
**The Somerset Hills School District
Regular Meeting Agenda - January 26, 2022
Executive Session - 6:30 P.M.
Public Input & Action - 7:30 P.M.
Bernards High School Media Center**

I. Call to Order & Welcome

Welcome to a meeting of the Board of Education of Somerset Hills. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Somerset Hills at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

II. Roll Call

III. Executive Session

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act:

RESOLVED that the Board of Education of Somerset Hills now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board’s consideration of the subject matter has been closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

IV. Pledge of Allegiance

V. Roll Call

VI. Report of the Superintendent:

1. Student Representatives’ Report
2. Board Recognition - Retirees
 - WHEREAS, Jeffrey Caswell has been employed from September 2000 through June 2022 as a Teacher of Physical Education and Driver Education and;

WHEREAS, Jeffrey Caswell exemplified expertise, commitment, and professionalism in his duties;

NOW THEREFORE BE IT RESOLVED, the Somerset Hills School District and Board of Education recognize Jeffrey Caswell's retirement effective July 2022, and extend to him congratulations and best wishes for a happy, healthy, and enjoyable retirement.

- WHEREAS, Kay Collins has been employed from March 2002 through March 2022 as a Teacher of Mathematics;

WHEREAS, Kay Collins exemplified expertise, commitment, and professionalism in her duties;

NOW THEREFORE BE IT RESOLVED, the Somerset Hills School District and Board of Education recognize Kay Collin's retirement effective April 2022, and extend to her congratulations and best wishes for a happy, healthy, and enjoyable retirement.

- WHEREAS, Patricia Maddaluna has been employed from September 1983 through June 2022 as an Elementary Teacher and;

WHEREAS, Patricia Maddaluna exemplified expertise, commitment, and professionalism in her duties;

NOW THEREFORE BE IT RESOLVED, the Somerset Hills School District and Board of Education recognize Patricia Maddaluna's retirement effective July 2022, and extend to her congratulations and best wishes for a happy, healthy, and enjoyable retirement.

- WHEREAS, Vincent Terraciano has been employed from September 2000 through June 2022 as a BMS Teacher and;

WHEREAS, Vincent Terraciano exemplified expertise, commitment, and professionalism in his duties;

NOW THEREFORE BE IT RESOLVED, the Somerset Hills School District and Board of Education recognize Vincent Terraciano's retirement effective July 2022, and extend to him congratulations and best wishes for a happy, healthy, and enjoyable retirement.

- WHEREAS, Emily Pike has been employed from September 2001 through June 2014 as an Elementary Teacher and from September 2014 through June 2022 as a School Counselor and;

WHEREAS, Emily Pike exemplified expertise, commitment, and professionalism in her duties;

NOW THEREFORE BE IT RESOLVED, the Somerset Hills School District and Board of Education recognize Emily Pike's retirement effective July 2022, and extend to her congratulations and best wishes for a happy, healthy, and enjoyable retirement.

3. New Jersey School Board Recognition Month

WHEREAS, the New Jersey State Board of Education, which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the

New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public school children; and

WHEREAS, New Jersey's locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all students for college and the workplace and to enable them to compete in a global economy; and

WHEREAS, New Jersey's 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

WHEREAS, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey's status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

WHEREAS, the National School Boards Association and the New Jersey School Boards Association have declared January 2022 to be School Board Recognition Month; now, therefore, be it

RESOLVED, that the New Jersey State Board of Education recognizes the contributions of our state's local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and be it further

RESOLVED, that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members on their local school boards.

VII. Public Comments for Actionable Agenda Items

We very much welcome input from the public. Public comments are welcome at this time on any actionable agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but are offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public Comments will be limited to 30 minutes. Thank you for your input.

VIII. Approval of Minutes*

1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for December 15, 2021 and January 5, 2022. .

IX. FINANCE

- A. Committee Report & Discussion:
 B. Action Items:

1. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of November 2021 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$10,581,715.90	\$10,581,715.90
(20) Special Revenue Fund	\$74,609.50	\$74,609.50
(30) Capital Projects Fund	\$371,191.25	\$371,191.25
(40) Debt Service Fund	\$584,880.93	\$584,880.93
Total Government Funds	\$11,612,397.58	\$11,612,397.58

(1) From Secretary's Report (2) From Treasurer's Report

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

2. Approve 2021-2022 Budget Transfers*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for November 2021.

3. Payment of Bills*

WHEREAS, the Board Secretary has presented attached November 2021 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$681,286.02
(20) Special Revenue Fund	\$9,786.60
(30) Capital Projects Fund	—
(40) Debt Service Fund	—
(60) Cafeteria Fund	\$56,144.65
(90) Agency Fund	—
TOTAL	\$747,217.27

4. Payment of Bills*

WHEREAS, the Board Secretary has presented attached December 2021 check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$3,425,615.23
(20) Special Revenue Fund	\$234,516.85
(30) Capital Projects Fund	—
(40) Debt Service Fund	\$272,550.00
(60) Cafeteria Fund	\$58,983.73
(90) Agency Fund	\$1,049,887.32
TOTAL	\$5,041,553.13

5. Approve Parent Organization Fundraiser

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following parent organization fundraisers for the 2021-2022 school year:

	Organization	School	Event	Date
a	HSASH	BES	Penny Wars - VP Events Fundraising	2/7 - 2/11/2022

6. Approve Special Education Schools*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following schools for the 2021-2022 school year and/or ESY:

	Student ID#	Provider	Location	Amount
a	3027945811	County College of Morris	Randolph, NJ	Spring Session \$2,999
b	8491190758	The Winsor Learning Center	Pompton Lakes, NJ	\$69,930 (\$34,632 prorated)
c	4129254390	Montgomery Academy	Basking Ridge, NJ	\$69,658.20 (\$42,955.89 prorated)

7. Approve Special Education Provider*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following service providers for the 2021-2022 school year and extended school year:

	Provider	Service	Location	Amount
a	Best Choice Home Care, LLC	NJ Registered School Nurses & 1:1 Student Care	South Bend, IN	\$68 & \$80 per hour not to exceed \$40,000

8. Approve Student Settlement Agreement*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the as per agreement Docket #OAL-Docket No: EDS-08019-2021.

9. Approve Carryover Funds for Non Public IDEA Grant for 2021-2022*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve amended funds to include carryover from the 2020-2021 school year to the 2021-2022 school year for the IDEA Federal Grant Allocation as follows:

IDEA Basic Carryover Non Public: \$ 27,146
 IDEA Basic Non Public: \$ 40,570

TOTAL Basic Non Public	\$ 67,716
IDEA Preschool Carryover:	\$ 27
IDEA Preschool:	<u>\$ 17,308</u>
TOTAL Preschool:	\$ 17,335

10. Approve Special Law Enforcement Officers Services*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the superintendent, approve the contract with the Bernardsville Police Department for Special Law Enforcement Officer Services at a cost of \$100,300.00 for the time period of January 1, 2022 through December 31, 2022.

11. Approve the Amended Bernardsville Borough Emergency Operations Plan*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the Bernardsville Borough Emergency Operations Plan, Point of Distribution (POD) Center Memorandum of Agreement with the Somerset Hills School District.

12. Approve Submit and Accept Title Grants Carryover*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the submission and acceptance of an amendment to add carryover funds to the existing ESEA grant that has been approved for 2021-2022 school year.

Title Grant	Carryover Funding / Amendment	Nonpublic Carryover Funding / Amendment
Title I	\$49,344	n/a
Title IIA	\$2,652	\$617
Title III	\$3,805	n/a
Title III Imm	\$1,308	n/a
Title IV	\$2,803	\$653

13. Approve Transportation Consultant Agreement Revision*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the Transportation Consultant Agreement with Thomas DeAngelo for the 2021-2022 school year for an additional amount of \$7,500.

X. FACILITIES & OPERATIONS

A. Committee Report & Discussion:

B. Action Items:

1. HIB Report*

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on December 15, 2021 and upheld the findings and/or consequences recommended by the Superintendent.

- BHS #2
- BMS #6

2. Approve School Self-Assessment/Anti-Bullying Bill of Rights Act 2020 - 2021*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for July 1, 2020 - June 30, 2021 for the following schools:

- Marion T. Bedwell Elementary School
- Bernardsville Middle School
- Bernards High School

3. Student Safety Data System Report - 2021-2022 *

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the report of the Student Safety Data System (SSDS) for Reporting Period 1 (September 1 - December 31, 2021).

XI. CURRICULUM

A. Committee Report & Discussion:

B. Action Items:

1. Approve Field Trips

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following field trips:

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BES	Environmental Education Center, Basking Ridge	17	1	3
b	BES	Environmental Education Center, Basking Ridge	35	2	6
c	BES	Environmental Education Center, Basking Ridge	37	3	6

2. Approve Field Trips*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following field trips:

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BHS	MSU - Yogi Berra Museum, Montclair	4	3	0

3. Approve Professional Development

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
a	BES	Adams, J.	Environmental Education Center	04/27/2022	\$0
b	BES	Klebaur, G.	Environmental Education Center	04/29/2022	\$0

c	BES	Mariani, J.	Environmental Education Center	04/28/2022	\$0
d	BES	Westfall, S.	Environmental Education Center	04/28/2022	\$0
e	BES	O'Day, L.	Environmental Education Center	04/27/2022	\$0
f	BES	Davis, E.	Opinion Writing: Is a Powerful Place for Kids to use their Voices to Make Change (TC)	03/01/2022	\$50.
g	BES	Leonard, M.	NJAGC 2022 Conference	03/18/2022	\$144.
h	BES	Palmieri, J.	SHAPE NJ Annual Conference	02/14/2022	\$214.
i	BES	Windisch, M.	Creativity in Literacy (TC)	02/04/2022	\$50.
j	BES	Friedman, A.	Racial Equity Facilitator Training	02/01, 02/08, 02/15 & 02/22	\$320.
k	BMS	Andino, A.	Best Practices in World Language Education	03/10/2022	\$20.
l	BMS	Gilly, Z.	Best Practices in World Language Education	03/10/2022	\$20.
m	BMS	Kupper, P.	Best Practices in World Language Education	03/10/2022	\$20.

4. Approve Professional Development*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
a	District	Barna, L.	Symposium: Evidence-Based Practices in Afterschool & Summer Learning Programs	01/26/2022	\$75.
b	District	Barna, L.	Supervising & Supporting Culturally Responsive Teaching	02/16/2022	\$50.
c	District	Barna, L.	Racial Equity Facilitator Training	02/01, 02/08, 02/15 & 02/22	\$320.
d	District	Butler, C.	Racial Equity Facilitator Training	02/01, 02/08, 02/15 & 02/22	\$320.
e	District	Catelli, M.	Symposium: Evidence-Based Practices in Afterschool & Summer Learning Programs	02/01, 02/08, 02/15 & 02/22	\$320.
f	District	Catelli, M.	Best Practices in World Language Education	03/10/2022	\$30.
g	District	Edgerton, O.	NJ Graduation Proficiency Assessment Standards Validation Committee	02/01 & 02/02	\$0
h	District	Lucas, D.	2022 NJSBGA Conference & Expo	03/21-03/23	\$601.48
i	BHS	Hogge, J.	Harvard Model Congress	02/24 - 02/27	\$0

j	BHS	Kaplan, D.	Harvard Model Congress	02/24 - 02/27	\$0
k	BHS	Pietroluongo, J.	Harvard Model Congress	02/24 - 02/27	\$0
l	BHS	LaBruno, W.	UCASE Annual Conference	02/04/2022	\$50.
m	BHS	Simoneau, J.	Frank Glazier Mega Clinic Football Safety	03/15/2022	\$0

XII. PERSONNEL

- A. Committee Report and Discussion.
 B. Action Items:

1. Approval of Termination*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following termination of employment:

	ID	School	Position	Effective Date
a	9828	Central	Confidential Secretary	2/1/2022

2. Accept Retirement*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the retirement of the following employees:

	Name	School	Position	Effective
a	Caswell, Jeffrey R.	BHS	Teacher BA	07/01/2022
b	Collins, Kay Lee	BHS	Teacher MA+15	04/01/2022

3. Accept Retirement

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the retirement of the following employees:

	Name	School	Position	Effective
a	Maddaluna, Patricia H.	BES	Teacher MA+60/Doc	07/01/2022
b	Pike, Emily	BES	Teacher MA+60/Doc	07/01/2022
c	Terraciano, Vincent M.	BMS	Teacher MA+30	07/01/2022

4. Approve Family Medical Leave

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following Family Medical Leave of Absence dates for the 2021-2022 School Years:

	ID	School	Position	Dates for Accumulated Sick Leave	Dates for FMLA (Unpaid with Benefits)
a	9240	BMS	Teacher BA	4/18/22-6/6/22	6/7/22-6/30/22

5. Amend Approval Family Medical Leave*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the approval of the following Family Medical Leave of Absence dates for the 2021-2022 school year:

	ID	School	Position	Dates for Accumulated Sick Leave	Dates for FMLA (Unpaid with Benefits)
a	9693	District	Manager	0	11/29/2021 - 1/02/2022 1/13/2022

6. Amend Approval Unpaid Absences

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the approval of the following unpaid absences for the 2021-2022 school year:

	Name	School	Position	# of Requested Days	Dates
a	Bohr, Jennifer	BES	Teacher BA	3 4	01/12/2022 - 01/14/2022 05/17/2022 - 05/20/2022

7. Approve Unpaid Absences

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following unpaid absences for the 2021-2022 school year:

	Name	School	Position	# of Requested Days	Dates
a	Davis, Emma	BES	Teacher MA	.5	01/27/2022
b	Kotz, Lisa	BES	Secretary	2	03/01 & 03/02/2022
c	Tietze, Fred	BES	Para	3	03/03-03/04 & 03/07/2022

8. Approve Overload*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following overloads for the 2021-2022 school year: BHS

	Course	Teacher	Term	Salary	OVERLOAD Salary prorated
a	Financial Literacy	Clark, Kelly	3/7 - 6/30	\$103,845	\$2,596.64

9. Amend Approval Overloads*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the approval of the following overloads for the 2021-2022 school year: BHS

	Course	Teacher	Term	Salary	OVERLOAD Salary <i>prorated</i>
a	Financial Literacy	Murphy, Theresa	FY 09/01/2021 - 03/04/2022	\$76,030	\$5,069.68 \$3,143.28

10. Approve Substitutes*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following substitutes for the 2021-2022 school year
subject to further investigation pursuant to law:

	Last Name	First Name	Substitute Position	Certification	Effective
a	Riker	Joanna	Teacher/Paraprofessional	County Substitute Certification	<i>Pending Clearance</i>
b	Bryant	Barbara	Teacher/Paraprofessional	CE	<i>Pending Clearance</i>
c	Milde	Joe	Driver	CDL	<i>Pending Clearance</i>

11. Approve Athletic/Co-Curricular Volunteer*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following BHS volunteer for the 2021- 2022 school year:

	Last Name	First Name	Season	Position
a	Struble	Alice	Spring	Softball

XIII. POLICY

A. Committee Report and Discussion.

B. Action Items:

1. First Reading*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the first reading of the following bylaw, policy & regulation:

Policy / Regulation #	Title
P1648.14	Safety Plan for Healthcare Settings in School Buildings - COVID-19 (M) (New)

2. Second Reading*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the second reading of the following bylaw, policy & regulation:

Policy / Regulation #	Title
P0155	Board Committees

XIV. SUPPLEMENTARY MATTERS

XV. PUBLIC COMMENTS

Public comments are welcome at this time on any topic. Public Comments will be limited to 3 minutes. Please state your name and address. Thank you for your input.

XVI. ADJOURNMENT

***Note:** The areas of permitted voting for the Bedminster district representative of the Board of Education are: (a) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; (b) New capital construction to be utilized by sending district pupils; (c) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; (d) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district; (e) Any matter directly involving the sending district pupils or programs and services utilized by those pupils; (f) Approval of the annual receiving district budget; (g) Any collectively negotiated agreement involving employees who provide services utilized by sending district pupils; (h) Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district pupils; and (i) Any matter concerning governance of the receiving district board of education including, but not limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.

(cf: P.L.1996, c.103, s.1)

Somerset Hills School District

January 26, 2022

ADDENDUM

VI. Report of the Superintendent:

- 1a. *School Law Talks - What is Collective Bargaining?* Board Attorney, Derlys Gutierrez
- 1b. Student Representatives' Report

IX. FINANCE

- 14. Approve 2021-2022 Non-Public Security Aid*
Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the use of funds for Non-Public Security Aid for the following school:

Far Hills Country Day	Security Aid	Verkada 4 Door Smart Controllers	\$ 9,065.00
Far Hills Country Day	Security Aid	Verkada AD31-Smart Card	\$ 490.00
Far Hills Country Day	Security Aid	Verkada Access Control	\$28,350.00
Far Hills Country Day	Security Aid	Software & License for visitor security system	\$ 595.00

XI. CURRICULUM

- 5. Amend Approval 2021-2022 School Safety/School Climate Teams*
Resolved, that the Somerset Hills Board of Education amend the approval of the following School Safety Teams for 2021-2022:

Bedwell Elementary School

Amy Phelan – Principal
April Friedman - Assistant Principal
Lisa Drew - Anti-Bullying Specialist
Emily Pike - Guidance Counselor
Maureen Ziolkowski - Teacher
Kate Walden - Parent

Bernardsville Middle School

Lisa Garofalo - Principal
Keith Koellhoffer - Assistant Principal
Lisa Drew - Anti-Bullying Specialist
Marcy Craver - Guidance Counselor
Jessica Mc Ginn - Teacher
Maxine Vu - Parent

Somerset Hills School District

January 26, 2022

ADDENDUM

Bernards High School

Scott Neigel - Principal

Lisa Drew - Substance Awareness Coordinator & Anti-Bullying Specialist

Megan Dooley - Counselor

Debbie Infusino - Parent

Ashley Teets - Mathematics

Matt Bale-Peña - Physical Education

XII. PERSONNEL

10. Approve Substitutes*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following substitutes for the 2021-2022 school year *subject to further investigation pursuant to law*:

	Last Name	First Name	Substitute Position	Certification	Effective
d	Barbato-Ernst	Diane	Teacher/Paraprofessional	County Substitute Certification	<i>Pending Clearance</i>
e	Diamond	William	Teacher/Paraprofessional	County Substitute Certification	<i>Pending Clearance</i>

12. Approve Overloads*

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following BHS overloads for the 2021-2022 school year.

	Course	Teacher	Term	Salary	OVERLOAD Salary per diem
a	SIP - Math	Camuto, L.	per diem until completed as determined by BHS principal	\$76,030	\$63.38

13. Approve Overloads

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approves the following BMS overloads for the 2021-2022 school year.

	Course	Teacher	Term	Salary	OVERLOAD Salary
a	Honors Geometry	O'Halloran, A.	1/31 - 6/16	\$67,340	\$1,122.56
b	Math I/E 6	Rizzuto, R.	1/31 - 6/16	\$111,242	\$1,854.40

Somerset Hills School District

January 26, 2022

ADDENDUM

14. Amend Approval Co-Curricular Position

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, amend the approval of the following BMS co-curricular position for the 2021-2022 school year:

	Last Name	First Name	BMS Co-Curricular Position	Stipend
a	O'Halloran	Annie	Math Team/Club Math Enrichment	\$59.11 / hour \$2,778

15. Approve Co-Curricular Position

Resolved, that the Somerset Hills Board of Education, upon the recommendation of the Superintendent, approve the following BMS co-curricular position for the 2021-2022 school year:

	Last Name	First Name	BMS Co-Curricular Position	Stipend
BMS Co-Curricular Clubs (Max 8 hours)				
a	Froysland	Megan	Math Club (Lab)	\$59.11 / hour

POLICY GUIDE

ADMINISTRATION

1648.14/page 1 of 11

Safety Plan For Healthcare Settings In

School Buildings – COVID-19

Oct 21

M

[See **POLICY ALERT No. 225**]

1648.14 SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

A. Purpose and Scope

The Board of Education is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR §1910 - Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.

The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.

1. Definitions

- a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.

- (1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service



POLICY GUIDE

ADMINISTRATION

1648.14/page 2 of 11

Safety Plan For Healthcare Settings In School Buildings – COVID-19

providers working in a nurse's office or any adjoining clinical areas.

b. "Healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.

(1) Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building in accordance with 29 CFR §1910.502(a)(3)(i).

c. For the purpose of this Policy, additional definitions shall be those definitions listed in 29 CFR §1910.502(b).

2. The school district has multiple healthcare settings that are substantially similar; therefore; has developed and adopted this single Plan for these substantially similar healthcare settings, with site-specific considerations included in this Plan. The healthcare settings in the school district are listed in Appendix 1.

a. Any school district health care settings that are not substantially similar, the school district shall develop and adopt separate COVID-19 Plans for each healthcare setting and list them in Appendix 1.

B. Roles and Responsibilities for School District Employees

1. The school district's goal in adopting this Policy is to prevent the transmission of COVID-19 in the school district's healthcare settings. All staff members are responsible for supporting,



POLICY GUIDE

ADMINISTRATION

1648.14/page 3 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

complying with, and providing recommendations to further improve this Plan.

2. The Superintendent will designate a COVID-19 Safety Coordinator(s) who shall implement and monitor this Plan. The COVID-19 Safety Coordinator(s) shall have the school district's full support in implementing and monitoring this Plan, and has authority to ensure compliance with all aspects of this Plan.

C. Hazard Assessment and Worker Protections

1. The Superintendent of Schools or designee will conduct a specific hazard assessment of its healthcare settings to determine potential hazards related to COVID-19.
 - a. A hazard assessment will be conducted initially and whenever changes in a healthcare setting in the school district create a new potential risk of employee exposure to COVID-19 (e.g., new work activities in the healthcare setting).
2. The Superintendent has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.
 - a. In the event the Superintendent or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.
3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.



POLICY GUIDE

ADMINISTRATION

1648.14/page 4 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:
 - a. Patient Screening and Management
 - (1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.
 - b. Standard and Transmission-Based Precautions
 - (1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "Guidelines for Isolation Precautions" which are included in Appendix 5.
5. Personal Protective Equipment (PPE)
 - a. The school district will provide and ensure that employees wear approved facemasks or a higher level of respiratory protection.
 - b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.
6. Physical Distancing
 - a. The school district will ensure that each employee is separated from all other people in the healthcare setting by



POLICY GUIDE

ADMINISTRATION

1648.14/page 5 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

at least six feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.

- (1) Where maintaining six feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.
- b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
- c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.

7. Physical Barriers

- a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.
- b. Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
- c. The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.

8. Cleaning and Disinfecting in the Healthcare Setting



POLICY GUIDE

ADMINISTRATION

1648.14/page 6 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

- a. The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
- b. The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.

9. Ventilation

- a. The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.
- b. Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
- c. The Superintendent or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.

D. Health Screening and Medical Management

1. Health Screening

- a. "Screening" means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.



POLICY GUIDE

ADMINISTRATION

1648.14/page 7 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

- b. The school district will include protocols to address health screening for employees in Appendix 11.
- 2. Employee Notification to Employer of COVID-19 Illness or Symptoms
 - a. The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.
- 3. Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting
 - a. The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.
- 4. Medical Removal from the Healthcare Setting
 - a. The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.
- 5. Return to Work Criteria
 - a. The school district will include protocols to address return to work criteria for employees in Appendix 11.
- 6. Medical Removal Protection Benefits
 - a. The school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and



POLICY GUIDE

ADMINISTRATION

1648.14/page 8 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

provide benefits in accordance with the Plan addressed in
Appendix 12.

E. Vaccinations

1. The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.
2. The school district will include protocols to address vaccination for employees in Appendix 13.

F. Training

1. The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
2. The school district will include protocols to address training for employees in Appendix 14.

G. Anti-Retaliation

1. The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the ETS, or for engaging in actions that are required by the ETS.
2. The school district will not discharge or in any manner discriminate against any employee for exercising their right to the protections



POLICY GUIDE

ADMINISTRATION

1648.14/page 9 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

required by the ETS, or for engaging in actions that are required by the ETS.

H. Requirements Implemented at No Cost to Employees

1. The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.

I. Recordkeeping

1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.
2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.
 - a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.
3. The school district will record the information on the COVID-19 log within twenty-four hours of learning that the employee is COVID-19 positive.
 - a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.



POLICY GUIDE

ADMINISTRATION

1648.14/page 10 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

- b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.
- 4. By the end of the next business day after a request, the school district will provide, for examination and copying:
 - a. All versions of this Policy which is the written Plan for all employees;
 - b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and
 - c. A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

J. Reporting

- 1. The school district will report to PEOSH:
 - a. Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;
 - b. Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.

K. Monitoring Effectiveness



POLICY GUIDE

ADMINISTRATION

1648.14/page 11 of 11

Safety Plan For Healthcare Settings In
School Buildings – COVID-19

1. The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.
2. The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.

This Policy and its Appendices will be made available upon request.

29 CFR §1910.502

Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19

Healthcare Emergency Temporary Standard

Occupational Safety and Health Administration Model Plan

Adopted:



POLICY GUIDE

Appendix 1 – Identifying the Healthcare Settings in the School District:

Location of healthcare setting in the school district buildings listed below:

Facility Location	Worksite-Specific COVID-19 Considerations
Bedwell Elementary School	1 treatment room/ nurse's office, 1 bathroom (one entrance)
Bernardsville Middle School	1 treatment room/ nurse's office, 1 small treatment room, 1 bathroom (one entrance)
Bernards High School	1 small foyer; 1 small treatment room; 1 bathroom; Nurse's office; 1 large treatment room (one entrance)



POLICY GUIDE

Appendix 2 – Vaccination Status Plan:

[Include and describe the procedures that will be used to determine employees' vaccination status.]

- *Staff are required to provide proof of vaccination as per Governor Murphy's Executive Order 253.*
- *Unvaccinated staff are required to participate in weekly screening testing, conducted through Mirimus.*
- *Staff have been asked to provide evidence of additional doses/boosters.*



POLICY GUIDE

Appendix 3 – Completed Hazard Forms and Results:

Please see the attached Hazard Assessment Forms and Results below:





STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation Of School Buildings Checklist 2021-2022

County: Somerset District Occupying Building: Somerset Hills

(check one) Leased ☐ Owned ☒ School Building Name: Bedwell Elementary

Completed By: Amy Phelan Date: 10/15/2021

This form shall be used for the evaluation of school buildings (pursuant to 6A:26-6.1 and 6A:26-8.1) Traditional Public School Districts (owned or leased), Private Schools for the Disabled, Charter Schools, Renaissance School Projects and any other setting used for instruction. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See "Facility Checklist Instructions and Guidance" for additional information.

Section A: 100% Items

(this section must have full compliance with items)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Current boiler inspection certificate(s) posted at site of boiler.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4) Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Current Licenses And Certificates #1 to #10	Yes	No	N/A	Violation Location
8. One fire drill and <i>one</i> school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]18A:41-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. District has defibrillators identified with appropriate signage and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law18A:40-41a-41c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Instructional areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required DOE approvals in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Interior #13 to #21	Yes	No	N/A	Violation Location
20. Dangerous chemicals (i.e., liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/hazardous areas).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
21. Carbon Monoxide Detectors (new) Must be in the vicinity of all fuel burning appliances. <ul style="list-style-type: none"> • Gas and oil heating systems: Boilers, Furnaces, central and unitary equipment. • Generators: portable and permanent. • Natural gas and propane appliances: Water heaters, ranges, stoves, ovens, laundry washers and dryers • Fireplaces • Required in hallways connected to space with the source NJAC 5:70-4.3(a), NJAC 5:70-4.9(d) and NJAC 5:70-4.19 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: <ol style="list-style-type: none"> Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Adequate eye and body protection is provided, including: <ol style="list-style-type: none"> Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (NJAC 6A:26-12.5) 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
25. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e.: via fume hoods) b. For welding operations c. For paint spraying operations: 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation e. For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Yes	No	N/A	
100% Items Total	20	0	5	

End 100% Item Section

Space for Notes:

Section B: 80% Items continued on next page...

Section B: 80% Items

(Must be compliant with 80% of these items to pass along with corrective action on the non compliant items)

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All exterior receptacles are GFI protected in accordance with code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions. 6A:26-8.1ix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular (annual and/or monthly) inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Doors leading to interior courtyards are clearly marked: "Not an Exit."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <i>only used</i> for temporary need(s). c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(vii2).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (iii).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Area and floor drains , where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and / or other hazards. Egress through halls and exits are clear and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
21. Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Non-instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; NJAC 6A:26-8.1(vii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Required space is available for the safe operation of machinery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
30. Floor(s) and aisles in all shops are free of slipping and tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. "Eye Hazard Area- Wear Your Eye Protection" signs are posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	Yes	No	N/A
80% Items Total	30	0	4

End 80% Item Section

Space for Notes:

Building Scoring continued on next page...



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Facility Score 2021-2022

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance	Score	NJSAC FISCAL DPR [All items are in compliance in building(s)]
# of No responses in section A	100%	<input checked="" type="checkbox"/> Compliant (No Exceptions) <input type="checkbox"/> Non-Compliant (Corrective Action Needed)

80% Section B Compliance	Score	NJSAC DPR [At least 80% of items are in compliance in building(s)]
A. Number of Yes responses	30	<input checked="" type="checkbox"/> Compliant Line (A) is equal to or greater than Line (D) <input type="checkbox"/> Non-Compliant Line (A) is less than Line (D)
B. Number of No responses	0	
C. Subtotal [A + B]	0 30	
D. Multiply [(C) × 80%]	24	

LEA Assurance Signatures

School Facility Name Bedford Elementary

Amy A. Hulan Principal 10/15/21
 Completed By Title Date

Paul M. Lee 10/15/2021
 if applicable, Certified Educational Facilities Manager Date

[Signature] 10/22/21
 Chief School Administrator Date



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation Of School Buildings Checklist 2021-2022

County: Somerset District Occupying Building: Somerset Hills

(check one) Leased ☐ Owned ☒ School Building Name: Belwards High School

Completed By: Scott Neigel Date: 10/15/2021

This form shall be used for the evaluation of school buildings (pursuant to 6A:26-6.1 and 6A:26-8.1) Traditional Public School Districts (owned or leased), Private Schools for the Disabled, Charter Schools, Renaissance School Projects and any other setting used for instruction. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See "Facility Checklist Instructions and Guidance" for additional information.

Section A: 100% Items

(this section must have full compliance with items)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Current boiler inspection certificate(s) posted at site of boiler.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4) Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Current Licenses And Certificates #1 to #10	Yes	No	N/A	Violation Location
8. One fire drill and <i>one</i> school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]18A:41-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. District has defibrillators identified with appropriate signage and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law18A:40-41a-41c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Instructional areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required DOE approvals in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior #13 to #21	Yes	No	N/A	Violation Location
20. Dangerous chemicals (i.e., liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/hazardous areas).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Carbon Monoxide Detectors (<i>new</i>) Must be in the vicinity of all fuel burning appliances. <ul style="list-style-type: none"> • Gas and oil heating systems: Boilers, Furnaces, central and unitary equipment. • Generators: portable and permanent. • Natural gas and propane appliances: Water heaters, ranges, stoves, ovens, laundry washers and dryers • Fireplaces • Required in hallways connected to space with the source NJAC 5:70-4.3(a), NJAC 5:70-4.9(d) and NJAC 5:70-4.19 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: <ol style="list-style-type: none"> Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Adequate eye and body protection is provided, including: <ol style="list-style-type: none"> Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (NJAC 6A:26-12.5) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
25. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e.: via fume hoods) b. For welding operations c. For paint spraying operations: 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation e. For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	N/A	
100% Items Total	23	0	2	

End 100% Item Section

Space for Notes:

Section B: 80% Items continued on next page...

Section B: 80% Items

(Must be compliant with 80% of these items to pass along with corrective action on the non compliant items)

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All exterior receptacles are GFI protected in accordance with code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions. 6A:26-8.1ix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular (annual and/or monthly) inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Doors leading to interior courtyards are clearly marked: "Not an Exit."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <i>only used</i> for temporary need(s). c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(vii2).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (iii).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and / or other hazards. Egress through halls and exits are clear and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
21. Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Non-instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; NJAC 6A:26-8.1(vii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Required space is available for the safe operation of machinery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
30. Floor(s) and aisles in all shops are free of slipping and tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. "Eye Hazard Area- Wear Your Eye Protection" signs are posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A
80% Items Total	31	0	3

End 80% Item Section

Space for Notes:

Building Scoring continued on next page...



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Facility Score 2021-2022

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance	Score	NJSAC FISCAL DPR [All items are in compliance in building(s)]
# of No responses in section A	0	<input checked="" type="checkbox"/> Compliant (No Exceptions) <input type="checkbox"/> Non-Compliant (Corrective Action Needed)

80% Section B Compliance	Score	NJSAC DPR [At least 80% of items are in compliance in building(s)]
A. Number of Yes responses	31	<input checked="" type="checkbox"/> Compliant Line (A) is equal to or greater than Line (D) <input type="checkbox"/> Non-Compliant Line (A) is less than Line (D)
B. Number of No responses	0	
C. Subtotal [A + B]	31	
D. Multiply [(C) × 80%]	24.8	

LEA Assurance Signatures

School Facility Name Berwicks High School

Scott A. Meigel
Completed By

Principal
Title

10/14/21
Date

Deborah M. Lee
if applicable, Certified Educational Facilities Manager

10/15/2021
Date

Spencer J. Lyons
Chief School Administrator

10/22/21
Date



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation Of School Buildings Checklist 2021-2022

County: Somerset District Occupying Building: Somerset Hills

(check one) Leased ☐ Owned ☒ School Building Name: Bernardsville middle School

Completed By: LISA GAROFALO Date: 10/15/2021

This form shall be used for the evaluation of school buildings (pursuant to 6A:26-6.1 and 6A:26-8.1) Traditional Public School Districts (owned or leased), Private Schools for the Disabled, Charter Schools, Renaissance School Projects and any other setting used for instruction. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See "Facility Checklist Instructions and Guidance" for additional information.

Section A: 100% Items

(this section must have full compliance with items)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location. (or current abatement inspection is available)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Current boiler inspection certificate(s) posted at site of boiler.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (N.J.A.C 58:12A-1) (6A:26-12.4)Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Current Licenses And Certificates #1 to #10	Yes	No	N/A	Violation Location
8. One fire drill and one school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]18A:41-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. District has defibrillators identified with appropriate signage and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet's Law18A:40-41a-41c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Instructional areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19. District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required DOE approvals in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior #13 to #21	Yes	No	N/A	Violation Location
20. Dangerous chemicals (i.e., liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are not stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/hazardous areas).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Carbon Monoxide Detectors (new) Must be in the vicinity of all fuel burning appliances. <ul style="list-style-type: none"> • Gas and oil heating systems: Boilers, Furnaces, central and unitary equipment. • Generators: portable and permanent. • Natural gas and propane appliances: Water heaters, ranges, stoves, ovens, laundry washers and dryers • Fireplaces • Required in hallways connected to space with the source NJAC 5:70-4.3(a), NJAC 5:70-4.9(d) and NJAC 5:70-4.19 (d)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: <ol style="list-style-type: none"> Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Adequate eye and body protection is provided, including: <ol style="list-style-type: none"> Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (NJAC 6A:26-12.5) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
25. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e.: via fume hoods) b. For welding operations c. For paint spraying operations: 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation e. For dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	N/A	
100% Items Total	23	0	2	

End 100% Item Section

Space for Notes:

Section B: 80% Items continued on next page...

Section B: 80% Items

(Must be compliant with 80% of these items to pass along with corrective action on the non compliant items)

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All exterior receptacles are GFI protected in accordance with code.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program needs and be protected from hazards or traffic conditions. 6A:26-8.1ix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular (annual and/or monthly) inspections.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Doors leading to interior courtyards are clearly marked: "Not an Exit."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
11. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <i>only used</i> for temporary need(s). c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in N.J.A.C. 6A:26-6.3 6A:26-8.1(vii2).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in N.J.A.C. 6A:26-6.3 and the UCC. 6A:26-8.1 (iii).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Area and floor drains , where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and / or other hazards. Egress through halls and exits are clear and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interior Items #5 to #26	Yes	No	N/A	Violation Location
21. Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e.: doors, handles and locks are operable. 6A:26-8.1 (i7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with N.J.A.C. 5:23-7; 6A:26-8.1(v).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Non-instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; NJAC 6A:26-8.1(vii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Required space is available for the safe operation of machinery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
30. Floor(s) and aisles in all shops are free of slipping and tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. "Eye Hazard Area- Wear Your Eye Protection" signs are posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	Yes	No	N/A
80% Items Total	30	0	4

End 80% Item Section

Space for Notes:

Building Scoring continued on next page...



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Facility Score 2021-2022

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance	Score	NJSAC FISCAL DPR [All items are in compliance in building(s)]
# of No responses in section A	0	<input checked="" type="checkbox"/> Compliant (No Exceptions) <input type="checkbox"/> Non-Compliant (Corrective Action Needed)

80% Section B Compliance	Score	NJSAC DPR [At least 80% of items are in compliance in building(s)]
A. Number of Yes responses	30	<input checked="" type="checkbox"/> Compliant Line (A) is equal to or greater than Line (D) <input type="checkbox"/> Non-Compliant Line (A) is less than Line (D)
B. Number of No responses	0	
C. Subtotal [A + B]	30	
D. Multiply [(C) × 80%]	24	

LEA Assurance Signatures

School Facility Name Bernardsville Middle School

[Signature] Completed By Principal Title 10/15/21 Date

[Signature] If applicable, Certified Educational Facilities Manager 10/15/2021 Date

[Signature] Chief School Administrator 10/22/21 Date

POLICY GUIDE

Appendix 4 – Patient Screening and Management:

[List the procedures for limiting and monitoring points of entry to the setting, screening and triaging for symptoms of COVID-19, and restricting facility access to reduce crowding (e.g., limiting visitors to only those essential for the patient’s physical or emotional well-being and care, restricting visitors to the patient’s room or other designated areas, asking patients to remain outside (if possible) until they are called into the facility for their appointment, etc.).]

- *All visitors to the Health Office utilize one point of entry*
- *Screening for COVID-19 symptoms is completed upon arrival to the Health Office*
- *Individuals with COVID-19 compatible symptoms are promptly isolated away from other Health Office visitors*
- *Visitors to the Health Office are limited only to those that require medical treatment and evaluation*



POLICY GUIDE

Appendix 5 – Standard and Transmission-Based Precautions:

[List the standard and transmission-based infection control precautions.]

Standard Precautions are used for all patient care. They are based on a risk assessment and make use of common sense practices and personal protective equipment that protect healthcare providers from infection and prevent the spread of infection from patient to patient. Standard Precautions include:

- *Perform hand hygiene*
- *Use personal protective equipment (PPE) whenever there is an expectation of possible exposure to infectious material*
- *Follow respiratory hygiene/cough etiquette principals*
- *Ensure appropriate patient placement*
- *Properly handle and properly clean and disinfect patient care equipment and instruments/devices*
- *Clean and disinfect the environment appropriately*
- *Ensure healthcare worker safety including proper handling of needles and other sharps*

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

Transmission-Based Precautions are the second tier of basic infection control and are to be used in addition to [Standard Precautions](#) for patients who may be infected or colonized with certain infectious agents for which additional precautions are needed to prevent infection transmission.

- *Isolate individuals that meet COVID-19 exclusion criteria*
- *Use of appropriate PPE (which may include gown, gloves and face shield)*
- *Limit movement of individual that has been isolated by monitoring them in a dedicated isolation space until they are able to leave the building*
- *Prioritize the cleaning and disinfection of isolation spaces*

<https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html>



POLICY GUIDE

Appendix 6 – Personal Protective Equipment (PPE):

- [1. Describe how employees will be provided facemasks and instruction about when and how they should be worn or used.
2. Identify job tasks, if any, in which the use of a facemask presents a hazard of serious injury or death.
3. Describe the procedures for providing employees PPE in accordance with Standard and Transmission-Based Precautions in healthcare settings in accordance with CDC's "Guidelines for Isolation Precautions."
4. Describe employer procedures for providing PPE to employees with exposure to people with suspected or confirmed COVID-19.]

The Health Office and the designated room will be fully equipped with additional face masks, facial tissues, and alcohol-based hand sanitizer. In addition, increased airflow, air filtration, disinfecting, and cleaning protocols will occur in the designated room and the Health Office.

- *To the greatest extent possible, the School Nurse will follow the CDC Infection Prevention and Control Recommendations for Healthcare Personnel.*

Criteria for Isolation and/or Quarantine Staff and students who have COVID-19 compatible symptoms or who test positive for COVID-19 will be directed to stay home as follows:

- *Ill individuals with COVID-19 compatible symptoms who have not been tested or individuals who tested positive for COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever-reducing medications and improvement in symptoms.*
- *Persons who test positive for COVID-19 but are asymptomatic should stay home for 10 days from the positive test result.*

Close contact is defined as being within 6 feet of someone with confirmed COVID-19 for 15 or more minutes during a 24-hour period.

Exposed close contacts who are fully vaccinated and have no COVID-like symptoms, do not need to quarantine, be excluded from school, or be tested following exposure to someone with suspected or confirmed COVID-19.



POLICY GUIDE

Appendix 7 – Physical Distancing:

- [1. Describe how healthcare setting flows, such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel, will be adjusted to ensure physical distancing.
2. Describe physical healthcare setting changes, such as increased distance between workstations, check-in and checkout stations, etc., that will be implemented to ensure physical distancing.
3. Describe how people in the healthcare setting will be prevented from gathering in groups in common areas and “bottlenecks,” including corridors, meeting rooms, stairways, breakrooms, entrances, exits, and elevators.
4. Describe how aisles, tables, counters, check-in and checkout stations, etc. will be arranged and how the flow will be directed to allow for physical distancing between people.
5. Identify protocols such as telehealth, telework, flexible work hours, staggered shifts, or additional shifts that can be used to reduce the number of employees in the healthcare setting at one time.]

Students and staff must remain socially distanced to the fullest extent while on school grounds and riding the bus. Other considerations include:

- *When possible, student seating will be arranged to maintain three feet of distance between students while offering full-time, in-person learning to all students.*
- *Schools will continue to use signage to remind students, staff, and visitors to maintain social distancing to the greatest extent possible.*
- *When practicable, student desks will be arranged so that all desks face the same direction.*
- *Any student grouping strategies utilized in a classroom, co-curricular, extracurricular, before-school, or after-school setting will limit the number of students working together and will take into consideration students that regularly sit near each other.*
- *When possible and while engaging in physical education, athletics, or other high-intensity physical activity, students and staff will maintain six feet of social distance.*



POLICY GUIDE

Appendix 8 – Physical Barriers:

[Describe where and how physical barriers will be installed when physical distancing cannot be consistently maintained and spacing cannot be increased.]

- *Face coverings will be required*
- *Physical barriers will be considered*
- *Each health office has space for ill and well students to be physically distanced*



POLICY GUIDE

Appendix 9 – Cleaning and Disinfecting:

- [1. Describe the schedule for cleaning and disinfecting, the persons responsible for conducting cleaning and disinfecting, the products that are used to clean and disinfect the healthcare setting, how the school district will clean patient care areas, resident rooms, and medical devices and equipment, and how the school district will clean and disinfect the healthcare setting if a COVID-19 positive person has been in the healthcare setting within the last twenty-four hours. A copy of cleaning logs to be used shall be attached.
2. Describe how necessary hand washing and/or sanitizer facilities will be provided, supplied, and maintained; and how employees will be allowed to perform hand hygiene to meet this requirement. Describe how hand washing and/or sanitizer facilities will be provided for use by other persons entering the healthcare setting.]
 - *School officials must continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise.*
 - *Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g. doorknobs, light switches, classroom sink handles, countertops).*
 - *Use of all cleaning products according to the directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA's website.*
 - *Staff will ensure students at every age are aware of proper hand-washing techniques. Younger students will have opportunities for supervised hand-washing practice.*
 - *Signage will be posted throughout buildings and restrooms, promoting behaviors supporting good hygiene practices.*



POLICY GUIDE

Appendix 10 - Ventilation:

The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA's COVID-19 ETS.

(e.g., Maintenance employee, HVAC service contractor(s))

Name/Contact Information:

*Director of Facilities, Doug Lucas:
dlucas@shsd.org*

Location:

*Olcott
Administrative
Building*

Name/Contact Information:

*Maintenance Foreman, Rufus Vought:
rvought@shsd.org*

Location:

*Olcott
Administrative
Building*

[Describe additional measures to improve building ventilation in accordance with "CDC's Ventilation Guidance".]

- *Needlepoint Bipolar Ionization was added to all student buildings in summer 2021.*



POLICY GUIDE

Appendix 11 – Health Screening and Medical Management for Employees:

- [1. Describe how employees will be screened (e.g., in-person when reporting to work, or by asking employees to self-monitor for COVID-19 symptoms before reporting to work). OSHA’s *Sample Employee COVID-19 Health Screening Questionnaire* may be useful. If the school district chooses to require COVID-19 testing, it must be done at no cost to employees.
2. Describe how employees will communicate with the school district if they are sick or experiencing symptoms while at home or at work.
3. Describe any leave policies (e.g., sick leave, Family Medical Leave Act, or other policies) the school district will implement to promote employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.
4. Describe how you will notify employees of COVID-19 exposure.
5. Describe district procedures for removing employees from the healthcare setting.
6. Describe district procedures for employees returning to work following removal from the healthcare setting.
 - a. The school district will only allow employees who have been removed from the healthcare setting to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC’s “Isolation Guidance” and “Return to Work Healthcare Guidance.”]

At the start of the school year all parents and staff will be provided with information on symptoms of COVID 19 and how to prevent its spread. All employees will perform a daily symptom screen on themselves before leaving for work and will stay home if ill. Parents, guardians, and students should regularly monitor for signs and symptoms of COVID-19. Parents, guardians, students, and visitors should not attend school and/or school events when sick and/or when exhibiting COVID-19 symptoms. Those symptoms include:



POLICY GUIDE

- *At least two of the following symptoms: low-grade fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose;*
- *At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder; or*
- *Temperature above 100°F. Standing orders from the School Physician state that students with temperatures of 100°F or higher should not attend school. All absences should be reported to the appropriate school's attendance office. Reports of absences should include reasons for absences and student symptoms when applicable.*



POLICY GUIDE

Appendix 12 – Medical Removal Protection Benefits:

- [1. Describe district policy for pay and benefits to employees removed from the healthcare setting and not working remotely. Note the following requirements under OSHA’s COVID-19 ETS:
 - Employers must continue to provide the benefits to which the employee is normally entitled and pay the employee the same regular pay the employee would have received had the employee not been absent from work, up to \$1,400 per week per employee. For employers with fewer than 500 employees, the employer must pay the employee up to the \$1,400 per week cap but, beginning in the third week of an employee’s removal, the amount is reduced to only two-thirds of the same regular pay the employee would have received had the employee not been absent from work, up to \$200 per day (\$1000 per week in most cases).
 - The ETS also provides that the employer’s payment obligation is reduced by the amount of compensation the employee receives from any other source, such as a publicly or employer-funded compensation program (e.g., paid sick leave, administrative leave), for earnings lost during the period of removal or any additional source of income the employee receives that is made possible by virtue of the employee’s removal.]
- *The Business Office will coordinate pay and employee benefits as required by law.*



POLICY GUIDE

Appendix 13 – Vaccinations:

[Describe district procedures for providing reasonable time and paid leave for vaccinations and side effects.]

- *Employees receive paid sick leave.*



POLICY GUIDE

Appendix 14 – Training:

[Describe how training will be conducted (e.g., online education, department meetings and tool talks, discussion with supervisors, and/or other specific methods).

Describe any other healthcare setting-specific training topics.

1. The school district will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:
 - a. COVID-19, including:
 - (1) How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
 - (2) The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
 - (3) Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
 - (4) The signs and symptoms of COVID-19;
 - (5) Risk factors for severe illness; and
 - (6) When to seek medical attention.
 - b. The school district's procedures on patient screening and management;
 - c. Tasks and situations in the healthcare setting that could result in COVID-19 infection;
 - d. Healthcare setting-specific procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);



POLICY GUIDE

- e. Employer-specific multi-employer healthcare setting agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the healthcare setting;
- f. The school district's procedures for PPE worn to comply with the ETS, including:
 - (1) When PPE is required for protection against COVID-19;
 - (2) Limitations of PPE for protection against COVID-19;
 - (3) How to properly put on, wear, and take off PPE;
 - (4) How to properly care for, store, clean, maintain, and dispose of PPE; and
 - (5) Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address healthcare setting hazards other than COVID-19.
- g. Healthcare setting-specific procedures for cleaning and disinfection;
- h. The school district's procedures on health screening and medical management;
- i. Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable Federal, State, or local laws, and other supportive policies and practices (e.g., telework, flexible hours, etc.);
- j. The identity of school district's Safety Coordinator(s) specified in this Plan; and



POLICY GUIDE

k. The ETS.

- (1) How the employee can obtain copies of the ETS and any employer-specific policies and procedures developed under the ETS, including this Policy, which is the school district's written Plan.

2. The school district will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.
 3. The school district will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.]
- *The district will utilize online training, department meetings and discussion with supervisors to provide specific healthcare training.*



0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

The President shall appoint Board members to serve a one-year term on the following Board standing committees:

1. ~~Community Relations;~~

1. Curriculum;
2. Facilities and Operations;
3. Finance;
4. Negotiations;
5. Personnel; and
6. Policy.

The committee members serve at the discretion of the Board of Education and the board President retains the authority to change committee membership during the course of the year as necessary, and in the best interest of the district.

Whenever possible, there will be representation from Far Hills and/or Peapack-Gladstone on each committee.

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than five Board members, one of whom shall be the President, who shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

A chairperson shall be appointed by the President.



POLICY

SOMERSET HILLS BOARD OF EDUCATION

Bylaws
0155/Page 2 of 2
BOARD COMMITTEES

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee.

Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Adopted: 1 October 2008
Revised: 14 December 2011
Revised: 29 February 2012
Revised: 27 March 2013
Revised: 10 May 2017
Revised: 26 January 2022

