

POLICY GUIDE

ADMINISTRATION

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School Employee Vaccination Requirements

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

1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.



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Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.



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School Employee Vaccination Requirements

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district’s protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021



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APPENDIX A – District Protocols

The district shall require all covered workers as defined by Executive Order 253 to submit a record of their vaccination to the Superintendent’s office or affirmatively indicate that they do not intend to be vaccinated and therefore be subject to weekly testing.

The Superintendent or designee shall maintain a current list of all covered workers who have verified their vaccination status and a current list of all covered workers not fully vaccinated who must be tested, at minimum, once or twice weekly. These lists shall be kept confidential and considered part of the covered worker’s medical file.

Covered workers who are unvaccinated shall report their proof of testing to the district or by signing an attestation form promulgated by the Superintendent. The attestation form will require that the covered worker, under penalty of law, certify (1) the date the specimen was collected from the covered worker; (2) confirmation that the test result was negative for COVID-19; (3) agreement that the covered worker will maintain a copy of the test result; and (4) agreement that the covered worker will produce a true copy of the test result to the district upon request.

The Superintendent or designee shall review the list of covered workers who are not fully vaccinated to confirm that all listed employees have submitted proof of testing.

A casual covered worker (including those paid hourly, per diem, or through a stipend), who is not fully vaccinated who does not comply with the testing requirements outlined in this policy shall not be eligible to continue to work and shall not be eligible to work again during the period Executive Order 253 is in effect unless they resume submission of proof of testing and are granted permission to become eligible for work again by the Superintendent or designee.

Adopted:



OCTOBER 12, 2021

ELEMENTARY SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING ELEMENTARY SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

2021-2022 Staffing

Recommend approval of the appointment of **Autumn Sterner** as Elementary School Teacher of Health and Physical Education (1001-MES-HEPE-02), long-term substitute for employee ID #4610, from on or about October 18, 2021 through on or about March 10, 2022 at Step 1 BA, \$56,310.00, pro-rated.

Recommend approval of the appointment of **Douglas Wells**, as an Elementary School Special Education Teacher, long-term substitute for Employee ID# 4326, beginning on or about September 2, 2021 through on or about November 30, 2021 at \$110.00 per diem for the first 20 working days and \$120.00 per diem thereafter.

Warrior Clubhouse Before and After Care Program

Recommend approval of the **reappointment** of the following employee for the **Warrior Clubhouse Before and Aftercare Program** at Manasquan Elementary School for the 2021-2022 SY on an as-needed basis for the hourly rates listed below:

Employee	Position	Hourly Rate
Nicole Kufel	Child Care Teacher	\$18.50 per hour

Recommend approval of the **appointment** of the following employee for the **Warrior Clubhouse Before and Aftercare Program** at Manasquan Elementary School for the 2021-2022 SY on an as-needed basis for the hourly rates listed below:

Employee	Position	Hourly Rate
Julie Temple	Child Care Teacher	\$18.50 per hour

Athletics/Addendum "C" Advisors

Recommend approval of the following Addendum "C" 2021-2022 SY club advisor appointments:

Position Code	Position Description	Employee	Step	Stipend	Longevity
9921-MES-EXAC-01	Environmental Club Advisor	Wahl, Laura	A	\$ 1,098.00	N/A
9936-MES-EXAC-01 9936-MES-EXAC-02 9936-MES-EXAC-03	Newspaper Advisor	Temple, Julie	A	\$650 x 3 issues	N/A

Leave of Absence

Recommend approval of the *revised* request for Employee ID #4326 to take a medical leave of absence from September 1, 2021 through on or about **November 30, 2021** with an expected return date of on or about **December 1, 2021** as follows:

- Paid Sick Leave 9/1/2021 – 10/15/2021 (30 sick days)
- Unpaid FMLA Medical Leave of Absence from 10/16/2021 through on/about **11/30/2021** (28 work days)

(Leave previously approved 9/21/21 as 9/1/21 – 10/24/21).

Resignation

Recommend approval of the resignation of **Patrick Devine**, (1100-MES-ENGL-04) effective December 6, 2021 or sooner, pending replacement.

OCTOBER 12, 2021

HIGH SCHOOL PERSONNEL

THE CHIEF SCHOOL ADMINISTRATOR RECOMMENDS THE FOLLOWING HIGH SCHOOL PERSONNEL TO THE BOARD OF EDUCATION:

2021-2022 Staffing

Recommend approval of the **appointment** of **Marcia Clark** as a **Part-Time District Bus Driver** for the 2021-2022 school year at \$50.00 per hour on an on-call basis.

Recommend approval of the suspension of the contract of **Autumn Sterner**, High School Instructional Paraprofessional (9101-MHS-SPEC-02) for the period of on or about October 18, 2021 through on or about March 10, 2022 for the purpose of voluntarily accepting a leave replacement contractual teaching position in the district.

Substitutes:

Recommend approval of the following substitutes for the **2021-2022** school year:

Teacher

LeBlanc, Nancy Effective 10/7/2021	
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Additional Compensation

Recommend approval of **Kelly Balon**, District BCBA Behavior Analyst, for 4 hours of in-home observation/parent training for the CLI Program students at a rate of **\$93.15** per hour, not to exceed \$3,500.

Recommend approval of the following technology staff members to be paid to film and/or live stream athletic events as needed at a rate of \$65.00 per game/event:

- **Nicholas Bock**
- **James Egan**
- **Darian Scalamoni**
- **Frank Scott**

Leave of Absence

Recommend approval of the request for Employee ID #4064 to take a medical leave of absence from on or about December 13, 2021 through on or about February 7, 2022 with an expected return date of on or about February 8, 2022 as follows:

- Paid Sick Leave 12/13/2021 – 2/7/2022 (34 accumulated sick days)

Athletics/Addendum “C” Advisors

Recommend approval of the following Addendum “C” 2021-2022 SY coaching staff appointments:

Position Code	Position Description	Employee	Step	Stipend	Longevity
9745-MHS-ATHL-02	Surf Assistant Coach - Boys	Hoffman, Jeffrey	C	\$ 1,632.00 (Pro-rated 50% \$816.00)	N/A

Recommend approval the appointment of the following volunteer club advisor:

Position Code	Position Description	Employee	Salary Guide Step Name	Stipend
N/A	MHS Dance Club	Galano, Melissa	N/A	<i>None – Volunteer</i>
N/A	MHS Guitar Club	Schille, Madison	N/A	<i>None – Volunteer</i>

Recommend approval for the following non-paid **volunteer coach** for the 2021-2022 school year school:
Michael Celano – Ice Hockey (*Pending Criminal History and Employment History Review*)

Recommend approval of the **resignation** of **Dana Warncke** as an Addendum “C” 2021-2022 SY Winter Cheer Coach.

Recommend approval of the **resignation** of **Ryan McGrath** as an Addendum “C” 2021-2022 SY Girls Assistant Basketball Coach.