

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting - 8:00 p.m. – July 11, 2016**  
**West Orange High School**  
**51 Conforti Avenue**

**Agenda**

**I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE**

**II. NOTICE OF MEETING: Please take notice that adequate notice of this meeting has been provided in the following manner:**

- A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on January 5, 2016.
- B. That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and the Star-Ledger.
- C. That said notice was posted in the lobby of the Administration Building of the Board of Education.

**III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF June 27, 2016 (Att. #1)**

**IV. SUPERINTENDENT/ BOARD REPORTS**

- A. Strategic Plan Work Session
- B. Strategic Plan Presentation - postponed until August
- C. Board and District Goals - postponed until August
- D. Transportation Update
- E. Gregory School Construction Update
- F. ESIP Update
- G. Athletic/Extracurricular Update

**V. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS**

**VI. FIRST READING OF THE FOLLOWING BOARD POLICIES:**

District Records and Reports	3570.00
Expenses and Reimbursements	9250.00

**VII. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS**

**A. PERSONNEL**

**1. Rescissions**

- a. Superintendent recommends approval to the Board of Education for the following rescission(s):

Name	Location	Position	Effective Date
Olivia DeIspina	Redwood	School Counselor Long Term Substitute	7/11/16
Carol Nellen	Summer Enrichment Program	Art Teacher	7/1/16

## 2. Appointments

- a. Superintendent recommends approval to the Board of Education for the following certificated staff appointment(s). Step and salary may be adjusted upon ratification of collective bargaining agreement:

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Melissa Bougades	Redwood	Kindergarten	Vanderstreet	BA	2	\$51,862	9/1/16 - 6/30/17
Olivia DeIspina	WOHS	School Counselor	New	MA	2	\$55,380	9/1/16 - 6/30/17
Karen Porreca	Mt. Pleasant	Basic Skills Long Term Substitute	Cerrigone	MA	2	\$277 per diem	9/1/16 - 11/30/16

- b. Superintendent recommends approval to the Board of Education for the following non-certificated staff appointment(s). Step and salary may be adjusted upon ratification of collective bargaining agreement:

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Febeslinda Colon	Liberty	Administrative Assistant	N. Salese	Column II	2	\$41,861 amended	9/1/16 - 6/30/17
Michelle Ferrara	Kelly	Paraprofessional	Moss	non-degree	2	\$26,915	9/1/16 - 6/30/17
Patricia Rubino	Kelly	Paraprofessional	Dervisevic	BA	2	\$28,293	9/1/16 - 6/30/17
Jennifer Vilcachagua	Roosevelt	Paraprofessional	Moretti	BA	2	\$28,293	9/1/16 - 6/30/17

- c. Superintendent recommends approval to the Board of Education for the following additional summer assignment(s):

Name	Position	Assignment	Rate of Pay	Effective Dates
Elsa Batista	ESL Kindergarten Paraprofessional	Summer Enrichment Program	\$27 per hour not to exceed 4 hours per day Funded by Title III Grant	7/5/16 - 7/29/16
Diana Bolivar	ESL Language Arts Teacher	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day Funded by Title III Grant	7/5/16 - 7/29/16
Rosalie Dudkiewicz	School Nurse	Sports Physicals	\$55 per hour not to exceed 5.5 hours	6/1/16, 6/13/16
Timothy Egan	Music Teacher Substitute	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day as assigned	7/11/16 - 7/15/16
Catherine Haggarty	Art Teacher	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day as assigned	7/18/16 - 7/29/16
Andrea Klein	ESL Mathematics	Summer Enrichment	\$45 per hour	7/5/16 - 7/29/16

	Teacher	Program	not to exceed 4 hours per day Funded by Title III Grant	
Nicole Krulik	Art Teacher	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day as assigned	7/5/16 - 7/8/16
Diane LaPenta	Art Teacher	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day as assigned	7/11/16 - 7/15/16
Suzanne Lee	School Psychologist	Case Management	\$65 per hour not to exceed 100 hours amended	6/23/16 - 8/31/16
Denise Makri-Werzen	School Nurse	Sports Physicals	\$55 per hour not to exceed 5.5 hours	6/1/16, 6/13/16
Eileen Milano	ESL Teacher	Summer Student Testing	\$40 per hour not to exceed 8 hours per day Funded by Title III Grant	8/29/16
Guerlyne Millington	School Counselor	Scheduling of new ESL Students	\$400 per diem not to exceed one day Funded by Title III Grant	8/29/16
Amalia Morales	ESL Grades 4-9 Teacher	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day Funded by Title III Grant	7/5/16 - 7/29/16
Mary Quiroz	Supervisor of World Languages / ESL	Summer Enrichment Title III Grant Management	\$1,335 Funded by Title III Grant	7/5/16 - 7/29/16
Maria Passerini	ESL Kindergarten Teacher	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day amended	7/5/16 - 7/29/16
Cindy Rotbaum	Social Worker	Case Management	\$65 per hour not to exceed 70 hours amended	6/27/16 - 8/31/16
Shaan Shah	ESL Mathematics Teacher	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day Funded by Title III Grant	7/5/16 - 7/29/16

- d. Superintendent recommends approval to the Board of Education for the following negotiated co-curricular assignment(s):

Name	Location	Position	Stipend	Effective Dates
John McLaughlin	Roosevelt	Drama: Music Director	\$1,500	2016-2017
John McLaughlin	Roosevelt	Drama: Choreographer	\$1,379	2016-2017
Shari Kuzel OOD	WOHS	Color Guard: Winter Assistant Director	\$2,800	2016-2017
Kevin Schlear OOD	WOHS	Color Guard: Winter Director	\$3,800	2016-2017
Lynne Steinberg	WOHS	Math Team	\$2,144 amended	2016-2017

- e. Superintendent recommends approval to the Board of Education for the following other co-curricular assignment(s):

Name	Location	Position	Stipend	Effective Dates
Shari Kuzel OOD	WOHS	Marching Band: Color Guard Assistant Coordinator	\$4,000	2016-2017
Scott Tomlin	WOHS	Marching Band: Color Guard	\$3,000	2016-2017

.3 St. Cloud / .5 Hazel .2 Edison		Designer, Overall Effects and Drill Designer	
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- f. Superintendent recommends approval to the Board of Education for the following negotiated athletic assignment(s):

Name	Location	Position	Stipend	Effective Dates
Megan Colabella	WOHS	Volleyball: Assistant Coach	\$8,481	2016-2017
Kayla Negron OOD	WOHS	Swimming: Assistant Coach	\$8,481	2016-2017

- g. Superintendent recommends approval to the Board of Education for the following new co-curricular activities:

Club	Location	Stipend
Poetry Club (replaces Honors Band)	Roosevelt	\$1,435

- h. Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2016-2017:

Name	Certification Code	Teacher	Paraprofessional	Administrative Assistant	Lunch Aide	Nurse	Custodian
Ellen Bodner	Standard				X		
Febeslinda Colon	N/A			X			
Kelly Correia	Substitute	X		X			
Katherine Garcia	CEAS	X					
Rebecca Russell	Standard	X					

### 3. Leaves of Absence:

- a. Superintendent recommends approval to the Board of Education for the following leaves of absence for non-certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Karla Hernandez Family	Administration Building Administrative Assistant	9/14/16 - 10/31/16	11/1/16 - 2/6/17	2/7/17 - 6/30/17	7/1/17
Susan Saccente Personal	Transportation Administrative Assistant	N/A	6/27/16 - 7/1/16	N/A	7/5/16

### 4. Transfer(s):

- a. Superintendent recommends approval to the Board of Education for the following transfer(s) of certificated staff:

Name	From	Position	To	Position	Effective Date
Vanessa Turner Involuntary	Washington	Grade 5	St. Cloud	Grade 2	9/1/16

## B. CURRICULUM AND INSTRUCTION

1. Recommend approval of the following over night field trip(s) for 2016-2017.(Att. #2)
2. Recommend approval of the Tools of the Mind program for the Preschool Program.
3. Recommend adoption of the Library Media Specialist and School Guidance Counselor Evaluation Models.
4. Recommend adoption of the Marzano School Leader Evaluation Model and the Marzano District Leader Evaluation Model for the 2016-2017 School Year.
5. Recommend adoption of the Marzano Art and Science of Teaching Framework and Instructional Support Member Evaluation Framework for the 2016-2017 School Year.
6. Recommend approval/acceptance of Applications for School Business requests:

Name	Position	School	Conference	Dates	Amount	Funded
Rosalie Dudkiewicz	School Nurse	WOHS	25th Annual NJAAP School Health Conference Somerset, NJ	10/18/16	\$165.00	Local
Sarah McIntosh	School Counselor	Gregory	2016 Fall Conference NJ School Counselor Association Lawrenceville, NJ	10/14/16	\$195.00	Local
Stephanie Ross	Reading Specialist	Kelly	49th Annual Conference on Reading and Writing New Bruswick, NJ	10/28/16	\$198.00	Local

## C. FINANCE

### a.) Special Services

1. Recommend approval of providers of home instruction for the 2016-2017 school year to provide services to West Orange School district students as follows:

Name of Facility	Rate	Not to Exceed
American Tutor	\$58/hr.	\$5,000
Daytop Village of NJ, Inc.	\$120/day	\$5,000
Education, Inc.	\$49/hr.	\$20,000
Professional Education Services	\$73/hr.	\$10,000
Silvergate	\$55/hr.	\$30,000
St. Clare's Hospital	\$54/hr.	\$5,000
Union County Educational Services	\$62/hr.	\$5,000

2. Recommend approval for the following received students for the

ESY program:

Student #	Responsible District	Tuition	School
1601006	Irvington	\$4,261.44	Liberty
1601008	Irvington	\$4,261.44	Liberty

3. Recommend approval for the following specialist evaluation:

Student #	Evaluation	Provider	Cost	Budgeted/Unbudgeted
2706137	Augmentative Communication	Advancing Opportunities	\$880	Budgeted
1206074	Assistive Technology	CPNJ	\$750	Budgeted
1307137	Augmentative Communication	CPNJ	\$750	Budgeted

4. Recommend approval of the District's 2016-2017 School Nurse's Plan.  
(Att. #3)

b.) **Business Office**

1. Recommend approval of the 7/11/16 Bills List: (Att. #4)

Payroll/Benefits	\$ 3,937,176.03
Transportation	\$ 78,179.00
Tuition (Spec. Ed./Charter)	\$ 13,161.00
Instruction	\$ 486,985.46
Facilities	\$ 221,032.88
Grants	\$ 900.00
Food Service	\$ 100.00
Support Svcs/Co-Curricular/Athletics/Misc.	\$ 289,357.26
	\$ 5,026,891.63

2. Recommend approval of contract with Buzz1441, Inc., West Orange, NJ, in the amount of \$1,250 per month, for the period 7/1/16-6/30/17 and \$1,500 for the period of 5/16/16-6/30/16, to provide enhanced communication services for the West Orange Public Schools.
3. Recommend approval of submission of No Child Left Behind (NCLB) Consolidated Grant for fiscal year 2017 in the amount of \$1,037,401 and that the West Orange School District accepts the grant award of these funds upon the subsequent approval of the FY 2017 NCLB Application.

Allocation	Amount
NCLB Title I Part A	\$850,622
NCLB Title II Part A	\$113,748
NCLB Title III	\$58,454
NCLB Title III Immigrant	\$14,577
<b>Total:</b>	<b>\$1,037,401</b>

**D. REPORTS**

**VIII. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS**

**IX. NEXT BOARD MEETING to be held at 8:00 p.m. on August 1, 2016 at West Orange High School.**

**X. PETITIONS AND HEARINGS OF CITIZENS**

**XI. ADJOURNMENT**

**WEST ORANGE BOARD OF EDUCATION**  
**Public Board Meeting - 8:00 p.m. - July 11, 2016**  
**West Orange High School**  
**51 Conforti Avenue**  
**Agenda Addendum**

**A. PERSONNEL**

**2. Appointments**

- a. Superintendent recommends approval to the Board of Education for the following certificated staff appointment(s). Step and salary may be adjusted upon ratification of collective bargaining agreement:

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Angela Capuana	Mt. Pleasant	Grade 3 Leave Replacement	Japaz	BA	2	\$51,862 prorated	9/1/16 - 1/31/17
Melanie Chmielewski	Redwood	Special Education	Boccardi	MA	2	\$55,380	9/1/16 - 6/30/17
Nicole Spagnolo	Hazel	Grade 2	Valese	BA	2	\$51,862	9/1/16 - 6/30/17
Alyssa Sylvester	Liberty	Science	Robinson	BA	2	\$51,862	9/1/16 - 6/30/17

- b. Superintendent recommends approval to the Board of Education for the following non-certificated staff appointment(s). Step and salary may be adjusted upon ratification of collective bargaining agreement:

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Rose Ahaneku	WOHS	Paraprofessional	N/A	BA	4	\$28,936	9/1/16 - 6/30/17

- c. Superintendent recommends approval to the Board of Education for the following additional summer assignment(s):

Name	Position	Assignment	Rate of Pay	Effective Dates
Diane LaPenta	Art Teacher Substitute	Summer Enrichment Program	\$45 per hour not to exceed 4 hours per day as assigned	7/18/16 - 7/29/16

**5. Resignations / Retirements**

- a. Superintendent recommends approval to the Board of Education for the following non-certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Melissa Bougades	Redwood	Paraprofessional	Resignation	7/11/16



West Orange School District  
Over Night Field Trips 2016-2017  
7-11-2016

School	Grade	Course/Group	Destination
WOHS	9-12	Volley Ball Team	Penn State University
WOHS	9-12	Marching Band	Greeley, PA

## **WEST ORANGE SCHOOLS**

### **Student Support Services Department**

#### **NURSING SERVICES PLAN 2016-2017**

This nursing services plan provides certified school nurse staffing recommendations sufficient to provide services to students in all of its buildings as outlined in N.J.A.C. 6A:16-2.3 (b) through (d); by utilizing a staffing model for the delivery of school services based on severity coding, in conjunction with The National Association of School Nurses and Healthy People 2010 recommendations for staffing ratios. The certified school nurse has the educational preparation to develop and administer a comprehensive school health plan, provide individualized health education, and is familiar with New Jersey Administrative Code requirements, educational law and the implications for school nursing practice. The school nursing certification process (N.J.A.C. 6A:9-13.3) provides specialized knowledge and skills over and above those required for licensure as a registered nurse. Properly credentialed health care professionals, including registered nurses and licensed practical nurses employed in school settings must function solely within the scope of their respective practice acts (N.J.S.A. 45:11). Pursuant to N.J.S.A. 18A:40-3.3, the district may hire licensed practical nurses to provide specialized care to individual students. The LPNs hired to provide individualized care may not provide services to the general student population.

Students have increasingly complex needs for nursing care at school. Severity coding is a method for providing appropriate staffing to aggressively manage any health problems that are likely to compromise readiness to learn on a daily basis. Certain health conditions are unpredictable such as severe asthma, requiring immediate assessment and the provision of treatment by a registered nurse at any time during a school day.

#### **A Staffing Model for the Delivery of School Health Services Severity Coding Definitions**

##### **1. Nursing Dependent:**

Nursing dependent students require 24 hours a day, frequently one-to-one, skilled nursing care for survival. Many students are dependent on technological devices for breathing, for example, a child on a respirator, and/or needing continuous nursing assessment and intervention. Without the effective use of medical technology and nursing availability, the student would experience irreversible damage or death. Before a student enters school, a certified school nurse will complete a nursing assessment of the student and determine an appropriate plan of care.

##### **Staffing requirement for nursing dependent student:**

Immediate availability of the nurse (registered nurse or licensed practical/vocational nurse as determined by the certified school nurse) within audible and visual range of the student. The student has been assessed by the certified school nurse prior to the assignment of duties to any caregiver. These students must also have appropriately assigned personnel available during transport to and from school. Personnel may include licensed and unlicensed personnel. Appropriate delegatory principles must be adhered to (N.J.A.C. 13:37-6.2).

##### **2. Medically Fragile:**

Medically fragile students have complex health care needs and may encounter life-threatening

emergencies requiring the skill and judgment of a professional nurse. An individualized health care plan (IHCP) and individualized emergency care plan (IECP) is developed by the certified school nurse. This is complete, current, and available at all times to personnel on a need-to-know basis. These students must also have appropriately assigned personnel available during transport to and from school. Personnel may include licensed and unlicensed personnel. Appropriate delegatory principles must be adhered to (N.J.A.C. 13:37-6.2).

Examples:

- Students with a severe seizure disorder, requiring medications that can be administered only by a nurse within four minutes of the beginning of seizure activity,
- Unstable and/ or newly diagnosed type 1 diabetes with frequent blood sugar monitoring and unscheduled insulin injections.

Staffing requirement for medically fragile students:

Medically fragile students require a full-time nurse in the building at all times. The nurse is quickly and easily available and the student must be assessed by the certified school nurse prior to the assignment/delegation of duties to other caregivers.

### **3. Medically Complex:**

Medically complex students have unstable physical and/or social-emotional conditions that require daily treatments and close monitoring by a professional registered nurse. Life-threatening events are often unpredictable. Limited treatments, Epi-pen delegation, monitoring and reporting of current signs and symptoms can be delegated to appropriately trained personnel by the CSN. Appropriate delegatory principles must be adhered to (N.J.A.C. 13:37-6.2).

Examples:

- Students with anaphylactic allergies
- Moderate to severe asthma; inhaler at school

Staffing requirement for the medically complex student:

Medically complex students may not require the presence of a certified school nurse on a daily basis, provided the appropriate assessment and subsequent appropriate IHCPs/IECP's are written. Assignments for care follow prudent decision-making. Medically complex students may eventually be classified as medically fragile, if their condition requires more intensive monitoring and treatment. If an Epi-pen delegate is not available, and/or the severely asthmatic student is in an elementary school (unable to self-administer their inhaler), the certified school nurse must be present.

### **4. Health Concerns:**

The student's physical and/or social-emotional condition is currently uncomplicated and predictable. Monitoring is appropriately scheduled per the nursing assessment, which is at least, but not limited to, once a school year. IHCPs may be appropriate per diagnosis.

Examples:

- Dental disease
- Headaches, migraines

Staffing requirement:

If delegation is appropriate, the certified school nurse must be available for supervision.

Statutory Authority:

N.J.A.C. Chapter 16, 6A: 16-2.1(b) Certified school nurse-duties specific.

N.J.A.C. Chapter 16, 6A: 16-2.3(b) Role of the certified school nurse

### **Ratios for a Staffing Model Based on the Severity of Health Conditions**

Certified School Nurses help facilitate learning for all students, especially those with asthma, food allergies, seizure disorders, obesity, vision and hearing difficulties, dental problems, psychological, neurologically-based behavioral problems, and those requiring prescribed medication for acute or chronic conditions. The need for an adequate ratio of school nurses has never been more clear than during the recent H1N1 (Swine flu) outbreak (NASN, 2009). Staffing ratios based on the severity of student health conditions promote academic success.

The National Association of School Nurses and Healthy People 2010 recommend that districts should employ at least one nurse per 750 students, with variations depending on the community and students with special health needs (Brous, 2008). Schools with very high percentages of students with special health needs would require more intensive ratios of nurses to students as delineated below in the staffing model based on the severity of health conditions. Examples of the ratios are; "1 nurse per 225 students when students require daily professional nursing services or interventions, and 1 nurse per 125 students when students have complex health needs" (Role, 2008 p. 1054).

The Student-to-School Nurse Ratio Improvement Act of 2009 (H.R. 2730), introduced by Rep. Carolyn McCarthy on June 4, 2009, has the support of at least fifty national and state organizations (see Appendix A). The recommendations for staffing in the Nursing Service Plan serve to improve and maintain the health and safety of our staff and students. The approved Nursing Services Plans for the last few years clearly substantiate that West Orange High School requires an additional Certified School Nurse to meet the minimum requirement for safe and effective health management for the students and staff.

### **Key points:**

The current economic environment has precipitated the elimination of our invaluable float nurse position, and presents the possibility of further reductions in school nursing positions and supports. Student health services have become more important to economically depressed families, creating an increase in the volume and frequency of student visits. The resulting ever-widening disparity in the severity of student healthcare needs and diminishing resources at school will negatively impact educational outcomes as well as causing deleterious economic consequences for the District. An increasing number of parents cannot afford to miss the opportunity to attend work in order to stay home and care for their sick children and cannot afford to pay for sick child care. The presence of student with contagious illnesses masked by antipyretics, such as Advil, also poses a risk to medically fragile students, and augments the need for intensive nursing follow up.

In previous years, District Nurses were able to leave their buildings to provide routine coverage for the administration of medications in other buildings, if there was not a substitute school nurse available. The dramatic increase in the severity of student health conditions and high volume of health office visits for illnesses and injuries has made it impossible to safely leave our buildings at any time during the day. Leaving an ill student in one building, to attend to another student can be construed as professional misconduct (N.J.S.A 45:1-21(e)). Currently, there are days when many of us skip lunch and do not have

any breaks due to the high volume of student visits for routine and emergency care. It would not be safe to leave the medically fragile, dependent or complex students in our buildings, because there is an increased likelihood that an emergency situation could arise in our absence. With the recent sizable reduction in the workforce in West Orange, there will be less staff members available to carefully observe the students with individualized emergency health plans for subtle changes in their health status. School staff, and the students themselves, may not recognize the early signs of anaphylaxis or severe low blood sugar before it becomes a life-threatening emergency. Cases of anaphylaxis, which have resulted in fatalities in the school setting, were caused by a delay rather than the lack of administration of epinephrine, as one would think. The presence of the appropriate level of certified school nursing support is absolutely essential for every school at all times to maintain the health and safety of the students and staff. A certified school nurse cannot immediately respond to emergencies without being present in the building.

The summary data from each school in the district supports the need for full time certified school nurses in each building, with the exception of the High School, which requires at least three. Supplementary nursing support is essential for the completion of state mandated screenings. Secretarial support, specifically for each school's health office, is also essential for assistance with the increasingly voluminous amount of paperwork required for compliance with State and Federal mandates. As stated above, the large population at the High School based on the severity model and staffing ratios, warrants 3 full time certified school nurses.

C Salimbeno  
Constance Salimbeno, Director,  
Student Support Services

7/5/16  
Date

Michael Kelly  
Dr. Michael Kelly, DO, School Physician

6/23/14  
Date



**Special Concerns:**

Over 500 students are projected to attend the 2016-2017, many with critical health concerns including one student with Diabetes on an Insulin pump and several students with Seizure disorders requiring emergency medication. Constant one on one teaching with students as well as parents on how to manage chronic healthcare conditions as well as new onset illnesses and injuries. Students with Diabetes need close supervision as well as teaching on a daily basis hypoglycemia, hyperglycemia, carbohydrate counting, insulin administration and overall care with complications multiple times a day.

Since every year there is a new student population, the nurse must familiarize herself with the students, their health concerns needs and make teachers and staff aware of same. All health records must be reviewed and healthcare needs planned for each year. High volume of student in the health office, many students come from low income families, do not have a medical home and require a lot of nursing time assisting them with meeting their healthcare needs and making referrals.

Screening of every student for Vision, BP is done by the nurse. Hearing screening is done on all students with an IEP, student referred for I&RS as well all students new to the district. Follow up with parents and physicians on abnormal screening for weight, height, vision, hearing as well as blood pressure to ensure students are being followed up once they are referred.

The nurse must hold team meetings with staff to orient them on health concerns in their classrooms since every student is newly enrolled each year. Update meetings as also held as needed throughout the year. The staffs themselves also need teaching, and treatment at times. The school nurse also attends child study team, 504 IR&S committee meetings throughout the year. School nurse is a member of safety committee team and attends meetings throughout school to help with any bully incidents as well as strategize methods to prevent bullying and provide students, parents and community with awareness on how to prevent and stop bullying and intimidation incidents.

All of the students need the new required immunizations (N.J.A.C. 8:57-4) Tdap( Tetanus, Diphtheria and Pertussis) and Meningococcal vaccinations at age 11. This very time consuming with repeated follow-up calls and letters to parents/guardians until they comply. As needed the nurse must follow-up with health care providers as well as health department to ensure compliance with state law.

School nurse also holds assemblies for students as needs arise throughout the year, some example for 2015-2016 were hygiene ( puberty changes, body odor, use of deodorant) risk taking behaviors (eraser challenge), Influenza prevention, and proper hand washing.

The nurse provides training for Epi- pen/Glucagon designees need constant upgrading for class trips with different groups. Nurse meets with individual team staff to discuss health concerns for individual students and what accommodations must be provided to ensure the students receive their education in the least restrictive environment.

Evaluations and immunization updating for over 50 new/transfer students during the school year many of which are from out of the country and are not in compliance with immunizations and physicals.

The nurse coordinates healthcare needs of students who participate in field trips and after care activities so that their needs will be taken care of. The nurse then decides if a nurse

needs to be present or if they just need a staff designee for EpiPen or Glucagon. Some of these activities include drama productions, school dances, concerts and other after school activities.

In addition to all of the above the school nurse also serves as a translator for parents, administrators and teachers.

One full time certified school nurse is required to meet the healthcare needs of the Edison Central School population. Secretarial support and additional nursing coverage would be beneficial for screenings, field trips and assuring compliance with the immunization requirements.

### Gregory School

Grade levels: K-5

Student population: 580

Number in inclusion classes: 45

Number of students with health concerns requiring medications in school: 90

Level I: Nursing dependent 0

Level II: \*Medically fragile 18

1- Severely unpredictable anaphylactic reactions to changes in environmental temperature necessitating extensive accommodations.

1-Diabetic students with insulin pumps with unstable blood sugars requiring 8 to 10 visits per day, often on an emergency basis

1-Hypoglycemic student-unstable

2-Severe seizure disorder requiring medication within 4 minutes while unconscious

10-Asthmatics requiring nebulizer treatments

2-Cardiac arrhythmia requiring emergency management

1-Sickle Cell Anemia

\*Individualized Health Care Plans & Individualized Emergency Plans must be formulated.

Level III: \*Medically Complex 63

4-ADHD with daily medication

25-Anaphylactic students with Epi-pens

3-Allergies of unknown origin requiring frequent emergency management

20-Asthma-moderate to severe requiring medication at school

5-Complex mental/emotional disorder

1-Post bone marrow transplant

2- Sickle Cell Disease

1- Cerebral palsy with shunt

1-Severe congenital eye disease with cataract & detached retina

1-Autoimmune disorder

\*Individualized Health Care Plans & Individualized Emergency Plans must be formulated.

Level IV: Health concerns 60

40-Asthma-mild-moderate requiring medication at school

10-GI disturbances including GERD, IBS, possible celiac and eating disorders such as bulimia, anorexia and obesity.



## 10-Chronic headaches requiring medication at school

Number of daily medications	20 (including multiple doses)
Number of PRN medications	90
Average daily number for Illness/First aid	50
Average daily number of follow-up contacts to parents	12

Required Nursing Services:	<u>Number of Students Served</u>	<u>Number of Referrals</u>
Audiometric Screenings	<u>300</u>	<u>2</u>
Vision Screenings	<u>325</u>	<u>7</u>
Blood Pressure Screenings	<u>580</u>	<u>0</u>
Height and Weight Screenings	<u>580</u>	<u>2</u>
Maintenance of Student Health records	<u>580</u>	<u>30</u>
Immunization Records Reviewed	<u>200</u>	<u>30</u>
Scoliosis Screenings	<u>100</u>	<u>1</u>
CST Health Summary	<u>30</u>	<u>5</u>

### Special Concerns:

A great number of visits require more than just a bandaide. Often a health office visit will take 5-15 minutes per student to investigate the reason for the visit: there is often a combination of physical and psychological causes for the trip to the health office. Also, the students with chronic conditions such as asthma may visit several times daily for monitoring of their condition and include telephone conversations or written communication with their parents. This year we have 3 diabetic students requiring continuous monitoring of their activities, blood glucose highs and lows and treatment of them. This also required calculation of the carbohydrates ingested and the correct dose of insulin. This can require up to 8 visits daily per student. There are three epileptic students with PRN medications requiring the administration of rectal valium within 4 minutes of the start of seizure activity. There are several students with GI disturbances including GERD, IBS, and eating disorders such as bulimia, anorexia and obesity. There are 25 epi-pens and 3 children with severe reactions to unknown allergens that require monitoring of classroom conditions, snacks and constant communication with the parents. There are several students with frequent headaches and chronic migraines. There is a student under diagnosis for complex endocrine malfunction which necessitates tracking of symptoms and another student who visits the health office daily and is under diagnostic work-up for possible gastrointestinal or auto-immune disease also requiring communication with the family and tracking of symptoms.

There are yearly screenings of vision, height and weight and scoliosis that need to be fit in between the teachers' busy schedules and the constant streams of students that need frequent attention. Additionally, staff educational programs on diabetes, seizure disorders, asthma, anaphylaxis and bloodborne pathogens must be provided annually to ensure staff and student safety. Staff education is also provided on an individual basis for children with special health concerns, in addition to the provision of the individualized emergency plans.

There are several staff members that require daily medical evaluations and interventions for: multiple sclerosis, chemotherapy, hypoglycemia, high blood pressure, diabetes type 1 and 2, Epi-pen allergies, post-cancer in early stages, and pregnancy. It is

also the responsibility of the school nurse to respond to incidents, accidents and other medical emergencies not only of the student population but also of the staff, maintain accident reports and workman's compensation reports.

There is more than enough work for a full time certified school nurse at the Gregory School. Additional nursing support will facilitate the provision of critical health services such as State mandated screenings; and allow for the administrative time required to promote access to essential medical care.

**Hazel Avenue School**

Grade Levels: K-5

Student Population: 365  
 Number in Special Education K-5: 17  
 Number in Basic Skills: 70  
 Number in ESL: 40  
 Number of Students with Serious Medical Involvement:

Level I: Nursing Dependent-0

Level II: Medically Fragile-0

Level III:\* Medically Complex- 28

- 1-ADHD
- 17-Anaphylactic students with Epi-pens
- 10-Asthma-moderate to severe, 10 requiring medication at school
- \* Individualized Health Care Plans & Individualized Emergency Plans must be formulated

Level IV: Health Concerns- 54

- 10- Obesity
- 40-Asthma-mild, 19 requiring medication at school
- 2-Dental disease
- 2-Chronic headaches requiring medication at school

Number of Daily Medications: 1-15  
 Number of PRN Medications: 54  
 Number of Daily Treatments: 1-3  
 Average Daily Number for illness/first aid: 25 to 40  
 Number of Health Classes/ Week: Assist with 4<sup>th</sup> and 5<sup>th</sup> grade puberty classes

Required Nursing Services:	<u>Number of Students Served</u>	<u>Number of Referrals</u>
Audiometric Screenings	<u>303</u>	<u>2</u>
Vision Screenings	<u>183</u>	<u>42</u>
Blood Pressure Screenings	<u>365</u>	<u>0</u>
Height and Weight Screenings	<u>365</u>	<u>2</u>
Maintenance of Student Health records	<u>365</u>	<u>20</u>
Immunization Records Reviewed	<u>100</u>	<u>20</u>
Scoliosis Screenings	<u>73</u>	<u>1</u>
CST Health Summary	<u>20</u>	<u>4</u>

## Special Concerns:

Staff educational programs on diabetes, seizure disorders, asthma, anaphylaxis and bloodborne pathogens must be provided annually to ensure staff and student safety. Staff education is also provided on an individual basis regarding children with special health concerns. Classroom individualized emergency plans, and health care plans are provided.

The implementation of Janet's Law requires planned drills and practice throughout the school year. Epinephrine autoinjector and glucagon delegate training would best be accomplished during dedicated staff in-service days early in the school year. It is difficult for staff to carve out time during the school day for this mandatory training. It is not educationally sound to try to intersperse these critical training programs in the midst of student visits. We will have at least fifteen students with Epinephrine autoinjectors who will require coverage for field trips and school-sponsored events. There were seventeen field trips this past year requiring planning and nursing coverage. Evaluation of foods for numerous classroom celebrations are referred to the school nurse to assure compliance with State mandated nutritional guidelines.

Since more than fifty percent of our students are from of low income families, it is a priority to improve their access to adequate amounts of nutritious food. A small percentage of these students attend our breakfast program before school. Those unable to attend may be spending their mornings thinking about food, rather than concentrating on their studies. Some of these students come to the nurse's office with complaints of headaches and stomachaches because they are hungry. This is an unnecessary loss of academic time. I would like to explore the implementation of a school breakfast program entitled "breakfast after the bell" to provide nutritional support to all of our students from low income families during school hours. With the help of the Supplemental Nutrition Assistance Program-Education (SNAP-Ed), I plan to offer nutritional education to our parents. Teaching parents and students about asthma management for our forty five students diagnosed with asthma is also a necessity.

It continues to be imperative to maintain compliance with: State mandated screenings and physical examinations, immunization requirements specified by the Center for Disease Control and to complete the mandatory state and other agency reports. The thirty nine vision and hearing referrals this past year demonstrate the importance of these screenings. Children with visual and hearing deficits are known to have a difficult time participating in the educational process. The forty referrals for the lack compliance with mandated vaccination and physical examination requirements are a clear indicator of the ongoing necessity to promote better access to a medical home. Timely medical interventions contribute to improved school performance. Working collaboratively with State and local agencies on disaster-preparedness is essential. One full time certified school nurse is required to meet the needs of the Hazel Avenue School population. Additional nursing support will facilitate the provision of critical health services such as compliance with State mandated screenings; and allow for the administrative time necessary to promote access to essential medical care. Data entry support for inputting immunization records into each student's electronic health record via SNAP would facilitate this process. Reconfiguring the Hazel Nurse's office to provide adequate storage space for manuals and technological equipment would facilitate the provision of care.

## Liberty Middle School

**Grade Levels:** 7 - 8

**Student Population:** 500

**Self-contained classroom (Special Education-Behavior concerns):**

- 6 students (2 - 7<sup>th</sup> graders, 3 - 8<sup>th</sup> graders, 1- 6<sup>th</sup> grader)

**Number of Students with Serious Medical Involvement:**

Level I: Nursing Dependent - 2

Level II: Medically Fragile - 132

Level III: Medically Complex - 70

Level IV: Health Concerns - 26

**Number of Daily Medications:** 3

**Number of PRN Medications:** 30

**Number of Daily Treatments:** 2

**Average Daily Number for Illness/ First Aid:** 39- 42

**Special Concerns:**

2 students with Type 1 Diabetes Mellitus, 1 student with Hemophilia, 1 student with sickle cell disease, 1 student with newly diagnosed Graves Disease, 15 students with severe food allergies on EPIPEN, 30 students with food allergies, 76 students with asthma/ reactive airway disease.

8 field trips and 8<sup>th</sup> grade overnight trip required planning and preparation due to students with severe food allergies on EPIPEN, students on asthma inhalers, diabetics, hemophilia, etc.

**Liberty 2016-2017 School Year Nursing Service Plan:**

**Grade Levels:** 7 - 8

**Student Population:** approx. 518

**Self-contained classroom (Special Education-Behavior concerns) - 3 (7<sup>th</sup> & 8<sup>th</sup> graders)**

**Number of Students with Serious Medical Involvement:**

Level I: Nursing Dependent - 3

Level II: Medically Fragile - 93

Level III: Medically Complex - 115

Level IV: Health Concerns - 87

**Special Concerns:**

2 students with Type 1 Diabetes Mellitus, 1 student with Type 2 Diabetes Mellitus, 1 student with Hemophilia, 2 students with sickle cell disease, 1 student with seizure disorder, 1 student newly diagnosed Graves Disease, 2 students with thyroid disorder, 23 students with severe food allergy on EPIPEN, 38 students with food allergies, 88 students with asthma/ reactive airway disease.

**Liberty's current year 2015-2016 nursing services and the incoming year 2016-2017 nursing service plan are as follows:**

Evaluation of new/ transfer student's immunization records (24 students for 2015-2016 school year) prior to school attendance, with parent notification via letter and phone notification of incomplete documentation following the state's mandated vaccine requirements.

Generate 30 students individual health care plans and emergency care plans (19 students with Emergency Health Care Plans for 2015-2016 school year) that are available to staff and emergency care plans are a required sign out document by teaching staff.

Annual one day school sports physicals on 2nd week of school, with estimated student participation of approx 220 students (219 students for 2015-2016), substitute nurse assistance is required for pre-physical screenings for heights, weights, blood pressures, pulse and vision screenings which is done prior to same day physicals. Required sports physical clearances also generated for fall (158 clearances for 4 sports 2015-2016), winter (152 clearances for 3 sports 2015-2016) and spring sports (109 clearances for 3 sports 2015-2016).

EPIPEN designee staff training required (Oct. 8, 2015 training date for 2015-2016 school year) for after school coverage (sports, clubs, musicals, NJ ASK tutorials, student council events) and field trip coverage. Glucagon designee training was done on May 26, 2015 to prepare for school year 2016-2017 for 3 students with diabetes.

## Mount Pleasant School

Grade Level- K-5 Student Population- 400

There are two self-contained classrooms.

Number of Students with Serious Medical Involvement

Level I: Nursing Dependent: 0

Level II: Medically Fragile: 1

Level III: Medically Complex- 48

Level IV: Health Concerns- 96

Number of Daily Medications: 1

Number of children with PRN (as needed) Medications: 50

Average Daily Number of Students who visit Nurse's Office: 30

Special Concerns:

The School Nurse is responsible for the assessment of health issues for all students and the notification to appropriate personnel of some of these health concerns. Collection of emergency health cards from all students is necessary, and determination of health insurance for each student is required. There are a high number of students with allergies and asthma, many severe, which require supervision and teaching and medication administration. Many of these children visit the health office several times per day during allergy season. There are 7 autistic children who need extra time when they come for nurse visits and screenings. Field trips are scheduled in every grade, which require preparation including packing medications, obtaining a sub nurse if necessary because of the high number of nut allergies and asthma, with much time needed to prepare for the fifth grade overnight trip. A nurse is required for the fifth grade overnight class trip. Training of Epi-pen designees (staff members) is ongoing and requires review every year. There are 24 children with Epi-Pen orders who require a designee. Time is needed to train teachers in signs of severe allergic reactions, asthma attacks, blood borne pathogens, diabetes, as well as signs of seizures and what they need to do. There is one child with seizure disorder who may require emergency medication. There are ongoing Basic Skills and Child Study Team referrals that require hearing and vision screenings. Students in grades Kindergarten, Second, and Four require vision screening. Students in grade five require scoliosis screening. Grades one through four require hearing screenings, and all grades require blood pressure, height and weight screenings. Documentation of these health screenings is required. Health physicals need to be obtained from all Kindergarten, Fourth, and all new entrants to the school. Documentation online of every student visit to office is required. Monitoring student absences is necessary. The development of an Individual Health Plan, as well as an Emergency Care Plan is required for those child with certain health concerns. Maintenance of health records for all students, which are audited by the Health Department, is required. One full time certified school nurse is required to meet the needs of the Mt Pleasant School population.

## Kelly School (Pleasantdale)

As the certified school nurse at Kelly Elementary School, I provide health services to all the students, their families and the staff on an on-going, as needed basis. As the certified school nurse, I support and facilitate the educational process, by helping to improve and protect the health status of the children and staff members. This is accomplished by identifying health-related barriers to the learning process and assisting in supporting necessary modifications/adjustments to support and improve the academic environment.

As the certified school nurse, my role includes, but is not limited to:

### **Provides Nursing Care:**

By utilizing the nursing process, assessment, planning, implementation and evaluation is then provided thus, acting as case manager for each student served. Individualized health care plans and emergency care plans are developed. Documentation of the health care provided is kept on both a nursing computer program (SNAP) and health information and the maintaining of immunization records kept on individual health charts (A-45).

### **Health Consultant and Liaison:**

Acts as a liaison between school (I&RS, Child Student Team, 504 plan, IEP), family (referrals, information, education), physician (network) and community (referrals, resources), New Jersey Epilepsy Foundation, NJ Asthma Task Force (district certified school nurse representative), Commission of the Blind, NJ American Academy of Pediatrics nurse- member, and the district Health and Wellness committee member.

### **Educator:**

Provides direct health instruction to 4<sup>th</sup> and 5<sup>th</sup> graders. Provides in-servicing to staff regarding emergency health concerns (anaphylactic reactions to food/substances, Epi-pen (one-on-one delegate training), Asthma, Diabetes -Glucagon Law, Seizures Concussion Identification and Management, Blood-borne pathogens/communicable diseases), as required by law, as well as other health related issues as needed (lice, ringworm, scarlet fever, specific health concerns, Lyme Disease, etc.). One-on-one health education is provided in the health office, as needed. Parent education provided individually through direct contact or phone exchange, written material provided (lice, healthy lunch ideas, reactions to insect bites, skin rashes, cellulitis, skin disorders, fevers, food allergies, epilepsy, blood disorder network program, dental program, friction and heat burns, emotional issues, social interaction support groups, eating disorders, scoliosis, vision impairment, etc.).

### **Counselor:**

Provides to students, families and staff members individual health and wellness counseling; appropriate referrals made as needed.

### **Child Advocate:**

As a child advocate, I collaborate with staff, students, families and medical providers and social agencies (CPP, NJ Family Care program, Epilepsy Foundation, Commission of the Blind, VSP Sight for Students, audiologist, ophthalmologist, etc.), to insure the health needs of each student are met and that the students are physically and emotionally ready to learn.

**Certified School Nurse services as per NJAC and NJAC. federal law, Nurse Practice Act of New Jersey and N.J. Sanitation code:**

**HEALTH RECORDS (N.J.A.C. 8:57-4.1 – 4.20):**

Maintain and review student: Health history, records/documents (N.J.A.C. 6A:16-2.2(g))  
Immunization record (N.J.A.C:16-2.2 (a))

Conduct and record health screenings (i.e. height, weight, hearing, vision, scoliosis and blood pressure (N.J.A.C. 6A:16-2.2 (k))

Transference and request of health records i.e. A-45 and current physical exam (N.J.A.C. 6A:16-2.4 (d))

Adherence to Family Education rights and Privacy Act (FERPA-20 U.S.C 1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.2 (h) and N.J.A.C. 6A:32-7

Interpret student admission/registration documents (evidence of immunization requirements) and physical examination

Adhere to NJ DHSS TB testing requirement (N.J.A.C. 18A:40-16 & N.J.A.C. 6A:16-2.2 (a))

**MEDICATIONS, TREATMENTS, PROCEDURES AND CARE:**

Administer authorized medications, treatments and care (doctor's written order and parent permission/signature) (N.J.A.C. 6A:16-2.1 (a) 2, & 4(v), N.J.S.A. 18A:40-1211-12.21)

Teach/Train and designate Epi-pen (auto-injector) delegates (N.J.A.C. 18A:40-12.5&12.6)

**PROVIDE HEALTH CARE:**

Provide nursing health care and follow medical orders/regimens to students (IHP, IEHP, dr's orders, NJ Nurse Practice Act) (N.J.A.C. 6A:16-2.1 (a) 4 (iii), N.J.A.C. 6A:16-1.4 (a) and N.J.A.C. 45:11-23 – New Jersey Board of Nursing Statutes)

Communicable Disease – identify possible exposure, isolate, exclude and re-admit any student/employee ((N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2 (d))

Reportable Communicable Disease to West Orange Health Department (N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2 (d))

Emergency medical care/transport (N.J.A.C. 6A:16-2.1 (a) 4 (iii))/ notify parent of need for emergency care and transport (N.J.A.C. 6A 16-2.1 (a) 4 (iv))



## Redwood Elementary School

**Grade levels :k-5**

**Current Population: 566**

Projected Population for 2016-2017 : **600**

<b>Number in Self-Contained :</b>	<b>40</b>
<b>Number of ESL students:</b>	<b>7</b>
<b>Number of resource room students:</b>	<b>43</b>

### **Number of Students with Serious Medical Involvement**

<b>Level I : Nursing dependent</b>	<b>0</b>
<b>Level II : Medically Fragile</b>	<b>5</b>
<b>Level III : Medically Complex</b>	<b>27</b>
<b>Level IV : Health Concerns</b>	<b>139</b>
<b>Number of Daily medications</b>	<b>4</b>
<b>Number of PRN medications</b>	<b>52</b>
<b>Number of daily treatments</b>	<b>0</b>
<b>Average daily number of illness/first Aid</b>	<b>4</b>
<b>0</b>	
<b>Number of Emergency 911 calls this year</b>	<b>1</b>

### **SPECIAL CONCERNS :**

Currently we have 5 classes for grade level K & 2 , 4 classes for grade level 1,3 4 &5 and 4 classes for special education

Redwood School is the only barrier-free elementary school in the district. Therefore, students with mobility concerns may be expected

Allergies and asthma are big concern, teaching students, teachers and parents about asthma and it's management as well as epi-pen training for staff to provide sufficient designees for field trips are ongoing necessity.

Constant monitoring students' compliance with the revised New Jersey State mandate for Immunization/Vaccinations N.J.A.C. 8:57-4. Students transferring in are often presented from outside of the United States and are not immunized or under immunized. There is often a language barrier and assistance is given to parents regarding referrals to MDs or health department. Parents/guardian of students who failed to complete the series and comply with state law were notified of possible exclusion from school unless

documentation of vaccine administration was received within a set time frame. Networking with students' physician and West Orange Health Department are integrated into this process

Yearly screenings: Scoliosis, vision, Hearing, and vital signs (all data documented on A- 45 state health History and Appraisal Form)

One fulltime School nurse is required to meet the needs of Redwood population. Assistance to fulfill all the screening requirements such as vision, hearing, scoliosis and vital signs would be beneficial to Redwood

### **Roosevelt Middle School**

**Grade Levels:** 6 (special needs only), 7, 8

**Estimated Student Population:** 532

**Number in Self-Contained Classes:** \_\_ students totaled\_\_ (4 classes: including 1 Autistic class (8), Mild Cognitive classes (18) Transition Program.

**Number of Students with Serious Medical Involvement: 998** (as defined by *The Staffing Model for the Delivery of School Health Services Severity Coding Definitions*)

**Level I: Nursing Dependent - 0**

**Level II: Medically Fragile -**

Seizure requiring immediate administration of rectal medication (7) Wheel Chair Bound/Assistive Devices (0).

**Level III: Medically Complex -**

Epinephrine Auto-Injector (16), Food Allergies requiring administration of Benadryl (16) Diabetes (IDDM) (1), Sickle Cell (0), Hemophilia/Bleeding Disorders (0) Asthma (24), regular use of Nebulizer treatment in nurses' office (2), Self-catheterization in nurse's office (1) HIV/AIDS (0) Coagulation Disorders (0) Juvenile Rheumatoid Arthritis (0), Cardiac Anomalies (74, Cerebral Malformations (0)

**Level IV: Health Concerns -**

Seizures (7), Depression (6), Bipolar (1), ADHD (20), Osgood Schlatters Disease (2), Crohn Disease (1), Hypoglycemia (1),Ulcer/Colitis (3), Cardiac Anomalies Minor(6)

**Daily Activities:**

Number of Daily Medications: 6

Number of PRN Medications: 40

Number of Daily Treatments: averages approx: 25-35/day

Average Daily Number for Illness/First Aid: 20

Number of Health Classes per week: Universal

Precautions, Epi - Pen and proper Inhaler administration

Number of Emergency 911 calls this year: 3

## **SPECIAL CONCERNS:**

Participation in Core Team meetings weekly, I&RS and 504 meetings, CST determination meetings, IEP and IHP reviews along with bi monthly Principal meetings involving security and health office (emergency) concerns. Weekly Concussion Study Team assessments (AT's and Certified Nurses).

- Counseling and referring students for serious problems found in the adolescent population, such as pregnancy, AIDS/STD exposure, reproductive health, sexual identity issues, interpersonal relationship issues, family dynamics, eating disorders, nutrition related issues, weight monitoring, high blood pressure education and monitoring, emotional disorders such as depression, suicidal ideation and/or attempts, self-mutilation, abuse (sexual, physical and emotional), and DCF referrals.
- Networking with outside agencies WODOH, NJSDOH, DCF, along with other health care providers is an additional daily responsibility.
- Conflict avoidance, resolution/anger management, bullying and mental health issues are frequent issues encountered and referred out by the nurse's office.
- We oversee annual sports' physicals involving school physicians, athletic trainers, coaches, nurses, and secretarial staff to examine approximately 300 student-athletes during an after-school sessions. Each sports physical is then reviewed by nursing and medical staff. Medical referrals are made for those students who are not medically cleared to participate in sports. Follow-up letters are sent and medical documentation must be obtained prior to athletic participation. All physicals will have to be electronically documented in SNAP
- Charting of all results from Scoliosis screenings, annual physical exams and in addition all sports physicals examinations onto A 45 (via both card and electronically) and notifying parents/guardians of referrals. Assessing, processing, documenting and charting A 45s (electronically in SNAP) along with filing approx. 500 sport's physicals for three sports seasons.
- Post-concussion screening is done on a PRN (as needed) basis with six steps return to play as needed. Work in concert with WO District Certified Athletic Trainers.
- Regular monitoring with continuous counseling is given with students having chronic illnesses such as diabetes, asthma, seizures, anaphylaxis/allergy triggers, mental health disparities
- Review of records of transfer students (approx. 20), which necessitates several contacts with previous schools of attendance to obtain immunization records and critical health information, is an ongoing and mandated task throughout the year. In addition medical records for those students transferring out of district are processed and sent to the appropriate facility (approx.15).

- Medical information and contacts regarding those students who are placed on Home Instruction (both at home and in-patient facilities) are coordinated through the health office.
- Information about students with serious health issues is communicated (via Google Docs) to faculty members in order to insure the safety of our students, and personally updating each faculty member on the special needs of their students.
- We continue to monitor student compliance with the newly revised New Jersey State mandate for Immunizations/Vaccinations N.J.A.C. 8:57-4. Parent/guardian of students who failed to complete the series and comply with state law were notified and informed their child would be excluded from school unless documentation of vaccine administration was received within a set time frame. Networking with students' physician and West Orange Health Department are integrated into this process. WODH audits on a yearly bases for Immunization compliance.
- In order to prepare for possible disaster/evacuation/lockdown situations a medical health concerns list is continuously updated and maintained on a Google Doc.
  - Present to the faculty of RMS regarding Epi Pen administration for anaphylaxis (as per state guidelines).
  - Present to the faculty regarding Blood borne Pathogens for all students (as per state guidelines).
  - Present to faculty regarding Head Injuries/Concussion/Seizures for all students (as per state guidelines).
  - Coordination and maintenance of health office equipment and inventory.
  - Coordination and procurement of skilled nursing coverage, especially in the Diabetic, Asthmatic/Anaphylactic and Epileptic School Population, for field trips.

**Yearly Screenings:** (all data was documented on *A-45 State Health History and Appraisal Form*)

Scoliosis -	250
Vision -	500
Hearing -	250
Physicals (including sports physicals)	500

Participation in 10 post contractual mandatory district nurses meetings and 10 mandatory faculty meetings.

Mandatory participation in Continuing Education Units mandated to maintain renewal of professional nursing license/ school nurse certification, and continuing professional educational hours in the State of New Jersey.

## St. Cloud School

**Grade Levels:** K-5

**Student Population:** 377

**Number in Self Contained Classes:** 0

**Number of students with serious medical involvement:** 97

Level I: Nursing Dependant-	0
Level II: Medically Fragile-	3
Level III: Medically Complex-	97
Level IV: Health Concerns-	178

**Number of Daily Medications:** 3; with other short term daily medications that varies based on injury/illness flare ups, the season, and allergy and asthma exacerbations, ranges from 0-25; Routine medications before PE class also varies depending on the season, activities and illnesses.

**Number of PRN Medications:** 155

**Number of Daily Treatments:** ranges from 1-5 depending on season and conditions

**Average Daily Number for Illness/First Aid:** 30

**Number of Health Classes:** 0; exceptions are student and teacher instruction on infection prevention; staff instruction in diabetes, asthma, anaphylaxis and seizures; epi-pen instruction for delegees, puberty classes for fourth and fifth grade girls, and scoliosis instruction for fifth grade girls.

### **Special Concerns:**

There are approximately 50 transient students attending St. Cloud School, some of whom have complex health care needs or other health concerns. These low-income or newly transferred students often require referrals for medical, psychological & dental health care. They may also require multiple follow up conversations between nurse and parent, doctor or other government agencies to ensure the safety and well being of the student while at home or in school. The documentation that is necessary to accompany the student between schools and other districts can also consume a considerable amount of time.

There were approximately 35 I&RS and Child Study Team referrals, which required hearing and vision screening, in addition to the routine screenings that are performed annually. Whenever there are children referred to the I&RS committee for medical reasons, the nurse must attend to provide medical guidance to the team and parents.. Pediculosis screening is performed as needed throughout the year. These screenings are performed multiple times on the students who have been identified as having pediculosis, as well as those students in either their class or a sibling's class. There were 44 students with epi-pens who required coverage for field trips. Also there was 1 student who has been diagnosed with Panayiotopoulos Seizure disorder, which has autonomic involvement, this family also has another other child who has been diagnosed with seizure disorder. Additionally there were

66 students with asthma who required assessment, monitoring and treatment at times of illness exacerbation. There are 54 students with seasonal allergies, who required care for flare-ups and symptom management which can occur multiple times a day. Due to bowel/bladder control issues, 4 students have needed periodic assistance and management for incontinence, as well as extensive conversations with parents who are understandably upset and overwhelmed with this issue.

In order to prepare the instructional staff to manage the various health issues of their students, it is necessary to carve out time for planning and instructing those who would be responsible for them. Instruction in diabetes, epilepsy, CPR and epi-pen administration is necessary for student safety. Also due to new state requirements, administrators also need to be instructed in glucagon administration. In addition, in order to find sufficient designees for those with severe food allergies, the staff needs specific information on those students who are in their classrooms with food or other allergies. Scheduling time for instructing the necessary staff in anaphylaxis as well as other medical concerns is difficult with all of the other pressing responsibilities and meetings that the teaching staff has at the beginning of the year.

Health screenings and securing compliance with immunization requirements are time consuming tasks, due to the lack of appropriate health care in the past and frequent relocation of some students. Additionally parental compliance with sharing documentation of necessary health information can be difficult to obtain. Kindergarten and new student registration is also challenging as parents often overlook the necessary health information and feel that the process is complete once they meet with the registrar. This makes procuring health information both time-consuming and difficult as some resist or feel it is no longer needed, or feel that they can simply bring their child to school and ignore the required documentation.

Assessment of staff members and recording their medical issues/injuries also consumed a significant amount of time. The referral and workman's compensation forms are complex, yet are required in a timely fashion in order to speed up the processing time. This process needs to be further streamlined in order to save time for all concerned parties.

Teaching students and parents about diabetes, seizures, as well as asthma and its management is an ongoing necessity. Additionally, providing parents with updates on immunizations and health information concerning their child/children consumes a great deal of time during the year. Notifying parents about their child's unfortunate accidents in school is also a time consuming but extremely necessary process as there are questions and information that needs to be imparted, as well as referrals for follow-up care as needed.

One full time certified school nurse is required to meet the needs of the St. Cloud School population, as well as two medical/classroom aides for those who need additional medical monitoring during the school day. Nursing support would help facilitate medical follow up and avoid serious problems. It is necessary to review data such as immunizations and physical exams for new students, as well as completion of IHP's and medication entry before the students begin school. Due to the need for documentation to be entered into our system before the beginning of the school year, additional time is needed before school begins. Also additional coverage for emergency or administrative days and health screening would be beneficial to the St. Cloud population.

## **Washington Elementary School**

### **DESCRIPTION OF PROFESSIONAL NURSING SERVICES**

The certified school nurse in the Public School has many responsibilities within the scope of their professional practices. In an ongoing effort to insure children remain healthy and ready to learn, the school nurse assumes the role of nursing health care provider, investigator, communicator, counselor, educator, child advocate, community liaison, recorder, and manager/supervisor.

### **PERFORMANCE RESPONSIBILITIES**

#### **HEALTH CARE PROVIDER**

The certified school nurse provides ongoing health care which includes assessing, planning, implementing, and evaluating. The development of Individualized Health Care Plans (IHCP's) and Emergency Care Plans (ECP's) are carried out by the school certified nurse for each student with acute or chronic health concerns.

#### **INVESTIGATOR**

The certified school nurse investigates and verifies information regarding health histories, health practices, environmental concerns, safety issues, communicable disease patterns, and current health information relevant to the practice of school nursing. Consultations with parents and guardians, health care provider, specialists, health agencies, classroom teachers, administrators, custodial staff, and maintenance staff are sought in order to gather information.

#### **COMMUNICATOR**

The certified school nurse uses a variety of approaches to share important information with students, parents, staff members, health care provider, health care agencies, administrators and governmental agencies. Telephone conferences, personal letters, newsletters, flyers, bulletin boards, e-mails, websites, personal conferences, departmental meetings, intervention and referral service meetings, child study team meetings, CORE Team meetings and 504 accommodation meetings represent some of the methods in which health information is communicated.

#### **COUNSELOR**

Certified school nurses serve in the role of counselor to students, parents, and staff regarding health issues and personal concerns. Referrals are made to the school psychologist, guidance counselor, student assistance counselor, health care provider, and community health resources as needed.

#### **EDUCATOR**

The role of educator is an important function of the certified school nurse. Informal instruction is provided for students in grades 5th as:

- Alcohol, Tobacco, and other Drugs

- Communicable & Chronic Disease
- Consumer Health
- Family & Social Health
- Growth & Development
- Injury Prevention & Safety
- Mental & Emotional Health
- Nutrition
- Personal health

Informal teaching occurs continuously in the delivery of health care to students and staff. The certified school nurse often instructs the faculty on issues concerning asthma, allergies, diabetes, seizure disorders, child abuse, and, DYFS. Parent education is provided through written materials, letters, phone conversations, and conferences.

### **CHILD ADVOCATE**

Certified school nurses work closely with the staff and families to ensure that health needs and accommodations are identified and met. Advocacy can extend beyond these arenas to include referrals for health services, counseling, community programs, camps, and working with DYFS.

### **COMMUNITY LIASON**

Certified school nurses work with local groups and organizations to bring special programs into the schools. The Health Department, hospitals and the Drug Awareness Council are two examples of local groups that sponsor programs.

### **RECORD KEEPER**

The certified school nurse spends a great deal of time in the role of record keeper. The nurse must keep a legal record for each student and must document each incident of nursing care. Each entry must include the date, time, major complaint, and nursing assessment, plan of care, implementation and evaluation. All written communication from parents or health care providers must be incorporated into student health records. The school nurse also must collect and record data when requested by government agencies for immunizations, tuberculosis testing, and employee injuries and maintain state mandated A45 Health Record for all students recording vision, hearing, height and weight, immunizations, physical findings for health care providers and any other pertinent information on students has to be put into the computer ,It takes many hours of time to record.

### **MANAGER/SUPERVISOR**

The multiple tasks and assignments the certified school nurse assumes require him/her to be an efficient manager/supervisor. In the school setting, he/she must manage any health problems that may compromise the learning process. For this reason, school health care providers must prioritize concerns and assign health service staff in a way that achieves this goal.

The assignment of school nurses in the Public Schools should not be based solely on school enrollment. Consideration should be given to the special education population and the severity of health concerns present in each building.



<b>Nursing dependents</b>	
Level 1 : NURSING DEPNDENTS	3
Level 11; MEDICALLY FRAGILE	40
LEVEL 111: MEDICALLY COMPLEX	60
LEVEL V1: HEALTH CONCERNS	385
DAILY MEDICATIONS...	2
PRN MEDICATIONS	100
DAILY TREATMENTS	3
AVERAGE DAILY NUMBER OF ILLNESS/FIRST AID	25-60

**SPECIAL CONCERNS:**

Projected enrollment of 484 and students or more for the 2016-2017 school year. The nurse has to revenue all health records and concerns, this huge task due the fact they are only in the school for one year and everything has to be completed by June. Also all incoming student need have by New Jersey LAW (N.J.A.C. 8:57-4) (1). Tdap **booster (Tetanus, Diphtheria and Pertussis)** and (1) Meningococcal vaccine. Also, Field trips which require health preparation, coverage and delegation, All grades need audio testing ,vision, hgts. wgts. and blood pressure done by the nurse. The student population includes approximately 95% either free or reduced lunches... Also, growing number of students have no medical home and NJ-KID applications have been distributed as much as possible. Referring to Dental Clinics and Hospitals that accept their insurance. Help get proper clothing when necessary.

**Health concerns will be broken down into four levels:**

**Level I: Nursing Dependent..... 3**

Nursing dependent students require 24 hours/day care. The care is frequently one-to-one and requires skilled nursing care for survival. Many are dependent on technological devices for breathing or require continuous nursing assessment and intervention.

**Level II: Medically Fragile..... 40**

Students who are classified as medically fragile have complicated health care needs and face each day with the possibility of life-threatening emergencies and require the skill and judgment of a professional nurse. Examples may include, but are not limited to: severe seizure disorders requiring medication, severe asthma, sterile procedures, tracheotomy care, and diabetics.

**Level III: Medically Complex .....60**

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and there is the potential for a life-threatening situation. Examples include, but are not limited to: ADHD on medication, anaphylactic possibilities, severe hemophilia, cardiac , heart pacer and cancer, sickle cell, immune disorders, moderate to severe asthma requiring an inhaler or flow meter, scheduled medications, medications with the potential for severe side effects, unstable metabolic disorders, the need for continuous oxygen, and complex mental or emotional disorders.

#### **Level IV: Health Concerns... 385**

In the category of health concerns are students with uncomplicated and predictable physical, social, or emotional conditions. Occasionally, the students require monitoring, varying from bi-weekly to annually. Examples include, but are not limited to: dental disease, headaches, migraines, sensory impairments, self-managed diabetes, and dietary restrictions such as, lactose intolerance, eating disorders, and orthopedic conditions requiring accommodations. Child Abuse, skin disorders and lung diseases.

**In-service for staff and follow-up on Diabetes, Glucagons, Asthma and Epi-pens.**

**Also, Blood borne Pathogens in-service for staff**

#### **West Orange High School**

**Grade Levels:** 9-12

**Current Student Population:** 2100

Projected population for 2016-2017: 2200

**Number in Self-Contained Classes:** \_\_ students totaled\_\_ (4 classes: including 1 Autistic class (5), Mild Cognitive classes (37) and one class in (18 – 21years of age) (25) Transition Program.

**Number of Students with Serious Medical Involvement: 998** (as defined by *The Staffing Model for the Delivery of School Health Services Severity Coding Definitions*)

**Level I: Nursing Dependent - 0**

**Level II: Medically Fragile -**

Autism (5) Asperger's Syndrome (4), Seizure requiring immediate administration of rectal medication (3) Wheel Chair Bound/Assistive Devices (2).

**Level III: Medically Complex -**

Epinephrine Auto-Injector (55), Food Allergies requiring administration of Benadryl (100) Diabetes (IDDM) (5), Sickle Cell (5), Hemophilia/Bleeding Disorders (0) Asthma (200), regular use of Nebulizer treatment in nurses' office (6), Full Term Pregnancy (5) HIV/AIDS (2) Coagulation Disorders (0) Juvenile Rheumatoid Arthritis (1), Cardiac Anomalies (7), Cerebral Malformations (3)

**Level IV: Health Concerns -**

Seizures (6), Depression (50), Bipolar (25), Mood Disorder (20), Schizophrenia (2), Obsessive Compulsive Disorder (6), Adjustment Disorder (2), ADHD (39), ADD (10), Tourette's Syndrome (1), Arthritis (2), Osgood Schlatters Disease (2), Visual Impairment (12), Audio Impairment (5), Crohn Disease (1), Diabetes (NIDDM/T2D) (1), Hypoglycemia (2),Ulcer/Colitis (3), Irritable Bowel Syndrome (5), Hypoglycemia (1), Cancer (4), Syncope(5), Thyroid (4), Hypertension (8), Migraine (12), Ovarian Cysts (3), Endometriosis (14), Dysmenorrhea (200), Head Injury (65), Epstein Barr Syndrome (6),

Chronic Fatigue Syndrome (10), Kidney Disease (2), Sleep Disorder (12), GERD/GI Distress Disorder (50), Eczema (10), Eating Disorders-Anorexia (7), Obesity/Poor dietary habits (132), Seasonal Allergies (128), Cardiac Anomalies Minor(12), Head Injuries: concussions/TBIs (65)

**Daily Activities:**

- Number of Daily Medications: 6
- Number of PRN Medications: 100
- Number of Daily Treatments: averages approx: 80- 100/day
- Average Daily Number for Illness/First Aid: 75
- Number of Health Classes per week: students with diabetes, Universal Precautions, Epi - Pen and proper Inhaler administration
- Number of Emergency 911 calls this year: 22

**SPECIAL CONCERNS:**

Participation in Core Team meetings weekly, I&RS and 504 meetings, CST determination meetings, IEP and IHP reviews along with bi monthly Principal meetings involving security and health office (emergency) concerns. Weekly Concussion Study Team assessments (AT's and Certified Nurses).

- Nursing Assessment of students suspected of being under the influence of illegal substances requires substantial nursing time. There were 52 incidences this year.
- Counseling and referring students for serious problems found in the adolescent population, such as pregnancy, AIDS/STD exposure, reproductive health, sexual identity issues, interpersonal relationship issues, family dynamics, eating disorders, nutrition related issues, weight monitoring, high blood pressure education and monitoring, emotional disorders such as depression, suicidal ideation and/or attempts, self-mutilation, abuse (sexual, physical and emotional), and DCF referrals.
- Power school attendance is recorded for all medical absences and health office visits on a daily bases
- Networking with outside agencies WODOH, NJSDOH, DCF and CDC, FDA & NIH, along with other health care providers is and additional daily responsibility.
- Conflict avoidance, resolution/anger management, bullying and mental health issues are frequent issues addressed by the nurses.
- We oversee annual sports' physicals involving school physicians, athletic trainers, coaches, nurses, and secretarial staff to examine approximately 700 student-athletes during 2 after-school sessions. Each sports physical is then reviewed by nursing and medical staff. Medical referrals are made for those students who are not medically cleared to participate in sports. Follow-up letters are sent and medical documentation must be obtained prior to athletic participation. All physicals will have to be electronically documented in SNAP

- **All results from Scoliosis screenings, annual physical exams and in addition all sports physicals examinations must be documented and charted onto A 45 (via both card and electronically) by WOHS Nurses and referral letters must be sent to inform parents/guardians.**
- Post-concussion screening is done on a PRN (as needed) basis with six steps return to play as needed. Work in concert with WO District Certified Athletic Trainers: Eugene Palatianos and Ashley Sivo.
- Regular monitoring with continuous counseling is given with students having chronic illnesses such as diabetes, sickle cell disease, asthma, seizures, JRA, cancer, fibromyalgia, mental health disparities, pregnancies, Myasthenia Gravis and other major health problems.
- **Additional work: Assessing, processing, documenting and charting A 45s (electronically in SNAP) along with filing approx. 1,900 sport's physicals for three sports seasons consumes excessive nursing hours by the two high school nurses along with their other daily duties.**
- Review of records of transfer students (approx. 189), which necessitates several contacts with previous schools of attendance to obtain immunization records and critical health information, is an ongoing and mandated task throughout the year. In addition medical records for those students transferring out of district are processed and sent to the appropriate facility (approx.145).
- Medical information and contacts regarding those students who are placed on Home Instruction (both at home and in-patient facilities) are coordinated through the health office (approx. 39 students). This includes on-going communication with guidance, special services, parent/guardian, medical personnel and in-patient facility personnel.
- Information about students with serious health issues is communicated (via Google Docs Faculty Lounge/Medical) to faculty members in order to insure the safety of our students, This necessitates maintaining a separate folder for each student, emailing the teachers, guidance counselors and deans of each student to report to the health office to receive and sign for pertinent medical information, and following-up with those who do not report in a timely manner.
- Chronic Illness is tracked and monitored (Power School) on an as needed basis with the attendance office, deans and principal.
- We continue to monitor student compliance with the newly revised New Jersey State mandate for Immunizations/Vaccinations N.J.A.C. 8:57-4. Parent/guardian of students who failed to complete the series and comply with state law were notified and informed their child would be excluded from school unless documentation of vaccine administration was received within a set time frame. Networking with students' physician and West Orange Health Department are integrated into this process. WODH audits on a yearly bases for Immunization compliance.

- Parental/guardian permission for Mantoux testing was obtained from those students who transferred from specific locations, as mandated by the state. The Mantoux test administration is now out source via (Physician/Health Department). Test results are assessed and recorded; follow-up and referrals are done as needed.
- In order to prepare for possible disaster/evacuation/lockdown situations a medical health concerns list is continuously updated and maintained on a Google Doc Faculty Lounge Medical Concerns.

This packet includes a list of student and faculty health issues, each student's class schedule. A designated (common) area which is determined by Nurse and Administration to ensure student accountability, medication administration, etc. Each student is notified to evacuate to Kelly Elementary School at this pre-arranged location. During a disaster evacuation drill, this system is implemented.

- Presentation was done to the Administrators regarding Glucagon administration for diabetic students (as per state guidelines).
- Presentation was done to the Administrators regarding Epi Pen administration for anaphylaxis (as per state guidelines).
- Presentation was done to WOHS faculty regarding Blood borne Pathogens for all students (as per state guidelines).
- Presentation will be done to WOHS faculty regarding Head Injuries/Concussion/Seizures for all students (as per state guidelines).
- Coordination and maintenance of health office equipment and inventory.
- Presentation will be done to the full faculty regarding Anaphylaxis /Epi Pen/Asthma for all students (as per state guidelines).
- Coordination and procurement of skilled nursing coverage, especially in the Diabetic, Asthmatic/Anaphylactic and Epileptic School Population, for field trips.

**Yearly Screenings:** (all data was documented on *A-45 State Health History and Appraisal Form*)

Scoliosis -	1,400
Vision -	700
Hearing -	700
Physicals (including sports physicals)	975
Mantoux	7

**On a daily basis:** All visits to the health office are documented in Power School. On an average day at WOHS 80 - 100 students are cared for in the health office. In addition, documentation regarding students, such as attendance issues in Power School, physical or emotional health concern, counseling, referrals made, communication to health care provider, parents/guardian, etc., are noted in SNAP.

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Participation in 10 post contractual mandatory district nurses meetings and 10 mandatory faculty meetings.

Mandatory participation in Continuing Education Units mandated to maintain renewal of professional nursing license/ school nurse certification, and continuing professional educational hours in the State of New Jersey.

In addition to caring for the students at West Orange High School, we provide services as the "occupational health nurses" for 310 school employees with numerous health issues such as Type 1 Insulin Dependent Diabetes Mellitus, Hypertension, Asthma, Gestational Monitoring, Osteoarthritis, Congestive Heart Failure (Renal Insufficiency) Cancer, Anaphylaxis and etc. This position mandates having the current two nurses respond to altercations, accidents/ medical emergencies, acute and chronic illnesses, and other health disparities in the adult high school population. Legal medical documentation via (SNAP) computer entry and case follow up have to be recorded and filed, for medical liability issues (workman's compensation, student accidents and administration updates).