the criteria essential to document a valid religious exemption.**
- cb. Procedures for the administration of the Mantoux **tuberculosis** test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines **and requirements** issued by of the **New Jersey** State Department of Health and titled ~~School Tuberculin Testing in New Jersey~~.
- e. ~~If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~
- d. ~~An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.~~
4. ~~A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta, GA 30333.~~
25. **An individual** support staff member may provide health-status information, including medications, **that** ~~which~~ may be of value to medical personnel in the event of an emergency requiring treatment. **In such instances,** ~~The support~~ staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information



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regarding current health status to assure ready access in a medical emergency.

DC. Health Records

1. All **health records of candidates for employment who have received a conditional offer of employment and of current employees** medical records, including computerized records, shall be secured, ~~and shall be~~ stored, and maintained separately from other personnel files.
2. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5** ~~Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.~~
3. ~~The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in paragraph B.5. above.~~

D. ~~Examination of School Bus Drivers~~

1. ~~School bus drivers employed by this district are subject to Policy No. 4160 and this regulation generally.~~
2. ~~School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with paragraph B3 of this regulation.~~

E. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

F. **Comprehensive Fitness for Duty** Examination of Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment **who have received a conditional offer of employment** will **also** be required to undergo a **comprehensive fitness for duty** physical examination ~~to include a health history, health screening~~



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~~and medical evaluation by a school district approved physician or institution at the Board's expense.~~

- a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
- b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ~~ADA P.L. 101-336, American with Disabilities Act of 1990.~~

2. **The physician or institution completing the examination will be provided the fitness requirements for each position.**
3. **Comprehensive fitness for duty examinations will be required for all candidates for employment who receive a conditional offer of employment.**

G. **~~Controlled Dangerous Substance Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment~~**

1. Candidates for **employment** ~~support staff member positions~~, who have received a conditional offer of employment **will be required to** ~~must~~ complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.
 - a1. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. ~~A~~ **The laboratory approved by the New Jersey Department of Health** will be selected by the Board **for such testing** ~~and approved by the New Jersey Department of Health.~~
 - b2. The laboratory will conduct **the test in accordance with industry standard practices for testing for controlled dangerous substances** ~~an initial or screening test and a confirmatory test.~~ ~~Refusal of employment will not be based on the results of a screening test alone. An initial test is an immunoassay test to~~



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~~eliminate negative test results from further consideration and to identify the potentially positive specimens for the purpose of further testing and confirmation. A confirmatory test is a second analytical procedure to identify the presence of a specific drug which uses more sophisticated technique to ensure reliability and accuracy.~~

- c3. A Medical Review Officer, who is a licensed physician ~~certified and qualified to complete drug testing~~ will review the final results of **all** positive drug tests **to determine if there is,** ~~scrutinizing them for possible alternative~~ a medical explanations **for the results.** The Medical Review Officer will review the candidate's medical history and **may** ~~will~~ conduct a medical interview **with the candidate** to determine **any** ~~the other~~ relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of a **an investigation regarding** positive drug tests to the **candidate** ~~applicant~~ and to the Superintendent.
- d4. ~~The American with Disabilities Act (ADA)~~ prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
- e5. After a conditional offer of employment, the school district **administration and/or the Medical Review Officer** may ask **the candidate** questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
 - (1)a. It must be job-related and cannot be met with reasonable accommodation;
 - (2)b. It must be consistent with the demonstrated necessity of conducting business; and
 - (3)e. It must be related to legitimate job criteria.



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f6. The school district (**shall/may**) refuse to hire a **candidate** ~~an~~ applicant based upon a test result that indicates the illegal use of drugs **as confirmed by the Medical Review Officer**. This action (**shall/may**) be taken even if the **candidate** ~~applicant~~ claims he/she recently stopped illegally using drugs.

27. ~~The school district would incur liability under ADA if a person is excluded from a job if the school district erroneously regarded the candidate to be an addict currently using drugs illegally when the drug test showed the presence of a lawfully prescribed drug. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation liability.~~

3. **Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment.**

H. ~~Candidates Records~~ **Review of Examinations and Assessments**

1. ~~All records regarding pre-employment physicals and drug tests will be maintained in separate medical files and treated as confidential medical records. These records will be:~~

a. ~~Kept separate from a candidate's personnel file;~~

b. ~~Kept in a locked cabinet in a central school district location; and~~

c. ~~Accessible only to the Superintendent and/or designee.~~

12. **The results records of the physical examination of a candidate's for employment who has received a conditional offer of employment** ~~physical examination will be reviewed by submitted to the school physician medical inspector, who, in consultation with the Superintendent,~~ will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

3. ~~A candidate's medical records will be maintained separately from his/her application and will be kept confidential in accordance with ¶D.~~



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- a. ~~If and when the candidate is employed by this district, the records will be kept in the person's medical file.~~
- b. ~~If the candidate is not employed by this district within one year (period of time), the records will be destroyed.~~**55**

I. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

- 1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:**
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;**
 - b. The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**
 - c. If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted: 17 July 1990

Revised: 17 September 1991, 19 August 1997, 15 July 2003, 21 April 2015,
28 November 2017



6660 STUDENT ACTIVITIES FUND (M)

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for pupil group activities. The Board of Education may establish individual student activity accounts within a student activity account by Board resolution.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

In accordance with the provisions of N.J.A.C. 6A:23A-16.12(a), the School Business Administrator/Board Secretary designates the Principal to administer the student activity account in each school building.

Funds collected for a student activity shall be turned into the School's designated Activity Fund Coordinator and deposited in the bank within twenty-four hours or the next school day after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

The student activity funds shall be maintained in an interest-bearing bank account separate from all other Board of Education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.

All requests for disbursements from the student activity account shall be submitted to the school's administrator of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.



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The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or pupil for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated ~~shall~~ **will be held for 10 years. After a possible 10 year reunion, all remaining funds shall revert to the General Class Fund to support current classes at the discretion of the principal** ~~revert to the school's class accounts in an equal proportion.~~

N.J.S.A. 18A:19-14; 18A:23-2
N.J.A.C. 6A:23A-16.12

Adopted: 18 October 1977

Revised: 17 July 1990, 9 March 2010, 28 November 2017



**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
November 7, 2017**

CALL TO ORDER

Mr. Michael Palutis, Vice President, called the meeting to order at 7:00 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

Mr. Palutis read the statement of notice as required by the Open Public Meetings Act, N.J.S.A. 10:4-6.

ROLL CALL OF ATTENDANCE

Present: Mrs. Janice Fuller, Dr. David Marshall, Mrs. Amy McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mr. John Stuppi
Mr. Steven Clayton, Mr. James Dietrich and Mr. Joseph Hadden, were absent.
Staff in attendance: Mr. Kenneth Jannarone, School Business Administrator and Dr. James Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Palutis, seconded by Mrs. McGovern and carried 6-0.

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda) and Litigation (Loch Arbour versus Township of Ocean. It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. The Board of Education will be in executive session for approximately 30 minutes and will take action upon returning to work session.

Adjourn Executive Session – 7:21 p.m.

Approval: Motion offered by Mrs. McGovern, seconded by Mrs. Parlamas and carried 6-0.

Move for the approval to adjourn from Executive Session and resume public session in the auditorium.

PRESIDENT'S REPORT: Mr. Palutis

The following item(s) were discussed:

- President Dietrich out sick for tonight's meeting.
- NJSBA Workshop was success, if you have information please pass it along to the committee chairs.

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

The following item(s) were discussed:

- Learn Storm 2017
- Soccer team is in the state finals on Friday
- November 16th Freshmen (8th Grade) orientation at high school.
- Tuition (out of district) opportunities publicized in newspaper and other venues.
- Veteran's Day breakfast at the high school Wednesday morning.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

The following item(s) were discussed:

- Independent audit almost complete for June 30, 2017
- Bus camera's update, met with Chief of Police, Town Manager, and transportation department.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

COMMUNITY LIAISON, & CO-CURRICULAR STUDENT ACTIVITIES: Mrs. Fuller

Mrs. Fuller made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

1. **Approval of Minutes**

Move to approve the minutes in accordance with Board of Education Bylaws #168 "Recording of Board Meetings" of the following meeting(s):

Work Meeting/Executive Session Minutes – October 17, 2017

Regular Meeting Minutes – October 17, 2017

Strategic Plan Goal 6: Community Outreach

2. **Quality Single Accountability Continuum (QSAC) Statement of Assurance**

Move to approve the attached 2017-2018 Statement of Assurance (SOA) as part of the State Monitoring System (QSAC).

Motion(s) carried: 6-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mrs. McGovern

The following item(s) were discussed:

1. **Discussion: Transportation Cooperative with MOESC: 2017-2018**

Board of Education and administration discussed the Transportation Cooperative with MOESC as lead agency utilizing the below contractors for the special education school routes as follows:

Route #	Destination	# Days	Cost	Contractor	# of Students
E7114	CPC Elementary	178	\$20,865.60	S&S Trans	1
7014	CPC Adolescent	180	19,980.00	Joy Transport	2
5057	Educational Academy	180	31,449.60	Hartnett	2
7048	Alpha School	180	39,596.40	Klarr	1
70052	Collier	180	15,246.00	Emmanuel Trans	1
4057	Defino School	180	32,068.80	Vamvas Trans	2

2. **Discussion: Student Evaluation**

Board of Education and administration discussed a contract for behavioral monitoring and consultant services with Behavior Therapy Associates. The contract for services will be in effect for 2017-2018, total time will not exceed 31.75 hours, at \$200 per hour, for an expected cost of \$6,350.

3. **Discussion: Translator Service**

Board of Education and administration discussed Hankarlos Limardo, Wanamassa Physical Education teacher, to provide Spanish translation for a neurological evaluation tentatively scheduled for Friday, December 1, 2017, after schools hours, with the Neurologist, for Spanish speaking child and parents, at an hourly rate of \$35.00 per hour, not to exceed 3 hours.

Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017

4. Discussion: Ice Rental

Board of Education and administration discussed a rental agreement for use of the ice facility at the Jersey Shore Arena for high school ice hockey team practices and meets for the 2017-2018 season for an approximate cost of \$23,985.00.

5. Discussion: Jointure Agreement

Board of Education and administration discussed the Township of Ocean School District in a transportation jointure agreement with West Long Branch Board of Education with the Township of Ocean Board of Education to act as host as follows:

<u>Joiner District</u>	<u>Destination</u>	<u>Duration</u>	<u>Joiner Cost</u>
West Long Branch Board of Ed	Hawkswood School ESY	7/5/17-8/15/17	\$ 2,813.10
West Long Branch Board of Ed	Hawkswood School	9/7/17-6/21/18	\$15,749.00
West Long Branch Board of Ed	Harbor School	10/4/17-6/22/18	\$14,318.00
West Long Branch Board of Ed	Keyport Voc-Midday (1 way)	9/12/17-6/21/18	\$ 8,619.25

Mrs. McGovern made a motion, seconded by Mrs. Parlamas, for approval of the following item(s):

6. Use of Facilities

Move to approve the use of facilities according to the attached list dated November 7, 2017.

Strategic Plan Goal 5: Finances, Objective 2

Motion(s) carried on item 6-0

INSTRUCTION & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Trip Request

Board of Education and Administration discussed the following trip request:

Group:	AP Economics – HS/Grades 11 and 12
Number of Students:	14
Date:	Friday, December 15, 2017
	Departure time: 7:20 am
	Return time: 4:00 pm
Destination:	Museum of American Finance, New York, NY
Purpose:	To see exhibits regarding money, banking, and the markets.
Transportation:	1 School bus to Long Branch Train Station; train to NY
Teacher Chaperones:	2 – Andrea Kahikina and Susan Russo
Parent Chaperones:	0
Cost per pupil:	\$50.00 (paid for by student)

2. Discussion: Student Observer

Board of Education and Administration discussed the request of Brianna McNerney, a student at

Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017

Sacred Heart University studying to become a Doctor of Physical Therapy, to observe Melinda Pullano, our District Physical Therapist, for a total of 50 hours (this is a requirement of the program). Ms. McInerney would shadow Melinda Pullano during the period of December 16, 2017 – January 12, 2018.

3. Discussion: Student Teacher

Board of Education and Administration discussed a student teacher for the 2017-2018 school year in accordance with the attached memorandum dated November 3, 2017.

Dr. Marshall made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

4. Student Observer

Move to approve a student observer for the 2017-2018 school year in accordance with the attached memorandum dated November 3, 2017.

5. Addendums to Out of District Private Tuition for the 2017-2018 School Year

Move to approve addendums to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandums (2) dated October 18, 2017 and November 3, 2017.

6. Professional Development Activities – Staff

Move to approve the attached memorandums (3) dated November 3, 2017 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

Strategic Plan Goal 1: Student Success, Objective 1, Activities 9 & 16

Motion(s) carried on items #4 thru #6: 6-0

LEGISLATIVE: No Report

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Maternity Leave of Absence

Board of Education and Administration discussed the request of Claire Zorner, Music Teacher at the Ocean Township Elementary and Township of Ocean Intermediate Schools to take a maternity leave of absence beginning at the conclusion of her eligible sick leave (approximately March 16, 2018) and continuing to the end of the school year, June 30, 2018. Mrs. Zorner's last day of work will be Wednesday, January 17, 2018. Mrs. Zorner is expected to return to the classroom on September 1, 2018.

2. Discussion: Advisors – Elementary School Art Clubs

Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017

Board of Education and Administration discussed hiring, for the 2017-2018 school year, the following staff members as Advisors for the Elementary Art Clubs. Each teacher will receive a \$500.00 stipend, prorated.

Christine Koob, Wanamassa Elementary School
Emily Lee, Wayside Elementary School
Elise Pennington, Ocean Township Elementary School

3. Discussion: Advisors – Elementary School Book Clubs

Board of Education and Administration discussed hiring, for the 2017-2018 school year, the following staff members as Advisors for the Elementary Book Clubs. Each teacher will receive a \$500.00 stipend, prorated.

Brianne Brannigan, Wayside Elementary School
Lindsay Burnett, Ocean Township Elementary School

Mrs. Parlamas made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

4. Unpaid Family Leave of Absence

Move to approve an unpaid family leave of absence, as designated under FMLA and NJFLA, for Valerie Boodaghians, School Nurse, Wanamassa Elementary School, for the period of November 7, 2017 through November 16, 2017. Mrs. Boodaghians last day of work will be Friday, November 3, 2017. She is expected to return to work on Friday, November 17, 2017. While out on an unpaid family leave of absence, Mrs. Boodaghians will be responsible for paying the appropriate contribution towards her health insurance coverage.

5. Substitute Instructional Assistant

Move to approve Michael DeAngelis as a Substitute Instructional Assistant for the 2017-2018 school year.

6. Playground Aide

Move to approve, for the 2017-2018 school year, Laura Evernham as a Playground Aide, at the Wanamassa Elementary School.

7. Playground Aide Substitute

Move to approve, for the 2017-2018 school year, Blanche Davis as a Playground Aide Substitute, at the Wanamassa Elementary School.

8. Custodial Substitute

Move to approve Linda Phipps as a Custodial Substitute for the 2017-2018 school year.

9. OTHS Central Detention Teacher for the 2017-2018 School Year

Move to approve David Schwartz as a Central Detention Teacher at the High School for the 2017-2018 school year. Central Detention in the High School will operate every Monday, Tuesday, and

Wednesday from 2:00 pm to 3:00 pm, beginning October 2017 through June 2018. Mr. Schwartz

Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017

will be paid \$28.00 per hour.

10. OTHS Substitute Teacher for Central Detention, 2017-2018 School Year

Move to approve, for the 2017-2018 school year, Denise D'Esposito as a Substitute Teacher for Central Detention at the High School. Ms. D'Esposito would work if one of the regular teachers were unavailable at rate of \$28.00 per hour.

11. Issuance of Contracts

Move to approve that contracts be issued to the following:

To fill vacancy positions:

Laura Dorony	Ten-Month Secretary	\$26,758.00
	Township of Ocean Intermediate School	Step 1
	Actual Start Date: October 30, 2017	Prorated
	Effective Date: November 1, 2017	

(Ms. Dorony was previously approved, at the October 3, 2017 work meeting, pending release from current employer and criminal history background check; both are in order. Ms. Dorony replaces Marcy Morelli who resigned.)

Mark Romei	Special Education Teacher	\$58,165.00
	Ocean Township High School	BA/Step 5-6
	Actual Start Date: December 1, 2017	Prorated
	Effective Date: December 1, 2017	

(Mr. Romei was previously approved, at the October 17, 2017, regular monthly meeting, pending release from current employer and criminal history background check; both are in order. Mr. Romei replaces Timothy Patterson who transferred to the position of Social Studies Teacher at the High School.)

12. Request for Days from the Sick/Personal Leave Bank Plan (Non-Work Related)

Move to approve the request of district employee #6721 to use 37 days from the Sick/Personal Leave Bank Plan (Non-Work Related).

13. Resignations

Move to approve the following resignations effective December 31, 2017:

Charmain Beverette, Special Education Teacher, Wayside Elementary School
John J. Kinzel, Social Studies Teacher, High School
Cristy Molnar, Special Education Teacher (Part-time), Wanamassa Elementary School

14. Substitute Teachers

Move to approve Substitute Teachers for the 2017-2018 school year in accordance with the attached list dated November 2, 2017.

15. Substitute Instructional Assistants (Contracted) for Bus Runs

Move to approve Substitute Instructional Assistants for the 2017-2018 school year in accordance with the attached list dated November 3, 2017. Those noted on the list are employed by the District. They would work on a Substitute basis, covering bus runs, when needed, before and after their

Twp of Ocean BOE Work Meeting Minutes (continued) – November 7, 2017

contracted work day. When they work as substitutes, they will be paid at their hourly contractual rate.

16. Substitute Security Guard for the 2017-2018 School Year

Move to approve Frank Martuscelli as a Substitute Security Guard for the 2017-2018 school year at a rate of \$12.00 per hour.

17. Volunteers – Set Construction

Move to approve Brad Andrus and Michael LaFalce as volunteers to assist with set constructions, for student productions, as outlined in the attached memorandum dated November 2, 2017.

18. Substitute Bus Aide

Move to approve Carolyn Whatley as a Substitute Bus Aide for the 2017-2018 school year.

19. Substitute Bus Driver for the 2017-2018 School Year

Move to approve John O'Connell as a Substitute Bus Driver for the 2017-2018 school year.

Motion(s) carried on items #4 thru #19: 6-0

PLANNING & CONSTRUCTION: Mr. Palutis

The following item(s) were discussed:

1. Discussion: Referendum Update

School Business Administrator gave an update and showed pictures of the Ocean Township High School construction project progress.

Strategic Plan Goal 2: Facilities, Objective 4

November 14th architect and construction manager will attend workshop meeting.

Ribbon Cutting, Monday November 27, 2017 at high school 2:30 or 3:00 pm.

TECHNOLOGY COMMITTEE: Mr. Stuppi

The following item(s) were discussed:

1. Discussion: Computer Co-Operative Purchase

Board of Education and Administration discussed the purchase, in the amount of \$48,657.00, 60 Dell Latitude 3480 laptops with extended warranties, per attached proposal, Quote KD014640, from Ocean Computer Group, Inc. Matawan, NJ, WSCA/NASPO Contract #B27160 & #AR602.

OLD BUSINESS: None

NEW BUSINESS:

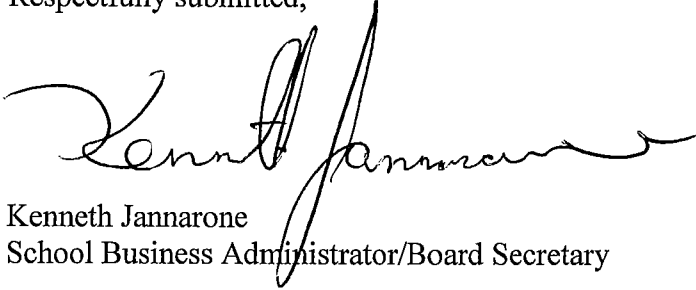
- Board of Education discussed the district drug and alcohol policy regarding vaping. Superintendent will look into Board policy.

PUBLIC COMMENT: None

ADJOURN MEETING: 8:37 p.m.

There being no further business Mrs. Parlamas made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried: 6-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kenneth Jannarone". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

Kenneth Jannarone
School Business Administrator/Board Secretary

INSTRUCTION & EDUCATION

Office of the Assistant Superintendent of Schools
Teaching & Learning
Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: November 8, 2017

RE: Student Observer

Please present for Board Approval at the next scheduled board meeting the student observer to fulfill his hours beginning November 29.

Jacob Rubenstein
100 hours
OTHS
Jeff Soares

**Office of the Assistant Superintendent of
Teaching and Learning**

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.
FROM: Melody Ragle
RE: N.J.A.C. 6A:23B-1.2(c)3
DATE: November 8, 2017
CC: Kelly Weldon, Ken Jannarone

Below are Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B for BOE approval. The attendance at said activity is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

Last Name	First Name	Subject	Workshop	Date	Fee*
Goldfarb	Matthew	PE	NJAHPERD**** Annual Convention - Long Branch	2/27-28/2017	\$120.00**
Tranchina	Derek	Math	Amazing Presentations: Best Tech Tools for Sharing Ideas and PBL – RPDA***	11/15/17	**
Colon	Greg	Career Pathways Coordinator	SLE Regional Workshop - Stockton	12/8/17	**
Sain	Tara	Science	NGSS Engineering Workshop: Workshop 2 - Rider University	12/7/17	N**
Zarra	June	CST	Social Skills in Your Classroom – RPDA***	12/13/17	n/a

**Registration fees are supported by local professional development funds and Grant Funds*

***Substitute at rate of \$85per day*

****Regional Professional Development Academy*

*****NJ Assn of Health Physical Education Recreation Dance*

+Staff member will seek reimbursement

^cost covers multiple sessions

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: November 7, 2017

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Addendum Out of District Private Tuition 2017-2018

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
CPC Elementary	1	*ESERS	\$29,751.00 Cost of 1:1 Aide

Effective: November 7, 2017

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

**TOWNSHIP OF OCEAN SCHOOL DISTRICT
SUSPENSION REPORT
REPORTING OFFICIAL – JAMES STEFANKIEWICZ, ED.D.**

MONTH/YEAR: October/2017

STUDENT'S ID NUMBER	DATE SUSPENDED	DATE RE-ADMITTED	TYPE	LOCATION/ REASON
73011	10/04/2017 10/04/2017	10/05.2017 10/11/2017	In-School and Bus	TOIS – Engaging in a fight on the school bus
75322	10/04/2017 10/04/2017	10/05/2017 10/11/2017	In-School and Bus	TOIS – Engaging in a fight on the school bus
76231	10/11/2017	10/12/2017	In-School	TOIS – For taking another student's personal property
76173	10/13/2017	10/17/2017	In-School	TOIS – Defacing school property and inappropriate physical contact
76955	10/26/2017	10/27/2017	In-School	TOIS – Physical Aggression
74038	10/26/2017	10/30/2017	In-School	TOIS – Disrespectful behavior and inappropriate comments towards another student
73487	10/27/2017	10/30/2017	In-School	TOIS - Offensive gesture
74404	10/27/2017	10/30/2017	In-School	TOIS – Offensive gesture
75938	10/02/2017	10/03/2017	Out-of-School	TOIS – Displaying disrespectful and defiant behavior
77126	10/05/2017	10/06/2017	Out-of-School	High School - Insubordination to an Administrator
75860	10/13/2017	10/18/2017	Out-of-School	TOIS – Invasion of privacy
75078	10/17/2017	10/20/2017	Out-of-School	High School – Profanity to Staff/Dangerous Behavior
72042	10/18/2017	10/23/2017	Out-of-School	High School – Intimidation and profanity to staff
75747	10/18/2017	10/25/2017	Out-of-School	TOIS – Unlawful possession of a knife
70799	10/19/2017	10/24/2017	Out-of-School	High School – Threatening staff
72990	10/19/2017	10/23/2017	Out-of-School	TOIS – Displaying disrespectful and defiant behavior
75938	10/23/2017	10/25/2017	Out-of-School	TOIS – Displaying disrespectful and defiant behavior
71858	10/25/2017	10/31/2017	Out-of-School	High School - Assault
77126	10/30/2017	10/31/2017	Out-of-School	High School – Defiance and profanity to staff
77224	10/31/2017	11/02/2017	Out-of-School	High School – Insubordination to an Administrator

PERSONNEL

SUBSTITUTES FOR BOARD APPROVAL
November 8, 2017

Oppito, Kevin	K-12
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PLANNING & CONSTRUCTION

DRAFT AIA® Document G701™ - 2001

Change Order

PROJECT (Name and address):

15.122 - OCN - Multi-
purpose/Classroom
Additions/Renovations at Wanamassa
School
Ocean Township, NJ

CHANGE ORDER NUMBER: 002**DATE:** 11/8/17**OWNER:** ☒**ARCHITECT:** ☒**CONTRACTOR:** ☒**FIELD:** ☐**OTHER:** ☐**TO CONTRACTOR (Name and address):**

Rampart Construction Co., Inc.
21 Ridgedale Avenue
Summit, NJ 07901

ARCHITECT'S PROJECT NUMBER: 15.122**CONTRACT DATE:** March 29, 2016**CONTRACT FOR:** General Construction**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Credit to supply stamped concrete in lieu of brick pavers.....	(-\$4,000.00)
Credit to supply brick in lieu of architectural CMU at Courtyard Area.....	(-\$1,500.00)
Credit to supply brick in lieu of architectural CMU at Gym Area.....	(-\$1,000.00)
NJNG Relocation Credit.....	(-\$5,716.38)
Roofing Overtime.....	\$4,665.00
Columns installed to support Art Room windows.....	\$2,940.00
Extending column in Art Room.....	\$2,260.00
Credit related to elimination of fireproofing.....	(-\$8,000.00)
Additional work related to fireproofing of truss.....	\$5,021.00
Infill window openings at Auditorium.....	\$3,869.00
Additional cost of installing larger hot box.....	\$11,723.00
Elimination of sprinklers in attic.....	(-\$3,780.00)
Credit for omitting signage.....	(-\$1,160.00)
Credit for omitting acoustic CMU in Gym.....	(-\$7,064.00)
Credit for servery quarry tile to VCT.....	(-\$866.00)
Installation of gas meter bollards.....	\$1,443.00
Additional yard inlet - RFI 36.....	\$2,306.00
Hallway ceiling sheetrock.....	\$9,309.00
Credit for eliminating reroofing existing roof.....	(-\$5,200.00)
Crawl space heating for dry system removal.....	\$6,500.00
Attic Insulation - removal of kraft face.....	\$2,728.67
Magnetic door hold open per code official.....	\$2,528.29
Eliminate Electrical room VCT.....	(-\$685.00)

NET TOTAL.....\$16,321.58

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be increased by this Change Order in the amount of

The new Contract Sum including this Change Order will be

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 8/19/16

\$	4,418,551.00
\$	36,019.52
\$	4,454,570.52
\$	16,321.58
\$	4,470,892.10

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Solutions Architecture
ARCHITECT (Firm name)
96 Pompton Avenue, 2nd Fl. Ste. 200,
Verona, NJ 07044
ADDRESS
BY (Signature)
Thomas Strauser, AIA
(Typed name)
11/8/17
DATE

Rampart Construction Co., Inc.
CONTRACTOR (Firm name)
21 Ridgedale Avenue, Summit, NJ 07901
ADDRESS
BY (Signature)
Mr. Sean Skeeahan
(Typed name)
DATE

Ocean Township Board of Education
OWNER (Firm name)
163 Monmouth Road, Oakhurst, NJ
07755-1614
ADDRESS
BY (Signature)
Mr. Kenneth Jannarone
(Typed name)
DATE

