

# Annual Nursing Services Plan

(NJAC 6A: 16-2.1 through 2.5)

**District Name:** Newton Public School District

**School Year:** 2014-2015

**Board of Education Approval Date:** November 11, 2014

**District Contact Person:** Carol Marinaro RN; Kathy Hughen RN; Jill Aquino, RN

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**I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A 16-2.1 (b) 2 (i))**

1. Review immunizations records; regulate admittance into school
2. Administration of medication to students in school setting, as authorized
3. Review Do Not Resuscitate orders
4. Provision of health services in emergency situations
  - Administrations of medications for student requiring epinephrine
  - Care of any student who becomes injured or ill during school or school sponsored functions
  - Transportation and supervision of any student determined to be in need of immediate care
5. Treatment of asthma: medications, nebulizer, airway management, as authorized
6. Administration of student medical examination, as per NJSA 18A:40-4. 18A:35-4.8 and NJAC 6A: 16-2.2
7. Procedures for sanitation and hygiene, pursuant to NJAC 8:61-1.1; universal precautions
8. Maintenance of Student Health Records; adherence with FERPA; Reporting and surveillance
9. Provide information for: NJ Family Care program (N.J.A.C. 6A: 16-2.2)

II. Summary of Specific Individual Student Needs – Nursing Services required (N.J.A.C. 6A:16-2.1 (b) 2 (ii))

Services Required to Address Specific health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures, or treatments.	Merriam Avenue School	Halsted Middle School	Newton High School
First-Aid, Splinting, Ace-wrap etc.	500	300	383
Dental: tooth avulsion, caries, braces, etc	45	25	10
Health Screenings Ht., Wt., & BP yearly	495	300	500
Visual Acuity screening Pre K, K, 1, 2, 4, 5, 6, 7, 8, 10	400	300	275
Auditory Screening Pre K, K, 1, 2, 3, 5, 6, 7, 8, 11	400	300	413
Scoliosis Screening biennially age 10-18	88	300	235
Diabetic Glucose testing, insulin pump management (# of students in building~ <i>Multiple visits per day</i> )	0	0	4
Mantoux/PPD testing	0	0	0
Medication Administration – daily (# of students in each building who receive daily meds) ( <i>CHANGES THROUGHOUT THE YEAR</i> )	3	2	4
Medication Administration – PRN (# of students in each building who have an order for PRN Meds) ( <i>CHANGES THROUGHOUT THE YEAR</i> )	26	88	247
Nebulizer/inhalers/peak flow measurements (# of students in each building who have an order for asthma) ( <i>CHANGES THROUGHOUT THE YEAR</i> )	30	20	107
Tube feedings	0	0	0
Urinary catheterizations	0	0	0
Ventilator care	0	0	0

Referral for vision evaluations (CHANGES THROUGHOUT THE YEAR)	25	25	13
Referral for hearing evaluations	8	0	0
Referral for Alcohol and drug use/abuse testing (CHANGES THROUGHOUT THE YEAR)	0	0	0
Referral for pregnancy	0	0	1
Student referral to primary care physician (CHANGES THROUGHOUT THE YEAR)	75	50	143
Student referral to specialist	35	20	26
Phone calls to parents (INCREASES AS THE YEAR PROGRESSES)	250	175	113
Seizure Precautions	1	0	8
Sickle Cell Disease	0	1	2
Cardiac precaution	2	3	7
Kidney-related illness	0	1	1
Epi-Pens	13	6	22
Bleeding Disorder	1	0	1
Bilateral Hearing Aid	1	0	1
Migraines	0	1	2
Tourettes	0	1	0
Asthma Action Plans	30	20	107
Diabetic Action Plan	0	0	4
Epinephrine/Anaphylaxis Action Plan	13	6	22

### **III. Emergency Management (N.J.A.C. 6A 16-2.1 (b) 2 (iii))**

#### **A. Acute Care Management Plan:**

1. Emergency Management Kit (“Go –box,” crash cart, etc.) for utilization in crisis, Emergency evacuations
2. Cardiac or Respiratory Distress Action Plan
3. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
4. Asthma Action Plan
5. Diabetic Action Plan

#### **B. District Crisis Management Plan:**

1. Triage Action Plans in District Crisis Management Plan
2. Shelter-in-Place Healthcare Action Plan
3. Lock-down Healthcare Action Plan

#### **C. Community Rescue Squad and emergency Paramedic Services**

1. How are Emergency response services provided to district schools

#### IV. Detailed Nursing Assignments Sufficient to Provide health Services

(N.J.A.C. 6A:16-2.1 (b) 2 (iv), N.J.A.C. 6A:16-2.1 (b) 3, N.J.A.C 6A:16-2.3)

Schools		Merriam Avenue School	Halsted Middle School	Newton High School	Out of District
Grade levels		PreK, K, 1, 2, 3, 4,	5, 6, 7, 8	9, 10, 11, 12	
Enrollment number as of October 1 <sup>st</sup>		482	300	773	
<b>Number of Students receiving:</b>					
Special Services/IEP's		108	45	120	24
504's		7	14	34	
I&RS		17	2	6	
IHP's		22	21	13	
IEHP's		16	6	0	
<b>Assignments-number of:</b>					
Paraprofessionals:		36 P/T 1 F/T	15 P/T	15 P/T 3 F/T	
<b>Categories Of Students Receiving Special Ed Services</b>					
		5-AUT, 25-COM, 3-MiC, 1-ED, 3-MD, 15-OHI, 27-PSD, 11-SLD, 17-ESLS	4-AUT, 5-COM, 3-MiC, 3-ED, 5-OHI, 23-SLD, 2-ESLS	2-AUT, 8-COM, 1-MiC, 5-ED, 10-MD, 46- OHI, 47-SLD, 1- TBI	
<b>Nursing Assignments-Number of:</b>					
NJAC 6A:9-13.3	Certified School Nurse - CSN	1	1	1	
	Registered Nurse – not CSN	0	0	0	
	Licensed Practice Nurse - LPN	0	0	0	
NJAC 6A:9-13.3 (b)	CPR certified	17	32	24	
NJAC 6A:9-13.3 (b)	AED certified	17	32	24	
NJAC	Asthma Nebulizer trained	1	1	1	
<b>Unlicensed Assistive Personnel Assignments</b>					
Nursing assistants		0	0	0	
Health Aides		0	0	0	

<b>School Employees Certified in:</b>				
Administration of epi-pens	12	13	7	
Administration of glucagon	1	5	5	
First Aid Certified	0	9	13	

**V. Nursing Services and Additional medical Services provided to Non-Public Schools**

**A. Non-public nursing services (NJAC 6A: 16-2.3 (b) through (d))**

1. Non-public nursing services by the County Education Services Commission
2. Or, No non-public schools in district.

Annual Nursing Services Plan prepared in consultation with the school physician and certified school nurse.



BOARD OF EDUCATION  
Newton, NJ  
MINUTES OF THE REGULAR MEETING OF OCTOBER 21, 2014

Ms. Dunn, Board President, called the meeting to order at 7:00 PM in the Board Office at 57 Trinity Street, Newton, NJ, noting in the opening statement that the notice of this meeting was sent to the New Jersey Herald, the Star Ledger, and the Town Clerk of Newton on January 9, 2014, and appropriately posted. The notice requirements of the Open Public Meetings Act have been satisfied.

OPENING

Members Present: Ms. Cooke, Ms. Dunn, Ms. Egner, Mr. Fancher, Ms. Faye, Mr. Goldschmidt, Mr. Heckman, Ms. Larsen, Mr. Morris, Mrs. Thomas and Dr. Greene.

ROLL CALL

Members Absent: Mr. Caffrey

Also Present: Donna C. Snyder

There were no public comments.

PUBLIC  
COMMENTS  
COMMITTEE RPTS.

Mrs. Thomas reported that the Finance Committee reviewed the method of calculating Resource Center expenses and the Tentative 2015-16 Budget Calendar.

Ms. Heidi Wohlleb, Partner at Nisivoccia & Company, LLP, gave a summary of the audit, and explained that the district is in excellent financial shape.

Ms. Dunn expressed her appreciation to Ms. Snyder, and Ms. Snyder thanked everyone in the district who has a role in keeping financial records.

Negotiations—Dr. Greene reported that the Newton BOE Negotiations Committee will be meeting the week of November 3<sup>rd</sup>.

Town Report—Ms. Egner stated that water restrictions have been put in place. They are waiting for written approval on making Spring Street one-way.

Ed Services Committee—Ms. Faye reported that the ESC is starting teacher negotiations. Construction on their building has been completed. In addition, they are providing in-service training to other schools.

Andover—Mr. Fancher reported that Andover met two weeks ago. A student was selected to exhibit at NJPAC. Regarding the bus accident in Andover, Mr. Fancher said that there were no serious injuries. He also reported that Andover had their audit presentation. In addition, Andover is looking at creating g-mail accounts for their 7<sup>th</sup> and 8<sup>th</sup> grade students.

SENDING  
DISTRICTS

Green—Ms. Cooke said that Green will have their audit presentation on October 15<sup>th</sup>. They had one minor finding in ASSA.

EVVRS/HIB Report

SUPT.'S REPORT  
ED. HIGHLIGHTS

Dr. Greene presented the report and commented that there has been a decrease in reportable incidents.

Newton High School College Fair

Dr. Greene reported that the Newton High School College Fair had 83 institutions participate, and it was a very successful event.

Bus Accident

The Superintendent stated that there was a bus accident in Newton with a First Student bus involving Green students. There were no injuries.

Center for Prevention & Counseling

Dr. Greene said that Merriam Avenue School and Halsted Middle School will be partnering with the Center for Prevention & Counseling in a grant-funded program with a goal of reducing drug use.

Forensic Science

The Superintendent said that Newton High School will be adding an Honors Program in Forensic Science.



### Enrichment Program

Dr. Greene also reported that the Title I Enrichment Program at Merriam Avenue School currently has 140 students in the program.

### Parent Academy

The first session of the Parent Academy at Merriam Avenue School had 30 parents participating.

Dr. Greene introduced Wendy Whipple and Karen Noggle. The New Jersey Association of School Librarians (NJASL) has selected Karen Noggle as the Library Assistant of the Year.

Dr. Greene reported that he and Ms. Snyder met with the Andover Business Administrator, Ms. VanAuken, and the Interim Superintendent, Mr. Macerino. He stated that we were asked to provide additional information, mostly regarding resource room classes, which we are able to do.

Dr. Greene also mentioned discussion of a NJ Herald report from Andover's board meeting that "the district incurred expenses of \$225,000 more than had originally been anticipated for certain high school students requiring resource-room instruction in Newton." He noted that given previous allegations of miscommunication, he wanted to find a way to correct any impression that Newton had not provided accurate information. Dr. Greene thanked Mr. Macerino for offering to write a letter to the editor to clarify the report.

### Regional Broadband

SBA/BS REPORT

Ms. Snyder reported that the Regional Broadband Co-op had over a dozen responses. Over 400 districts submitted letters of interest. Results of the RFP will be available in November.

### Affordable Care Act

January 15, 2015 is the compliance date for school districts with over 100 employees. As information continues to be developed for implementation, the reality of the time commitment is massive and the financial commitment could also be huge.

Motion made by Ms. Egner, seconded by Mrs. Thomas, to approve the following:

BOARD BUSINESS

- A. Approve the minutes of the following meeting:  
Regular Meeting of September 23, 2014
- B. Authorize the secretary to pay bills and warrants Nos. 040985 to 041153 as per bill list dated October 21, 2014, in the amount of \$2,610,376.16, as per Attachment A.
- C. Approve the draft financial reports from the Board Secretary and the Treasurer of School Monies for the month of September, 2014 as on file in the Business Office.
- D. Accept the Board Secretary's certification, as attached, (pursuant to NJAC 6:20-2.12(d)) that as of September 30, 2014, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education pursuant to NJSA 18A-22-8 & 18A-22-8.1.
- E. Pursuant to NJAC 6:23-2.11, certify that as of September 30, 2014, after review of the secretary's financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overexpended in violation of NJAC 6:20-2.12(a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- F. Approve the line item transfers and 10% report as per Attachment B.
- G. Approve Food Service checks from July, 2014 through September, 2014 as per Attachment C.
- H. Affirm the Superintendent's decisions regarding HIB incidents as reported to the Board of Education on October 17, 2014.

Ms. Snyder commented that Board Business Item G (Food Service Checks) will be on the agenda from now on, as per a suggestion by the auditors. She informed the Board Members that this report is for informational purposes only, as the checks will already have been issued.

Carried unanimously by a roll call vote of the 11 member Board with the following exceptions:

Mr. Goldschmidt abstained on Board Business Item A.

Mr. Heckman abstained on Board Business Item A.

Motion made by Mr. Heckman, seconded by Mrs. Thomas, to approve the following:

PROGRAM

A. Approve the following trips for Halsted Middle School:

<u>Class/Club</u>	<u>Purpose</u>	<u>Location</u>
Band	Field Trip	Miller Symphony Hall, Allentown, PA
Student Council	Field Trip	Sussex Cty. Technical School, Sparta, NJ

Carried unanimously by a roll call vote of the 9 member Board.

Motion made by Ms. Cooke, seconded by Ms. Larsen, to approve the following:

B. Approve the following trips for Newton High School:

<u>Class/Club</u>	<u>Purpose</u>	<u>Location</u>
French Club	Field Trip	Summit High School, Summit, NJ
German Class	Field Trip	Delbarton School, Morristown, NJ
Marching Band	Field Trip	Sussex County Fairgrounds, Augusta, NJ
MD Class	Field Trip	Lentini Farms, Newton, NJ
Robotics	Field Trip	No. Brunswick HS, No. Brunswick, NJ

Carried unanimously by a roll call vote of the 11 member Board.

Motion made by Ms. Larsen, seconded by Mrs. Thomas, to approve the following:

PERSONNEL

A. Approve the following Title I After-School Enrichment Teachers at Merriam Avenue School @ \$30/hr. each, not to exceed \$3,600 each:

- Steve Down
- Jill Merson
- Scott Zymet

B. Approve Alfrida Vlachos as Part-Time Teacher Assistant at Merriam Avenue School, effective October 22, 2014 for the 2014-15 school year, Step 2, 83% to \$14,741.

C. Rescind the June 17, 2014 motion approving Carolyn McKnight as Technology Club Supervisor at Merriam Avenue School, Step 6, \$1,295.

D. Approve Carrie Kerrick as Long-Term Leave Replacement Science Teacher at Halsted Middle School, replacing Lauren Geaney, effective November 1, 2014 through June 30, 2014, Step 1 per diem.

E. Approve Lillian French as Merriam Avenue School Title I Parent Academy Spanish Language Translator @ \$15/hr., not to exceed \$450.

F. Approve Blair-Ellis as Merriam Avenue School Title I Parent Academy Instructor @ \$30/hr., not to exceed \$900.

Carried unanimously by a roll call vote of the 9 member Board.

Motion by Mrs. Thomas, seconded by Ms. Larsen, to approve the following:

G. Approve Katherine Lupo as Part-Time Teacher Assistant at Newton High School, replacing Vincent White, effective October 22, 2014 for the 2014-15 school year, Step 2, 83% to \$14,741.

H. Approve the list of Volunteers for the Newton High School Drama Production per Attachment D.

I. Approve the following substitutes/home instructors for the 2014-15 school year:

- Darlene Nelson

- J. Rescind the June 17, 2014 motion approving Eric Bollette as Assistant Football Coach at Newton High School at \$5,004, and approve as follows:

Eric Bollette as Assistant Football Coach at Newton High School, \$5,004 + \$200 Longevity totaling \$5,204 for the 2014-15 school year.

- K. Rescind the June 17, 2014 motion approving Diana Eigner as Cross Country Coach at Newton High School, \$8,041 + \$321 Longevity, and approve as follows:

Diana Eigner as Cross Country Coach at Newton High School, \$8,041 + \$402 Longevity totaling \$8,443 for the 2014-15 school year.

Carried unanimously by a roll call vote of the 11 member Board.

Ms. Dunn said that it is nice to see such a long list of volunteers.

Motion by Ms. Larsen, seconded by Ms. Egner, to approve the following:

BUSINESS

- A. Approve the following district purchases for the 2014-15 school year:

<u>Newton Board of Education</u>	<u>Description</u>	<u>Amount</u>																														
Hobbie Heat & Power Inc.	Boiler Repair	\$ 7,845.00																														
Manhattan Welding Co.	Boiler Parts & Service NHS	\$ 4,000.00																														
Manhattan Welding Co.	Boiler Service MAS	\$ 3,984.25																														
ORR'S	Custodian Work Apparel	\$ 6,712.30																														
Public Consulting Group	EasyIEP Services 2014-15	\$ 7,668.00																														
Sussex Cty. Ed. Svcs. Comm.	Nursing Svcs. St. Joseph's School	\$14,322.00																														
<u>Newton High School</u>	<u>Description</u>	<u>Amount</u>																														
Collins Sports Medicine	Athletic Trainer Supplies, Fall 14-15	\$ 2,998.30																														
Makerbot Industries	3D Printer & Accessories	\$ 3,614.32	 			<u>Merriam Avenue School</u>	<u>Description</u>	<u>Amount</u>	CDWG, Inc.	Chromebooks	\$ 6,975.00	Edmentum	Grade 2 Math & Lang. Arts Materials	\$ 2,600.15	 			<u>Special Services</u>	<u>Description</u>	<u>Amount</u>	Susan Bloodgood	Occupational Therapy Services 14-15	\$64,800.00	Debbie Grimm	Occupational Therapy Services 14-15	\$27,000.00	Gabrielle Heller	Physical Therapy Services 14-15	\$55,080.00	Heinemann	Literacy Intervention Materials	\$ 2,862.00
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- B. Approve district travel expenses as per Attachment E.
- C. Approve the application of the FirstEnergy STEM Classroom Grant for Halsted Middle School to encourage creativity in student learning in Science, Technology, Engineering and Mathematics Education.
- D. Approve the application of the Google RISE Award Grant for Halsted Middle School promoting Computer Science Education for students traditionally underrepresented in Computer Science.
- E. Accept grant monies from the Improving School Health Grant for Halsted Middle School in the amount of \$2,500.
- F. Approve the application of the Young Audiences Art Education Grant for Halsted Middle School, funded by Target, providing students with extraordinary and inspiring arts experiences (performances, hands-on workshops, and professional development).
- G. Approve the adoption of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2014-15 school year with no changes, and authorize the submission of same to the County Superintendent, County Prosecutor and Law Enforcement Officials.

H. Approve the following as per Attachment F:

Submission of Comprehensive Maintenance Plan

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

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Newton Public Schools are consistent with these requirements, and

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

NOW THEREFORE BE IT RESOLVED, that the Newton Public Schools hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Newton Public Schools in compliance with Department of Education requirements.

Carried unanimously by a roll call vote of the 11 member Board.

Mrs. Thomas said that she is really pleased to see all of the grants.

Brave News—Mrs. Thomas asked about the possibility of a portion of the Brave News being in Spanish.

OLD BD. BUSINESS

School Choice—Mrs. Thomas asked about the status. Dr. Greene replied that Newton filled 3 of 13 available seats. He reminded the group that Newton had asked for more seats originally.

NHS Student Success—Mrs. Thomas asked if recent data is available on the program to reduce freshman failure rates at Newton High School.

Random Drug Testing—Ms. Dunn asked about implementation of a program at Halsted Middle School.

First Grade Field Trip—Ms. Faye stated that she went on a field trip to a farm and was very pleased to observe the behavior of the group and to hear the compliments from the owner.

NEW BD. BUSINESS/  
OPEN DISCUSSION

Rachel's Challenge—Ms. Faye stated that the program was fabulous, but that some children came home upset and parents had no advance notice.

PRIDE—Ms. Dunn reminded everyone that the Newton PRIDE 5K is Saturday and asked everyone to support it if they are available.

Facility Emergency Response Training—Ms. Dunn asked if all of our facilities have been used for training.

Self-Defense Training—Mrs. Thomas stated that past students had been asked what they would like to see included in gym curriculum, and she wanted to know if that information would be used.

Social Media Policy—Ms. Faye asked if part-time employees are trained, including substitutes and food service employees.

Financial Analysis of Cost Per Pupil—Ms. Dunn said thanks to Dr. Greene for the report. Dr. Greene said we are using the data for budget development.

Advanced Boardsmanship—Ms. Egner reported that the training was good; Mrs. Thomas, Ms. Faye and Ms. Dunn said it was always interesting to hear how other boards operate compared to Newton's.

Ebola—Mr. Fancher stated that he has been asked by Andover parents about how it is spread. He explained how it is transferred and offered to be available for future questions.

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Please identify yourself and spell your last name.

PUBLIC COMMENTS

There were no public comments.

This public committee meeting is designed for the Board of Education to discuss issues that may appear on future board agendas. Please consider that an individual employee's terms and conditions of employment cannot be discussed prior to that employee being given proper notice.

COMMITTEE OF  
THE WHOLE

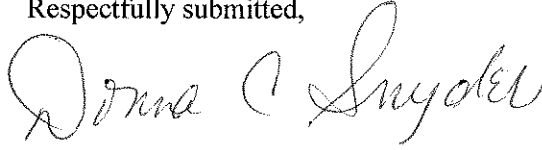
Buildings & Grounds

Mr. Greg Somjen and Ms. Bethanny Brennan of Parette Somjen Architects presented the Site Analysis Report they prepared.

Motion by Ms. Egner, seconded by Ms. Cooke, that the meeting would adjourn at 9:21 PM.  
There was no opposition.

ADJOURN

Respectfully submitted,



Donna C. Snyder  
School Business Administrator/Board Secretary

DRAFT