

**REGULAR MEETING**

**ATTACHMENTS**

**November 28, 2017**

**COMMUNITY LIAISON, &  
CO-CURRICULAR STUDENT ACTIVITIES COMMITTEE**

# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

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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



SERVICES TO NONPUBLIC SCHOOL PUPILS

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



## SERVICES TO NONPUBLIC SCHOOL PUPILS

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.

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



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The Board shall provide basic nursing services 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. The Board shall adopt written policies and procedures extending the emergency care provided to public school students to those students who are enrolled full time in the nonpublic school or are injured or become ill at school, or during participation on a school team or squad in accordance with N.J.A.C. 6A:16-2.5(b).

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



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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).

### C. Textbooks Aid to Public and Nonpublic Schools - N.J.S.A. 18A:58-37et. 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.



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

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### SERVICES TO NONPUBLIC SCHOOL PUPILS

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~~ 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 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 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. 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.

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

N.J.S.A.    18A:40-23 through 31; 18A:46A; 18A:58-37 et seq.;  
N.J.A.C    6A:14-6; 6A:16-2.54; 6A:23A-20 et seq.

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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## OCEAN TOWNSHIP BOARD OF EDUCATION

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



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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PHYSICAL EXAMINATION

### R 3160 PHYSICAL EXAMINATION (M)

M

#### A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. "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.

#### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings 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). The candidate for employment will be provided the Board's requirements for the physical examination.
  - a. A health history shall include, but is not limited to, the candidate's:
    - (1) Past serious illnesses and injuries;
    - (2) Current health problems;
    - (3) Allergies; and
    - (4) A record of immunizations.



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TEACHING STAFF MEMBERS  
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- b. A health screening shall include, but is not limited to:
  - (1) Height;
  - (2) Weight;
  - (3) Pulse and respiratory rate;
  - (4) Hearing screening;
  - (5) Blood pressure;
  - (6) Vision screening;

### C. Medical Requirements Upon Employment

- 1. 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. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.
  - 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.

c. 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 of the New Jersey Department of Health.

2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, 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.

### D. Health Records

1. All health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, 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.

### 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 by a school district approved physician or institution at the Board's expense.



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- 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.
  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. Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment
1. Candidates for employment who have received a conditional offer of employment will be required to 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.
    - a. 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 laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.
    - b. The laboratory will conduct the test in accordance with industry standard practices for testing for controlled dangerous substances.
    - c. A Medical Review Officer, who is a licensed physician will review the final results of all positive tests to determine if there is a medical explanations for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive drug tests to the candidate and to the Superintendent.



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## OCEAN TOWNSHIP BOARD OF EDUCATION

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- d. The 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.
  - e. 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) It must be job-related and cannot be met with reasonable accommodation;
    - (2) It must be consistent with the demonstrated necessity of conducting business; and
    - (3) It must be related to legitimate job criteria.
  - f. The school district (shall/may) refuse to hire a candidate 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 claims he/she recently stopped illegally using drugs.
- 2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.
  - 3. Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment.

### H. Review of Examinations and Assessments

- 1. The results of the physical examination of a candidate for employment who has received a conditional offer of employment will be reviewed by the school physician, 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





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application. That determination will be made a part of the candidate's application.

- 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 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.

Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty examination. This examination shall not be used to determine a candidate's disabilities and shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA.

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

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. 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.



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Support Staff  
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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, 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-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 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.

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 4161 or disability in accordance with Policies 4425 and 4435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 17 July 1990

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# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF  
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PHYSICAL EXAMINATION (M)

### R 4160 PHYSICAL EXAMINATION (M)

#### A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. "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.

#### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings 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). The candidate for employment will be provided the Board's requirements for the physical examination.
  - a. A health history shall include, but is not limited to, the candidate's:
    - (1) Past serious illnesses and injuries;
    - (2) Current health problems;
    - (3) Allergies; and
    - (4) A record of immunizations.
  - b. A health screening shall include, but is not limited to:



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

## C. Medical Requirements Upon Employment

1. 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. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.
  - 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.
    - (1) The school district shall determine the criteria essential to document a valid religious exemption.



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF  
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PHYSICAL EXAMINATION (M)

- c. 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 of the New Jersey Department of Health.
  2. An individual support staff member may provide health-status information, including medications, that 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 regarding current health status to assure ready access in a medical emergency.
- D. Health Records
  1. All health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, 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.
- 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 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.
  - 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. Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment
  - 1. Candidates for employment who have received a conditional offer of employment will be required to 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.
    - a. 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 laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.
    - b. The laboratory will conduct the test in accordance with industry standard practices for testing for controlled dangerous substances.
    - c. A Medical Review Officer, who is a licensed physician will review the final results of all positive tests to determine if there is a medical explanations for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive drug tests to the candidate and to the Superintendent.
    - d. The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

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PHYSICAL EXAMINATION (M)

use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.

- e. 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)- It must be job-related and cannot be met with reasonable accommodation;
- (2)- It must be consistent with the demonstrated necessity of conducting business; and
- (3)- It must be related to legitimate job criteria.

- f. The school district (shall/may) refuse to hire a candidate 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 † claims he/she recently stopped illegally using drugs.

- 2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.
- 3. Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment.

### H. Review of Examinations and Assessments

- 1. The results of the physical examination of a candidate for employment who has received a conditional offer of employment will be reviewed by the school physician, 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.





# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

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PHYSICAL EXAMINATION (M)

- 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



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

Finances  
6660/Page 1 of 2  
STUDENT ACTIVITIES FUND (M)

### 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.



# POLICY

## OCEAN TOWNSHIP BOARD OF EDUCATION

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STUDENT ACTIVITIES FUND (M)

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 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.

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 14, 2017**

**CALL TO ORDER**

Mr. James Dietrich, 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. Dietrich 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: Mr. James Dietrich, Mrs. Janice Fuller, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mrs. Denise Parlamas and Mr. John Stuppi

Mr. Steven Clayton and Mr. Michael Palutis 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. Dietrich, seconded by Mrs. Parlamas and carried 7-0.*

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel (Agenda). 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 – 7:10 p.m.**

*Approval: Motion offered by Mr. Stuppi, seconded by Mrs. McGovern and carried 7-0.*

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:

- Senator elect, Vin Gopal, working with Jennifer Beck, will come to meet with the Board of Education regarding the Board of Education's state funding concerns.
- Township of Ocean school board and the benefits of attending the annual conference and workshops.

**VICE-PRESIDENT'S REPORT:** No Report

**SUPERINTENDENT'S REPORT:** Dr. Stefankiewicz

The following item(s) were discussed:

- 8<sup>th</sup> Grade open house at the high school Thursday night, November 16, 2017

**SCHOOL BUSINESS ADMINISTRATOR'S REPORT:** Mr. Jannarone

The following item(s) were discussed:

- High school construction projects Ribbon Cutting scheduled for Monday, November 27<sup>th</sup> at 2:30 pm.
- Update/follow-up: Bus Cameras and meeting with the Town Manager and Chief of Police.

**PUBLIC COMMENT:**

- Mrs. Loushine, Loch Arbour resident, asked about Loch Arbour update regarding court case. Superintendent discussed the time lines and the current lack of a court date for the appeal.

**COMMITTEE REPORTS:**

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

The following item(s) were discussed:

1. **Discussion: Policies**

Board of Education and Administration discussed the first reading of revisions to the following policies/regulations:

Regulation 2460.16 – Special Education –Instruction Materials to Blind or Print-disabled Students

*(No Revisions-Re-adopt)*

Policy 2700 – Services to Nonpublic School Students

Policy 3160 – Physical Examination-Teaching Staff (M)

Regulation 3160 – Physical Examination-Teaching Staff (M)

Policy 4160 – Physical Examinations-Support Staff (M)

Regulation 4160 – Physical Examinations-Support Staff (M)

Policy 6660 – Student Activities Fund

2. **Discussion: REPORT ON THE ANNUAL SCHOOL ELECTION**

The Board of Education and Administration discussed the preliminary results of the Annual School Election held, for the Township of Ocean and Village of Loch Arbour, on November 7, 2017. The unofficial results of the election (pending certification from Monmouth County Board of Elections) are as follows:

FOR MEMBERS OF THE BOARD OF EDUCATION FOR THREE (3) YEAR TERMS

Joseph Hadden .....	4,255*
James Dietrich.....	4,192*
David Marshall.....	4,177*
(Write-Ins).....	68

\*Successfully elected to a seat on the Board of Education

3. **Discussion: Sustainable Jersey for School Grant**

The Board of Education and Administration discussed submission of the ‘Sustainable Jersey for Schools’ grant which seeks to support and work with school staff, administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions with \$10,000 or \$2,000 in available grant funds. This grant is sponsored by the NJEA Small Grant Program and is entitled OTHS Garden Club.

*Strategic Plan Goal 3: Community Engagement*

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

4. **Approval of Minutes**

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 14, 2017**

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 – November 7, 2017

*Strategic Plan Goal 6: Community Outreach*

Motion(s) on item #4 carried: 7-0

**FINANCIAL MANAGEMENT & RESOURCE SERVICES:** Mrs. McGovern

The following item(s) were discussed:

**1. Discussion: Estimated Tuition Rates - Students Received**

Board of Education and administration discussed the following estimated tuition rates for possible students received by the Township of Ocean Board of Education for the 2017-2018 school year:

Kinder-Garten	Grades 1-5	Grades 6-8	Grades 9-12	Learning Language Disabilities	Pre-School Disabled Part time	Pre-School Disabled Full Time	Behavior Disabilities	Multiple Disabilities
\$15,820	\$16,805	\$19,059	\$17,085	\$22,727	\$21,720	\$25,208	\$59,529	\$32,953

Private Tuition Rates (Parent):

Grades K-8 - \$8,500 / Grades 9-12 - \$13,500 - *Policy 5111.01*

Pre-K (Non-disabled) \$2,500 - *Policy 6154*

**2. Discussion: Tuition Contract**

Board of Education and administration discussed a tuition contract with Asbury Park School District for MVE (McKinney Vento Eligible) children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
MB	180	K	9/7/17-6/21/18	\$15,820.00
KB	180	2	9/7/17-6/21/18	\$16,805.00

**3. Discussion: Tuition Contract**

Board of Education and administration discussed a tuition contract with Eatontown Board of Education for MVE (McKinney Vento Eligible) children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
FB	180	K	9/7/17-6/21/18	\$15,820.00

**4. Discussion: Tuition Contract**

Board of Education and administration discussed a tuition contract with Lakewood Board of Education for MVE (McKinney Vento Eligible) children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
AN	180	K	9/7/17-6/21/18	\$15,820.00

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 14, 2017**

### **5. Discussion: Tuition Contract**

Board of Education and administration discussed a tuition contract with Manchester Board of Education for MVE (McKinney Vento Eligible) children attending Township of Ocean schools.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition Revenue</u>
CG	180	8	9/7/17-6/21/18	\$19,059.00

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 14, 2017.

*Strategic Plan Goal 5: Finances, Objective 2*

Motion(s) on item #6 carried: 7-0 (Mrs. McGovern recused herself)

## **INSTRUCTION & EDUCATION: Dr. Marshall**

The following item(s) were discussed:

### **1. Discussion: Trip Requests**

Board of Education and Administration discussed the following trip requests:

Group:	Italian Students/Grade 8
Number of Students:	40
Date:	Monday, December 4, 2017
	Departure Time: 8:30 am
	Return Time: 1:30 pm
Destination:	Gran Café I'Aquila Philadelphia, PA
Purpose:	Lesson on the art of the Italian caffè and gelato making
Transportation:	TBD
Teacher Chaperones:	2 (Susan Fischer and Francesco DiMicelli)
Parent Chaperones:	2 (Mrs. Baggs and Mrs. Roventini)
Cost per student:	\$22.00 (paid for by student)

Group:	Italian Students/Grade 8
Number of Students:	40
Date:	Thursday, December 7, 2017
	Departure Time: 8:30 am
	Return Time: 1:30 pm
Destination:	Gran Café I'Aquila Philadelphia, PA
Purpose:	Lesson on the art of the Italian caffè and gelato making
Transportation:	TBD
Teacher Chaperones:	4 (Denise Amato, Angelica DeFilippis, Laura Macaluso, and Tom Siciliano)
Parent Chaperones:	-0-

## **Twp of Ocean BOE Work Meeting Minutes (continued) – November 14, 2017**

Cost per student: \$22.00 (paid for by student)

### **2. Discussion: Student Observer**

Board of Education and Administration discussed a student observer for the 2017-2018 school year in accordance with the attached memorandum dated November 8, 2017.

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

### **3. Professional Development Activities – Staff**

Move to approve the attached memorandum dated November 8, 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*

### **4. Addendum to Out of District Private Tuition for the 2017-2018 School Year**

Move to approve an addendum to out of district private tuition for the 2017-2018 school year in accordance with the attached memorandum dated November 7, 2017.

### **5. Suspension Report**

Move to approve the District's Suspension Report for the month of October 2017, copy attached.

Motion(s) carried on items #3 thru #5: 7-0

**LEGISLATIVE:** No Report

**NEGOTIATIONS:** No Report

**PERSONNEL:** Mrs. Parlamas

The following item(s) were discussed:

### **1. Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Kaitlyn Thomasey, Art Teacher, Township of Ocean Intermediate School, to take an unpaid family leave of absence, as designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately April 10, 2018 and continuing to June 22, 2018 (11-weeks). Mrs. Thomasey's last day of work will be February 23, 2018. She is expected to return to the classroom on September 1, 2018. While out on an unpaid family leave of absence, Mrs. Thomasey will be responsible for paying the appropriate contribution towards her health insurance coverage.

### **2. Discussion: Unpaid Family Leave of Absence**

Board of Education and Administration discussed the request of Lisa Nahrebne, Special Education Teacher, Township of Ocean Intermediate School, to take an unpaid family leave of absence, as



**Twp of Ocean BOE Work Meeting Minutes (continued) – November 14, 2017**

designated under FMLA and NJFLA, beginning at the conclusion of her eligible sick leave, approximately March 6, 2018 through June 1, 2018 (12 weeks). Mrs. Nahrebne's last day of work will be February 2, 2018. She is expected to return to the classroom on June 4, 2018. While out on an unpaid family leave of absence, Mrs. Nahrebne will be responsible for paying the appropriate contribution towards her health insurance coverage.

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

**3. Revision to an Unpaid Family Leave of Absence**

Move to approve a revision to an unpaid family leave of absence, as designated under FMLA and NJFLA, for Lauren Garofalo, Elementary Teacher (Kindergarten), Ocean Township Elementary School. The revision reflects an earlier start to the unpaid family leave of absence, November 3, 2017 and an earlier return to work date, February 5, 2018. Mrs. Garofalo's last day of work was September 29, 2017. While out on an unpaid family leave of absence, Mrs. Garofalo will be responsible for paying the appropriate contribution towards her health insurance coverage. (Mrs. Garofalo's unpaid family leave of absence was originally approved, at the September 19, 2017 regular monthly meeting, with a start date of December 20, 2017 and a return to work date of March 22, 2018.)

**4. Substitute Teacher**

Move to approve a Substitute Teacher for the 2017-2018 school year in accordance with the attached memorandum dated November 8, 2017.

**5. Revised Contract**

Move to approve that a revised contract be issued to the following employee:

Libby Landman	Special Education Teacher	\$56,665.00*
	High School	Prorated
	Effective Date: November 27, 2017 through	
	December 15, 2017	

(\*The revised contract reflects a stipend of \$850.00 for teaching a 6<sup>th</sup> period class. The revised salary, noted above, includes the \$850.00 stipend. Mrs. Landman will be teaching the sixth period class until Ms. Stamos returns from her unpaid family leave of absence; December 18, 2017.)

Motion(s) carried on items #3 thru #5: 7-0

**PLANNING & CONSTRUCTION: Mr. Palutis**

The following item(s) were discussed:

**1. Discussion: Referendum Construction Projects**

Thomas Strauser, Solutions Architecture, Gary Tattersall, Director of Facilities and John Bosmans, Construction Manager, were in attendance and gave an update on the ongoing high school construction projects.

*Strategic Plan Goal 2: Facilities, Objective 4*

**2. Discussion: Change Order-Wanamassa Multi-Purpose Classroom Addition/Renovations**

**Twp of Ocean BOE Work Meeting Minutes (continued) – November 14, 2017**

Board of Education and Administration discussed change order #2, in the amount of \$16,321.58 for Rampart construction, per the recommendation by Solutions Architecture. The amount will increase the current contract amount of \$4,454,570.52 to \$4,470,892.10 for the Wanamassa Elementary School Multi-Purpose Classroom Additions/Renovations. As per attached.

**TECHNOLOGY COMMITTEE:** Mr. Stuppi

The following item(s) were discussed:

1. **Discussion: Technology Committee**

Chairperson gave a report on the recent Technology Committee meeting.

District level committee was held regarding educational technology for teaching and learning.

**OLD BUSINESS:** None

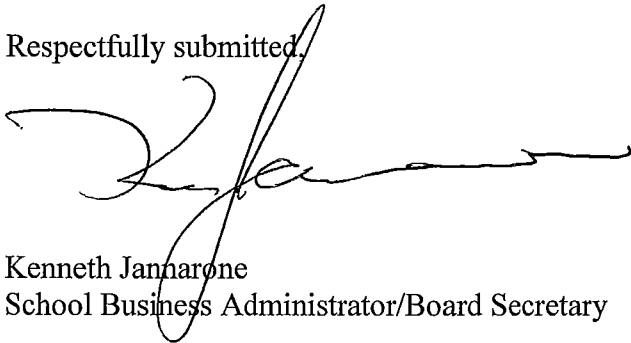
**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**ADJOURN MEETING: 9:14 p.m.**

There being no further business Mrs. Parlamas made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried: 7-0.

Respectfully submitted,



Kenneth Jannarone  
School Business Administrator/Board Secretary

## **FINANCIAL MANAGEMENT RESOURCE SERVICES COMMITTEE**

# Twp of Ocean BOE

## Expense Account Adjustment Analysis By Adjustment#

va\_exaa2.082406  
10/31/2017

Current Cycle : October

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000069	BT: OCT-001	11-240-1000-10601-00-00	BILINGUAL ED INSTRAUDE S	10/12/2017	GSTONE	\$22,012.00	\$8,062.00	\$30,074.00
	BT: OCT-001	11-240-1000-61006-00-06	BILINGUAL GEN SUPP	10/12/2017	GSTONE	\$30,805.00	(\$8,062.00)	\$22,743.00
				Total for Adjustment #		000069	\$0.00	
000070	BT: OCT-002	11-190-1000-61006-01-09	REG INSTR HOM EC SUP SHS	10/16/2017	GSTONE	\$8,665.00	\$504.00	\$9,169.00
	BT: OCT-002	11-190-1000-61006-01-23	REG INSTR SCI SUP SHS	10/16/2017	GSTONE	\$21,615.00	\$2,204.00	\$23,819.00
	BT: OCT-002	11-190-1000-61006-06-23	7-8 REG INST SCI SUP	10/16/2017	GSTONE	\$10,503.00	\$2,500.00	\$13,003.00
	BT: OCT-002	11-190-1000-64001-01-09	REGINST HOME EC TXTBK SHS	10/16/2017	GSTONE	\$504.00	(\$504.00)	\$0.00
	BT: OCT-002	11-190-1000-64001-01-23	REG INSTR SCI TXTBK SHS	10/16/2017	GSTONE	\$4,704.00	(\$4,704.00)	\$0.00
	BT: OCT-002	11-190-1000-64001-06-23	7-8 REG INST SCI TXTBX	10/16/2017	GSTONE	\$1,025.00	(\$1,025.00)	\$0.00
	BT: OCT-002	11-190-1000-89001-01-23	DUES & FEES - SCIENCE	10/16/2017	GSTONE	\$1,250.00	\$1,025.00	\$2,275.00
				Total for Adjustment #		000070	\$0.00	
000071	BT: OCT-003	11-000-2620-42037-01-31	ATHL. EQUIP. R&M	10/16/2017	GSTONE	\$9,400.00	(\$325.00)	\$9,075.00
	BT: OCT-003	11-402-1000-59001-01-31	PURCHASED SERVICES	10/16/2017	GSTONE	\$800.00	\$325.00	\$1,125.00
				Total for Adjustment #		000071	\$0.00	
000078	BT: OCT-004	11-000-2700-16003-00-00	BUS DISPATCHER TRANS SAL	10/31/2017	GSTONE	\$130,202.00	(\$2,000.00)	\$128,202.00
	BT: OCT-004	11-000-2700-42000-07-37	BUS REPAIRS & MAINT.	10/31/2017	GSTONE	\$470,000.00	\$2,000.00	\$472,000.00
				Total for Adjustment #		000078	\$0.00	
000079	BT: OCT-005	11-000-2620-42034-10-27	ELECTRICAL/ALARM ADM	10/31/2017	GSTONE	\$50,000.00	(\$42,000.00)	\$8,000.00
	BT: OCT-005	11-000-2620-62202-10-25	UTILITIES - ELECTRIC	10/31/2017	GSTONE	\$660,000.00	\$42,000.00	\$702,000.00
				Total for Adjustment #		000079	\$0.00	
Total Current Appropriation Adjustments							\$0.00	

Office of the School Business Administrator  
Township of Ocean School District  
November 28, 2017

## **REQUESTS FOR USE OF SCHOOL FACILITIES**

### **Ocean Twp Little League**

OTHS, Cafeteria, Gymnasium  
February 3, 2018  
1:30 pm – 4:00 pm  
February 4, 2018  
9:00 am – 12:00 pm  
Purpose: Evaluation / Registration  
Group 2 School Age Service Groups  
Facility Fee: \$00.00  
Custodial Reimbursement: \$180.00

### **Ocean Twp United Soccer Assoc.**

OTHS Athletic Fields, OTES Athletic Fields,  
TOIS Athletic Fields  
June 9, & 10, 2018  
8:00 am – 8:00 pm  
Purpose: Soccer Tournament  
Group 2 School Age Service Groups  
Facility Fee: \$00.00  
Grounds Reimbursement: \$2,000.00

## **INSTRUCTION & EDUCATION**

**Office of the Assistant Superintendent of Schools**  
**Teaching & Learning**

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz, Ed. D.

FROM: Janet Forino

DATE: November 3, 2017

RE: Student Teacher

Please present for Board Approval at the next scheduled board meeting the student teacher listed below for the Spring semester.

Pasquale Barone  
Georgian Court U  
OTHS  
Paul Casner

**Office of the Assistant Superintendent of Schools  
Teaching & Learning**

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz, Ed. D.

FROM: Janet Forino

DATE: November 22, 2017

RE: Student Teachers

Please present for Board Approval at the next scheduled board meeting the student teachers listed below.

Lauren Resinkoff  
Monmouth U  
OTHS  
Lynette Werthwein

Gillian Ober  
Monmouth U  
OTHS  
Cara Tevar



**Office of the Assistant Superintendent of Schools  
Teaching & Learning**

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: November 8, 2017

RE: Student Observer

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

Jacob Rubenstein  
Monmouth U  
100 hours  
OTHS  
Jeff Soares

**Office of the Assistant Superintendent of Schools  
Teaching & Learning**

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: November 22, 2017

RE: Student Observer

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

Lazaros Kolasis  
Kean U  
20 hours  
OTES  
Kevin Ruane/Jon Molinelli

**Ocean Township High School  
Student Counseling Office**

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MEMORANDUM FOR: Kelly Weldon  
FROM: Anthony DePasquale  
RE: Ocean Township High School  
School Counseling Internship  
DATE: November 14, 2017

Please present for Board approval at the next scheduled Board meeting that the following graduate student from Monmouth University, is given approval to fulfill 300 Internship hours from January – May 2018.

Thank you.

**Ocean Township High School Internship Masters Level  
January – May 2018**

<u>Student</u>	<u>Counselor/Director</u>	<u>Location</u>
Amanda Aitkens (Slevin)	Kristen McHugh	Wayside Elementary

AD/syb

Cc: J. Stefankiewicz, ED. D., A. DePasquale

**Office of the Assistant Superintendent of Schools**  
**Curriculum & Instruction**  

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**Township of Ocean Schools**



MEMORANDUM FOR: James Stefankiewicz, Ed. D.

FROM: Janet Forino

DATE: November 22, 2017

RE: Christine Vinegra – Administrative Internship

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Ms. Christine Vinegra, Special Education Teacher at Ocean Township Elementary School is requesting Board Approval to perform a 300 hours Administrative Internship beginning January 2018 and over the next six months in order to fulfill requirements for her Master's Degree in Administration and Supervision from Scranton University. Dr. Doreen Ryan and Kristin Vona have agreed to be her mentors.

Ms. Vinegra plans on fulfilling these hours before and after schools hours and during prep periods. She is aware that these hours will not conflict in anyway with her contracted hours at the Ocean Township Elementary School.

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

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**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 21, 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*
Russoniello	Louis	Phys Ed	NJASPERD**** Annual Convention - Long Branch	2/26/18	\$70.00**
Cocucci	Lisa	Math	Models of Excellence with Google: The Student Centered Classroom - Millstone MS	12/6/17	\$75.00**
DeSomma	Mark	Math	US All-Star Track&Field and Cross Country Clinic - Atlantic City	12/7/17	\$99.00 **
Patterson	Timothy	Social Studies	US All-Star Track&Field and Cross Country Clinic - Atlantic City	12/7/17	\$99.00**
Connolly	Allison	Social Studies	Developing PBL Lessons/Activities - Toms River North HS	1/16/18	**
Reilly	Leann	4th Grade	Disproportionality & Access Across Intersectionalities - Monmouth U	12/11/17	**
Holmes	Maryann	4th Grade	Maker Tools on a Budget - Toms River Schools	12/12/17	**
DiMiceli	Francesco	Math	Models of Excellence with Google: The Student Centered Classroom - Millstone MS	12/6/17	**
Ruane	Kevin	4th Grade	<b>Presenting @</b> 9th Annual AMTNJ Special Education Conference - Monroe	12/6/17	**
Molinelli	Jon	Spec Ed	<b>Presenting @</b> 9th Annual AMTNJ***** Special Education Conference - Monroe	12/6/17	**

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

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

\*\*\*Regional Professional Development Academy

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

\*\*\*\*\*Assn of Math Teachers of NJ

\*\*\*\*\*NJ Assn of School Psychiatrists

+Staff member will seek reimbursement

^cost covers multiple sessions

Last Name	First Name	Subject	Workshop	Date	Fee*
Martin	Toni	Instructional Aide	Social Skills in Your Classroom - RPDA	12/13/17	**
DePasquale	Anthony	Director of Guidance	Monmouth County Guidance Directors' Mtg	12/17/17	n/a
Burns	Bridget	CST	NJASP***** Winter Conference - East Windsor	12/8/17	n/a
Vona	Kristin	Supv Spec Ed & ASP	<b>Presenting @</b> 9th Annual AMTNJ Special Education Conference - Monroe	12/6/17	n/a
Picerno	Christine	Supv of Math, Science & G&T	<b>Presenting @</b> 9th Annual AMTNJ Special Education Conference - Monroe	12/6/17	n/a
Burns	Bridget	CST	Social & Emotional Learning Tools - RPDA	6/7/18	n/a

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

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

*\*\*\*Regional Professional Development Academy*

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

*\*\*\*\*\*Assn of Math Teachers of NJ*

*\*\*\*\*\*NJ Assn of School Psychiatrists*

*+Staff member will seek reimbursement*

*^cost covers multiple sessions*

SPECIAL SERVICES OFFICE  
TOWNSHIP OF OCEAN SCHOOL DISTRICT  
DATE: November 16, 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>
Oakwood School	1	*ESERS 129 days @ \$306.46	\$39,533.34

Effective: 11/17/2017

\*Eligible for Special Education and Related Services

cc: K. Weldon  
K. Jannarone  
M. Mosca

## PERSONNEL



**SUBSTITUTES FOR BOARD APPROVAL**  
**November 22, 2017**

Paul, William	9-12
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## **PLANNING & CONSTRUCTION**

# **AIA® Document G701™ – 2001**

## Change Order

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> 002	<b>OWNER:</b> <input checked="" type="checkbox"/>
15.122 - OCN -	<b>DATE:</b> 11/8/17	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
Multi-purpose/Classroom		<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
Additions/Renovations at Wanamassa School		<b>FIELD:</b> <input type="checkbox"/>
Ocean Township, NJ		<b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	<b>ARCHITECT'S PROJECT NUMBER:</b> 15.122	
Rampart Construction Co., Inc.	<b>CONTRACT DATE:</b> March 29, 2016	
21 Ridgedale Avenue	<b>CONTRACT FOR:</b> General Construction	
Summit, NJ 07901		

### 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 at District's request.....(-\$4,000.00)
- Credit to supply brick in lieu of architectural CMU at Courtyard Area at District's request.....(-\$1,500.00)
- Credit to supply brick in lieu of architectural CMU at Gym Area at District's request.....(-\$1,000.00)
- NJNG Relocation Credit.....(-\$5,716.38)
- Roofing overtime as authorized by District.....\$4,665.00
- Columns installed to support Art Room windows as directed by architect due to drawing conflict.....\$2,940.00
- Extending column in Art Room as directed by architect due to drawing conflict.....\$2,260.00
- Credit related to elimination of fireproofing revised approach per code official comments.....(-\$8,000.00)
- Additional work related to fireproofing of truss revised per code official.....\$5,021.00
- Infill window openings at Auditorium as directed by architect.....\$3,869.00
- Additional cost of installing larger hot box as required by Water Company.....\$11,723.00
- Elimination of sprinklers in attic - not required per code review.....(-\$3,780.00)
- Credit for omitting signage at District's request.....(-\$1,160.00)
- Credit for omitting acoustic CMU in Gym as directed by architect.....(-\$7,064.00)
- Credit for changing servery quarry tile to VCT at District's request.....(-\$866.00)
- Installation of gas meter bollards as directed by architect.....\$1,443.00
- Additional yard inlet - RFI 36. Contractor recommended and approved by site engineer.....\$2,306.00
- Hallway ceiling sheetrock in existing corridor to maintain fire rated construction per code official.....\$9,309.00
- Credit for eliminating reroofing existing roof per architect removal from scope.....(-\$5,200.00)
- Crawl space heating for dry system conversion to wet system. Heaters to provide temperature control as dry system would have required a water service upgrade due to system requirements for a higher demand.....\$6,500.00
- Attic Insulation - removal of Kraft face as required by code official.....\$2,728.67
- Magnetic door hold open per code official as required by code official.....\$2,528.29
- Eliminate Electrical Room VCT as requested by District.....(-\$685.00)

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

The original Contract Sum was	\$ 4,418,551.00
The net change by previously authorized Change Orders	\$ 36,019.52
The Contract Sum prior to this Change Order was	\$ 4,454,570.52
The Contract Sum will be increased by this Change Order in the amount of	\$ 16,321.58
The new Contract Sum including this Change Order will be	\$ 4,470,892.10

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

**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  
07755-1514

ADDRESS

BY (Signature)

Mr. Kenneth Jannarone

(Typed name)

DATE

## TECHNOLOGY

**Bill To**

Ocean Township Board of Ed  
 Mike Hall  
 163 Monmouth Road  
 Oakhurst, NJ 07755  
 Phone #: (732) 531-5600  
 mhall@ocean.k12.nj.us  
 http://www.ocean.k12.nj.us/ocean/\_to  
 p

**Ship To**

Ocean Township Board of Ed  
 Mike Hall  
 163 Monmouth Road  
 Oakhurst, NJ 07755  
 Phone #: (732) 531-5600  
 mhall@ocean.k12.nj.us  
 http://www.ocean.k12.nj.us/ocean/\_t  
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**PROPOSAL**
**Dell Latitude 3480**
**Quote # KD014640 ver. 2**
**10/23/2017**

Ocean Computer Group, Inc. has been authorized by the State of New Jersey to act as a reseller for Dell and EMC under their Participating Addendum's for WSCA/NASPO in New Jersey, PC Contract 4/1/17 - 3/31/20 for Computer Equipment, Peripherals, and Related Services.

WSCA | NASPO Contract # B27160  
 WSCA | NASPO Contract # AR602 (Networking)  
 Ocean Computer Contract Code : 05AHC  
 Master Agreement Number : MNWNC-108/109  
 Participating Addendum: A89967/89968

Pricing is valid for only 30 Days and subject to change

Hardware	Price	Qty	Extended
Dell Latitude 3480	\$810.95	60	\$48,657.00
210-AKUQ Dell Latitude 3480, CTO 379-BCSN 7th Generation Intel Core i5-7200U (Dual Core, 2.50Ghz, 4MB cache) 619-AHKN Win 10 Pro 64 English, French, Spanish 658-BCSB Microsoft(R) Office 30 Days Trial 338-BLIU Intel(R) Core (TM) i5-7200U Processor Base, Intel (R) H Graphics 620 631-ABIG No Out-of-Band Systems Management 370-ADIB 8G (1 X 8G) DDR4 Memory 400-AOTF 256GB M.2 2280 SSD 575-BBLP M.2 SSD Hard Drive Bracket 817-BBBC Not selected in this configuration 320-BCEB Non-Touch LCD Back Cover with Camera 391-BDER 14.0" (16:9) Anti-Glare, FHD (1920x1080) WLED 580-ACBU Standard Keyboard, English 570-AADK No Mouse 555-BDMH Qualcomm QCA61x4A 802.11ac Dual Band(2x2) Wireless Adapter+ Bluetooth 4.1 Driver 555-BGMW Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1 362-BBBB No Wireless WAN Card 451-BBYR 56 Whr ExpressCharge Capable (Prismatic) 492-BBDD 65 Watt AC Adaptor 346-BCHD No Fingerprint Reader Palmrest (Single Pointing) 817-BBBB No FGA 332-1286 US Order 389-BLSV Intel Core i5 Processor Label 340-AGIK Safety/Environment and Regulatory Guide (English/French Multi-language) 640-BBIB ODM Info 537-BBBL US Power Cord 340-AASO Direct Ship Info Mod 340-BLQY Mixed Model Shipping Material 387-BBMM eStar 6.1 430-XXYG No Resource DVD 460-BBEX No Carrying Case 452-BBSE No Docking Station 800-BBGT BTO Standard Shipment (S) 340-BLOL Windows 10 Quick Reference Guide 620-AAOH No Media			

## Hardware

Price Qty Extended

389-BEYY Regulatory Label Included  
575-BBCH No Stand Included  
389-BCGW No UPC Label  
340-ACQQ No Option Included  
610-BBUI Dell Latitude 3480 Flex  
525-0131 Dell Command | Power Manager (DCPM)  
525-BBCL SupportAssist  
640-BBLW Dell(TM) Digital Delivery Cirrus Client  
658-BBMR Dell Client System Update (Updates latest Dell  
Recommended BIOS, Drivers, Firmware and Apps)  
658-BBRB Waves Maxx Audio  
658-BCUV Dell Developed Recovery Environment  
658-BDLO System Shipment, Latitude 3480  
975-3461 Dell Limited Hardware Warranty Extended Year(s)  
997-6727 Dell Limited Hardware Warranty  
997-6735 Onsite/In-Home Service After Remote Diagnosis, 1 Year  
997-6737 Onsite/In-Home Service After Remote Diagnosis, 2 Year Extended

Hardware Subtotal

\$48,657.00

## Recap

Amount

Hardware

\$48,657.00

Total

\$48,657.00