

HASBROUCK HEIGHTS BOARD OF EDUCATION

Thursday, October 24, 2019

Regular Meeting Agenda (Final)

Time: 7:30 p.m.

I. A. Meeting called to order at:

B. Announcement of adequate meeting:

The New Jersey Open Public Meeting Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **May 30, 2019**. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

Notice of said meeting was published under legal notice in The Record.

C. Roll Call

II. Flag Salute

III. Presentations

IV. Public Hearing on Resolutions to be acted upon this meeting.

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those

affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

- V. Approval of Minutes: September 26, 2019
- VI. Correspondence and Report of School Business Administrator/Board Secretary
- VII. Report of the Board President
- VIII. Report of the Superintendent
- IX. Committee and Liaison Reports:
 - A. Education/Curriculum
 - B. Special Education
 - C. Technology
 - D. Facilities
 - E. Recreation
 - F. Finance
 - G. Personnel
 - H. Policy
 - I. NJ/BCSBA
 - J. Borough Council Liaison
 - K. Faculty Liaison
 - L. PTA Liaison

X. Resolutions:

Awards:

None

Education /Curriculum Committee

- E10-01-20 Approve Monthly Superintendent Discipline Report
- E10-02-20 Approve Monthly Superintendent HIB Report
- E10-03-20 Approve Monthly District Calendar
- E10-04-20 Approve School Safety/School Climate Teams
- E10-05-20 Approve Curriculums
- E10-06-20 Approve Elementary Music Clubs
- E10-07-20 Approve Workshops
- E10-08-20 Approve District Student Safety Report
- E10-09-20 Approve Programs
- E10-10-20 Approve Discarding of Textbooks

E10-11-20 Approve NJQSAC DPRS

E10-12-20 Approve Procedure for Disseminating Information for NJDOE

Special Education Committee

S10-01-20 Approve Special Services

S10-02-20 Approve Workshops

S10-03-20 Approve Amended Resolution

S10-04-20 Approve OOD Placements

S10-05-20 Approve Contracted Service Providers

Technology Committee

None

Facilities Committee

B10-01-20 Approve Facilities Use

Recreation Committee

R10-01-20 Approve Field Trip Calendar

R10-02-20 Approve Fundraisers

R10-03-20 Approve Live Sports Streaming

R10-04-20 Approve Program

R10-05-20 Approve Services

Finance Committee

F10-01-20 Approve Financial Certification

F10-02-20 Approve Actual Payroll for Sept

F10-03-20 Approve Estimated Payroll for Oct

F10-04-20 Approve Bill Authorization – Oct

F10-05-20 Approve Actual Bills List – Aug

F10-06-20 Approve Board Secretary's Report – Aug

F10-07-20 Approve Line Item Transfers – Aug

F10-08-20 Approve Purchases

F10-09-20 Approve Comprehensive Maintenance Plan

F10-10-20 Approve NJSIAA Wrestling Championship in AC

F10-11-20 Approve Title I Grant Amendment

Personnel

P10-01-20 Approve Personnel Action
P10-02-20 Approve Personnel Action
P10-03-20 Approve Personnel Action
P10-04-20 Approve Personnel Action
P10-05-20 Approve Personnel Action
P10-06-20 Approve Personnel Action
P10-07-20 Approve Personnel Action
P10-08-20 Approve Personnel Action
P10-09-20 Approve Personnel Action
P10-10-20 Approve Personnel Action
P10-11-20 Approve Personnel Action
P10-12-20 Approve Personnel Action

Policy Committee:

PL10-01-20 Approve Policies/Regulations

XI. Old Business

XII. New Business

XIII. Open Public Hearing

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

XIV. Private Session (If necessary)

XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION
RESOLUTIONS – October 24, 2019 (Final)**

AWARDS AND PRESENTATIONS:

RESOLUTIONS:

None:

EDUCATION/CURRICULUM COMMITTEE:

RESOLUTIONS:

E10-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Accept Monthly Discipline Report

E10-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents:
(if applicable)

2019 – HS - 00

2019 – MS -00

2019 – LS - 00

2019 – ES - 00

Listed above are the number of investigations from Sept 26, 2019

E10-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

The monthly district calendar

E10-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Euclid School's School Safety/School Climate Team:

Anti-Bullying Specialist	M. Philp
Principal	M. Sickels
Faculty	L. Palladino
Parent	C. Ponte

Middle/High Schools's School Safety/School Climate Team:

Anti-Bullying Specialist	B. Christianson
Principal	V. Barchini
Principal	F. D'Amico
Administrator	J. Gribbin
Faculty	M. Neumann
Faculty	D. Johnson
Faculty	A. Calligy
Faculty	L. Gesell
Faculty	L. Ciraco
Faculty	K. O'Hagan
Faculty	C. Tremaroli
Parent	R. Bing

Lincoln School's School Safety/School Climate Team:

Anti-Bullying Specialist	K. Baptista
Principal	J. Colangelo
Faculty	V. DePalma
Parent	K. Gibbs-Sausa

E10-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year: **(on file at BOE)**

Approve 5 year curriculum cycle
Approve middle school French curriculum
Approve 6-8 and 9-12 Media/Technology Curriculum

E10-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Music Clubs for LS & ES @ \$830 each

E10-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2019-2020 school year:

11/6/2019 - J. McNeill, P. Dennehy, B. Cafferty – The Abraham Lincoln Brigade Archives – Bergen County Academies – Hackensack, NJ @ no cost to district

10/29/19 – B. Christianson, V. Barchini, & F. D’Amico – SNAP Conference – Bergen County Prosecutors @ no cost to district

1/6/20 – 1/10/20 – A. Curtin & S. Netelkos – Comprehensive IMSE Orton-Gillingham Training @ \$1175 for each cost to district

10/28/19 – M. Sickels, M. Gyenes, L. Crabbe – BCUA breakfast to receive Environmental Awareness Challenge Grant – BCC – Paramus @ no cost to district

1/14/20 – J. Martello – Positive Behavior Supports – SBJC @ no cost to district

12/09/19 – 12/10/19 – C. Capozzi – NJASL Conference @ \$270 cost to district

11/15/19 – K. Caputo – NGPF Fincamp – Jersey City, NJ @ no cost to district

10/24/19, 1/8/20, 3/24/20, 4/14/20, 5/6/20 – N. Inglesby – K-2 – Lead Teacher – Places for PD to be determined

10/30/19, 12/16/19, 1/31/20, 3/31/20, 5/20/20 – J. McKernan – 3-5 – Lead Teacher places for PD to be determined

10/29/19 – M. Klenk – Issuing Officer Training for Employment (working papers) - BCCC – Secaucus @ no cost to district

1/9/20 – C. Canetti – Strategies for Effective Co-teaching – SBJC – HH, NJ @ no cost to district

10/25/19 – N. Rucci – ELLS in the General Education Classroom @ Memorial School – So. Hackensack, NJ @ no cost to district

10/25/19 – L. Beer – Special Area Roundtable: Art grade K-8 at ES @ no cost to district

2/13/20 - D. Reynolds - Google Suite – Intermediate Advanced – Carlstadt, NJ @ no cost to district

1/14/20 – M. Mertz – Positive Behavior Supports – SBJC @ no cost to district

1/23/20 – M. Mertz – The Hype about Hyper Docs – SBJC @ no cost to district

11/15/19 – N. DeBonis & J. Mansfield – Leadership Challenge – Somerset, NJ @ \$185 each cost to district

10/28/19 - 10/30/19– K. Felicetti to attend and speak at The Institute to Explore Dyslexia and The Reading Workshop K-5 at Columbia University @ no cost to district

10/24/19, 1/8/20, 3/24/20, 4/14/20, 5/6/20 – S. Brander – Lead Teacher for Readers Writers @ no cost to district

10/30/19, 12/16/19, 1/31/20 – J. Musco – Lead Teacher for Readers Writers @ no cost to district

11/18/19 – K. Krysz – Utilizing Desmos to Strengthen Math Instruction – SBJC @ no cost to district

1/9/20 – K. Krysz – Strategies for Effective Co-Teaching – SBJC @ no cost to district

1/8/20 – P. Jacobs – Theater Day for Teachers – Montclair State University @ \$175 cost to district
10/30/19, 1/9/20, 1/14/20, 4/1/20 – M. Warren – NJ DOE Diversity Initiative @ no cost to district

- E10-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Approve District Student Safety Report **(on file at BOE Office)**

- E10-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following programs for the 2019-2020 school year:

LS, ES, and MS – Sidekick Program @ \$2500 cost to district
HS/MS – Heroes & Cook Kids @ \$4500 cost to district
10/29/19 – Hosting Bergen Passaic Association of School Libraries Meeting at LS
1/22/20 – Hosting Bergen County Consortium of Teachers of the Gifted meeting at LS
11/15/19 – Bergen County Prosecutor's Office will present a program on Heroin & Opiate Abuse @ no cost to district

- E10-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Approve discarding of textbooks **(Attachment A)**

- E10-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Approve NJQSAC DPRS for the 2019 – 2020 school year

- E10-12-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Approve Procedure for Disseminating Information from NJ DOE

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

- S10-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Special Services for the 2019 – 2020 school year:

Student #286 –home instruction not to exceed 12 hrs/week @ \$40/hr – E. Mahon from 9/4/29 – 6/19/20

Student #1000554 – Neuropsychological re-evaluation @ \$3500 – Dr. Isler

Student #4698 – para support after school play not to exceed 80 hrs from 9/19/19 – 12/19/19 @ \$21.53/hr

Student #558 – para for Robotics Club @ \$21.53/hr not to exceed 50 hrs

Student #1000074 – AAC Training not to exceed \$330 – BCSS

Student #1001098 – Assistive Technology Training @ 6 hrs max not to exceed \$990

Student #1001906 – home instruction 10 hrs per week plus prep @ \$40/hr beginning 10/17/19 – DTBD

Student ID 1002199 - translate evaluations as part of an initial reference process not to exceed 10 hrs @ \$47/hr – Supreme Consultants

- S10-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Workshops for the 2019 – 2020 school year:

12/4/19 – L. Ciraco – Dating Abuse Training & Assistance (DATA) Program – Clark, NJ @ no cost to district

10/25/19 – S. Johnson – Gallo – Understanding Trauma - Lakeview Learning Center @ no cost to district

11/15/19 – BCSS – L. Pizzute – Navigating Transition Services, Woodridge, NJ @ no cost to district

1/14/20 – K. Baptista – Positive Behavior Supports – SBJC @ \$25 cost to district

3/10/20 – H. Pope – “My Students Have Chromebooks, Now What?” – Rutherford, NJ – SBJC @ no cost to district

- S10-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Amend Resolution S08-01-20 – SBJC to lower previous tuition rates
(Attachment B)

S10-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placements for 2019 – 2020 school year:

Student #1002045 – Chancellor Academy @ \$62,400 – pro-rated from 10/7/19 to year end

S10-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Contracted Service Providers for 2019 – 2020 school year:

Mental Health Screenings @ \$250 - Comprehensive Behavioral Health Services
Full Psychiatric Evaluations @ \$500 - Comprehensive Behavioral Health Services

E. Mahon – ABA Therapist to be used in district as needed @ \$40/hr
Supreme Consultants to translate as needed in district (**Attachment C**)

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B10-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Facilities Use (**Attachment D**)

RECREATION COMMITTEE:

RESOLUTIONS:

R10-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

District Field Trip Calendar

R10-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following fundraisers for the 2019-2020 school year:

11/25/19 – 12/13/19 – Toy Drive – ES Student Council
10/21/19 – 11/8/19 – Food Drive – ES Student Council
January 2020 – ES PTA – “Fun Pasta”
10/25/19 – 12/05/19 – Tee Shirt Sale – National Honor Society
October – November - MS Food Bank Collection
11/15/19 – 12/15/19 – Holiday Gift Drive for local shelters -National Honor Society
11/20/19 – 12/20/19 – Cotton Candy & Hot Cocoa sale after school day – National Honor Society
11/15/19 – 12/15/19 – Clothing Drive – National Honor Society
10/25/19 – 12/05/19 – Candy Sale after school – National Honor Society

R10-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

All-Access Live: Live Streaming Video for our community for sporting events and other performances we choose @ no cost to district

R10-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Program for the 2019-2020 school year:

10/31/19 – Sustainability/Environmental Science Classes Periods 5,6, & 7 – Guest Speaker @ no cost to district – Bergen County Utilities Authority

R10-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Services for the 2019-2020 school year:

Approve SD Gameday to provide trainer coverage (as needed) for the football program @ \$55/hr

FINANCE COMMITTEE:

RESOLUTIONS:

- F10-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.
- F10-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of September 2019 in the amount of \$1,877,166.91 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.
- F10-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of October 2019 at \$1,800,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,800,000
- F10-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of October 2019.
- F10-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Bills List for the month of		August
Fund 10	General Fund	\$2,095,284.31
Fund 20	Special Revenue	\$ 100.00
Fund 30	Capital Projects	\$ 0.00
Fund 40	Debt Service	\$ 796,262.50
Fund 60	Enterprise	\$ 45,951.36
Fund 95	Student Activity	\$ 5,435.08
Total		\$2,943,033.25

Fund 10	Voided Checks	\$350.33
Fund 20	Voided Checks	\$ 0.00
Fund 60	Voided Checks	\$ 0.00
Fund 95	Voided Checks	\$ 0.00

(Attachment E)

F10-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report
Cash Report
Monthly Fund Transfer Report
Aug 2019
(Attachment F)

F10-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Approve the monthly line item transfers N/A

F10-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Purchases for the 2019-2020 school year:

Sole Vendor
A/C 11-190-100-320-00-01-01 \$45,000
Title II Account – 20-270-100-300-00-01-46 @ \$25,500
PO #000889 – The Reading Writing Project Network @ \$71,000 for ES & LS schools – renewal of professional development

Contract #NCPA 01-45
PO #000979 – Howard Technology Solutions – annual network and wifi support @ \$11,426.50

Ed Data Bid #8572, HCESC Co-op 34HUNCCP
PO #000932 – Keyboard Consultant, Inc @ \$1923.98 – installation of TV's in the media center

NCPA #01-44
PO #000933 – Gov Connection, Inc @ \$3608.82 – Remote Access & User License

Purchases with Quotes Received
PO #000618 – Paramount Exterminating - \$6282 – IPM Services

Ed Data Bid 9176 Pkg #51
PO #000916 – Coskeys Electronic Systems, Inc – Clocks, fax lines, and Bell installation @ \$4144.23

ESCNJ #16/17-19 – Magic Touch Construction Co – district wide plumbing blanket @ \$60,000

ESCNJ #17/18-47 – American Paper & Supply Company – district wide blanket for custodial supplies @ \$120,000

Quotes Received

PO #000887 – Porto Johns district wide blanket @ \$4,000

F10-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

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

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of Hasbrouck Heights are consistent with these requirements, and

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

Now Therefore Be It Resolved, that the Hasbrouck Heights Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for Hasbrouck Heights School District in compliance with Department of Education requirements.
(Attachment G)

F10-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

3/4/20 – 3/7/20 – NJSIAA Wrestling Championship in Atlantic City not to exceed \$4,000 (if qualified)

F10-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Title I Grant Amendment **(Attachment H)**

PERSONNEL COMMITTEE:

RESOLUTIONS:

- P10-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Amend Resolution P06-03-19 – Curriculum writing hours not to exceed 270 hrs

- P10-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

A provisional contract not to exceed 90 days pending receipt of all data per NJSA 18A:6-7.7. If criteria is met full contract will be offered

Substitute Teacher:

M. Karcic – (C) @ \$15/hr

- P10-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Leave of Absence:

Employee ID #0976 – unpaid leave effective 9/30/19 – DTBD

Employee ID #0089 – paid sick leave – 10/21/19 – 10/25/19

Employee ID #0623 – paid sick leave – 1/20/20 – 3/20/20 and unpaid FMLA 3/23/20 – 6/19/20

Employee ID #0816 – paid sick leave – 10/2/19 – 10/11/19

Employee ID #0014 – paid sick leave – 10/14/19 – 10/25/19

Employee ID #0065 – Amend Resolution #P06-20-19 - Unpaid FMLA to 1/2/20

Employee ID #0567 – paid sick leave – 1/2/20 – 2/14/20 and unpaid FMLA 2/15/20 – 5/25/20

- P10-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Home Instruction:

J. Musco – 10 hrs/wk plus prep @ \$40/hr Student #1001906

P10-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Resignations:

G. Altamura – Keys Program at LS effective 10/1/19

C. Buccorato – ES Lunch Aide effective 10/7/19

P10-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Extra Pay:

L. Muldoon – IEP Meetings not to exceed 12 hrs @ \$32/hr

M. Neumann – summer hours not to exceed \$500 max

T. Roche – Robotics Club para @ \$21.53/hr not to exceed 50 hrs – student #558

T. Minichiello – MS Play para @ \$21.53/hr not to exceed 80 hrs – student #4698

B. Christianson – Student #6176 – Bergen’s Promise meeting for 4 hrs on 8/23/19 @ \$32/hr

Lunch Aides Security Drill:

ES/LS -DTBD for 2 hrs each @ \$17/hr (Attachment I)

Title I: 20-231-100-101-00-05-00

D. Incognito – Title I extra help - LS @ \$37/hr not to exceed 30 hours

M. Schaffer – Title I extra help - LS @ \$37/hr not to exceed 30 hours

Title III: 20-241-100-101-00-01-45

N. Rucci – Title III extra help ES & LS @ \$37/hr not to exceed 45 hours

P10-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Job Descriptions: (Attachment J)

Revised Assistant Technology Assistant Job Description and Summative Evaluations

Revised Technology Coordinator Job Description and Summative Evaluations

Revised Computer Network Technician Summative Evaluation

Revised Job Description for Keys Program Student Helper

P10-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2019 – 2020 school year:

D. Martinez – BCC - 10 hrs classroom observation – grades K-12
T. Temes – CONJ – observation hours with R. Kammerer LS – Speech & Language
E. Salas – BCC – 10 hrs observation hours with M. Centrella
M. Forenbaher – St. Peter’s University – 50 hrs observation – Lincoln School

P10-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

A provisional contract not to exceed 90 days pending receipt of all data per NJSA 18A:6-7.7. If criteria is met full contract will be offered

Lunch Aides:*

I. Morel - LS @ \$17/hr
D. Cruz – LS @ \$17/hr
M. Stendaro @ \$17/hr
*Pending Paperwork

Keys Student Helpers:*

S. Migrino @ \$8.85/hr
*Pending Paperwork

Substitute Keys Assistants:

Jenna Giaquinto @ \$16/hr
Jamie Gianquinto @ \$16/hr

P10-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

A provisional contract not to exceed 90 days pending receipt of all data per NJSA 18A:6-7.7. If criteria is met full contract will be offered

Certificated Staff:

T. Miller – Maternity Leave replacement for J. Lopera effective 11/25/19 – 5/15/20 @ \$150/day

Paraprofessional:

J. Stayback – LS @ \$23,402 pro-rated to start date

P10-12-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Stipend:

M. Sparacio - .30 of Middle School Musical Director @ \$528

RESOLUTIONS:

PL10-01-20 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:
(Attachment K)

Second Reading:

Policy/Regulation - #9400 – Media Relations
Policy/Regulation - #9210 – Parent Organizations
Policy/Regulation - #8670 – Transportation of Special Needs Students
Policy/Regulation - #8630 – Bus Driver/Bus Aide Responsibility
Policy/Regulation - #7440 – School District Security
Policy/Regulation - #6112 – Reimbursement of Federal and Other Grant Expenditures
Policy/Regulation - #5517 – School District Issued Student Identification Cards
Policy/Regulation - #4218 – Use, Possession, or Distribution of Substances
Policy/Regulation - #3218 – Use, Possession, or Distribution of Substances
Policy/Regulation - #3159 – Teaching Staff Member/School District Reporting Responsibilities
Policy/Regulation #2624.2 – Middle School Honors Criteria

First Reading:

Policy/Regulation #2431 – Athletic Competition
Policy/Regulation #8600 – Student Transportation
Policy/Regulation #4219 – Commercial Driver's License Controlled Substance and Alcohol Use Testing
Policy/Regulation #8630 – Emergency School Bus Procedures

Advanced Mathematical Concepts (Precalculus) - 79 books - Copyright 1994 - ISBN:
0-02-824286-6

The Practice of Statistics - 29 books - Copyright 1999 - ISBN: 0-7167-3370-6

Calculus of a Single Variable - 24 books - Copyright 2006 - ISBN: 978-0-618-50304-9

Advanced Mathematics (Precalculus) - 76 books - Copyright 2003 - ISBN: 978-0-618-25037-0

Student ID	Previous Tuition	Reduced Tuition rate
20746	\$69,100	\$67,400
1001448	\$69,100	\$67,400
20354	\$69,100	\$67,400
1000620	\$57,200	\$55,800
1001365	\$44,400	\$43,200
1001944	\$44,400	\$43,200
1001875	\$44,400	\$43,200
1001874	\$44,400	\$43,200
1001962	\$44,400	\$43,200

Supreme Consultants, LLC
 71 Union Ave. Suite 207
 Rutherford, NJ 07070
 Ph. (201) 372-9600
 Fax. (201) 372-9550

SCHEDULE A

As incorporated into the Letter of Agreement dated 10/4/2019, between Supreme Consultants and **Hasbrouck Heights School District**. It is understood and agreed to by the Client that the Client shall pay to Supreme Consultants the following fees pursuant to the following schedule:

Bilingual Psychological	\$750.00 per evaluation
Bilingual Educational	\$750.00 per evaluation
Bilingual Speech & Language Evaluation	\$750.00 per evaluation
Monolingual Evaluations/Assessments	\$600 per evaluation/assessment
Interpreting Services	\$47.00 per hour / 2 hours minimum
Home/Bed Side Instruction	\$45.00 per hour / 2 hours minimum
Transcribing	25 cents per word

**Mileage will be included for travels taking over one hour of time. The school will be notified beforehand if mileage fee is necessary.*

In addition to the above schedule of fees, it is understood and agreed to by the Client that the Client shall pay, in addition to the above fees, a late charge of 1.5% which will be assessed in the event that a payment is not received within thirty (30) days from the date of invoice.

The designated person for receipt of this invoice is:

For Supreme Consultants: Maria Garcia-Estrada, Accounting Supervisor
Mariae@supremeconsultants.com

For Hasbrouck Heights School District: Name Janine Gribbin

Title Director of Spec. Serv. Phone: 201-639-6901 Email: gribbinjan@hhschools.org

Client _____

Supreme Consultants _____

DATE REQUESTED

FACILITY REQUEST

CONTACT

ORGANIZATION

[illegible]

Starting date 8/1/2019 Ending date 8/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001096 H	08/13/19		1873	BILL OSHEAS FLORIST	\$136.66
021197	08/13/19		1874	NORTH JERSEY RUNNING ASSOCIATION	\$5,040.00
062588	08/01/19		M502	CARLSON, JOHN	\$350.00
062589	08/05/19		0180	BERGEN COUNTY SPECIAL SERVICES	\$8,926.69
062590	08/05/19		6398	HOUGHTON MIFFLIN HARCOURT/HS-MS	\$35,904.04
062591	08/05/19		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$38.50
062592	08/05/19		J458	PASCACK DATA SERVICES, INC.	\$16,750.00
062593	08/05/19		1740	RIDDEL/ALL AMERICAN SPORTS CORP	\$466.70
062594	08/05/19		1579	SCHOOL SPECIALTY, INC.	\$70.30
062595	08/05/19		2322	SOUTH BERGEN JOINTURE COMM.	\$67,247.22
062596	08/05/19		4427	W.B. MASON CO., INC.	\$6,212.40
062597	08/05/19		Q301	WE VIDEO, INC	\$199.00
062598	08/05/19		1856	ZOLNIER GRADUATE SUPPLY LLC	\$5,637.05
062599	08/05/19		6005	DUSSAULT, DONNA	\$115.10
062600	08/05/19		0075	AMERICAN PAPER & SUPPLY COMPANY	\$31,803.02
062601	08/05/19		Y598	JGB SPORTS, LLC/SAM YIP	\$7,000.00
062602	08/05/19		H879	RIS CONSTRUCTION CORP	\$49,544.50
062603	08/06/19		W425	HUDSON ARTS AND SCIENCE	\$3,410.00
062604	08/06/19		7511	BOW TIE CINEMA LLC	\$700.00
062605	08/06/19		5784	FUN TIME ENTERTAINMENT LLC	\$825.00
062606	08/06/19		1864	HEIGHTS PIZZA	\$223.20
062607	08/06/19		I219	ALTITUDE UNLIMITED, INC.	\$126,070.88
062608	08/06/19		9024	CABLEVISION LIGHTPATH	\$7,264.92
062609	08/06/19		8956	ROGUT MCCARTHY LLC	\$3,338.76
062614	08/07/19		4336	CABLEVISION	\$89.90
062615	08/07/19		1033	DELL FINANCIAL SERVICES	\$17,113.26
062617	08/07/19		0710	JOHNSON CONTROLS SECURITY SOLUTIONS	\$1,671.62
062618	08/07/19		G357	LAW OFFICE OF JOHN L. SCHETTINO, LLC	\$5,000.00
062619	08/07/19		0514	MIHALITSIANOS, GERASIMOS	\$50.00
062620	08/07/19		3246	MUNICIPAL CAPITAL CORP	\$4,894.00
062621	08/07/19		B064	NORTHEASTERN INTERIOR SERVICES LLC	\$296,457.95
062622	08/07/19		5556	R&J CONTROL, INC.	\$175.00
062623	08/07/19		0639	SUEZ WATER OF NEW JERSEY	\$103.44
062624	08/07/19		2801	TREE-LAND NURSERY	\$3,275.00
062625	08/07/19		2588	VERIZON WIRELESS	\$344.26
062626	08/14/19		3662	SHIRTS ILLUSTRATED	\$708.50
062627	08/14/19		1555	IMPALLI, EDNA	\$523.80
062628	08/14/19		X154	ATC CORP	\$44,780.00
062629	08/14/19		2486	ATLANTIC BUSINESS PRODUCTS	\$41.00

Starting date 8/1/2019

Ending date 8/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062630	08/14/19		M789	CIFELLI & SON GENERAL CONSTRUCTION	\$6,500.00
062631	08/14/19		4643	COPELAND COATING CO./CRAFCO	\$3,200.00
062632	08/14/19		7099	HACKENSACK AUDIO AND HEAR /equip only	\$90.00
062633	08/14/19		O089	NICKERSON NEW JERSEY, INC	\$16,307.71
062634	08/14/19		2066	S & S ARTS & CRAFTS INC	\$3,823.47
062635	08/14/19		A940	THE GILLESPIE GROUP, INC.	\$57,812.15
062636	08/15/19		4625	PETTY CASH/BOARD OF EDUCATION	\$500.00
062637	08/15/19		1240	PETTY CASH/HIGH SCHOOL	\$500.00
062638	08/15/19		6758	PETTY CASH/MIDDLE SCHOOL	\$300.00
062639	08/15/19		2620	PETTY CASH/EUCLID SCHOOL	\$300.00
062640	08/15/19		1493	PETTY CASH/LINCOLN SCHOOL	\$300.00
062641	08/19/19		0673	HASBROUCK HEIGHTS ATHLETIC	\$10,000.00
062642	08/21/19		6020	STATE OF NJ/BUREAU OF FIRE CODE ENFORCE	\$642.00
062643	08/21/19		2572	STATE OF NJ/ELEVATOR SAFETY UNIT	\$1,159.00
062654	08/28/19		2328	PSE & GCO	\$21,629.27
062655	08/28/19		Q437	MTI ENTERPRISES, INC/DBA MUSIC	\$400.00
062656	08/28/19		L336	STAPLES CONTRACT & COMM, INC/ED DATA	\$128.94
062657	08/28/19		2328	PSE & GCO	\$3,643.89
062658	08/28/19		2328	PSE & GCO	\$18,934.04
062659	08/29/19		9024	CABLEVISION LIGHTPATH	\$5,699.42
062660	08/29/19		0693	21 GOLF LLC	\$360.00
062661	08/29/19		3021	A.T. & T	\$342.05
062662	08/29/19		I006	ALTAMORE, CARRIANN	\$6,100.00
062663	08/29/19		0129	ATRA JANITORIAL SUPPLY COMPANY INC.	\$1,359.60
062664	08/29/19		1627	BAYADA HOME HEALTH CARE, INC.	\$3,692.50
062665	08/29/19		C311	BCCA	\$200.00
062666	08/29/19		1244	BCWCA	\$200.00
062667	08/29/19		2347	BEHAVIOR INTERVENTION RESOURCES	\$300.00
062668	08/29/19		1770	BSN SPORTS LLC/VARSITY BRANDS HOLDING CO	\$271.40
062669	08/29/19		4336	CABLEVISION	\$105.55
062670	08/29/19		9024	CABLEVISION LIGHTPATH	\$7,266.17
062671	08/29/19		X006	CASSANO, PHILIP	\$439.00
062672	08/29/19		1487	CCL THERAPY, LLC	\$1,560.00
062673	08/29/19		M789	CIFELLI & SON GENERAL CONSTRUCTION	\$9,600.00
062674	08/29/19		S616	COFFEY, JESSE	\$1,770.00
062675	08/29/19		2878	COLONIAL SPRINKLER & LIGHTING	\$236.46
062676	08/29/19		D328	CONRAD, JEANINE	\$1,200.00
062677	08/29/19		1427	COSKEYS ELECTRONIC SYSTEMS INC.	\$960.00
062678	08/29/19		0403	DEMCO	\$15,981.56

Starting date 8/1/2019 Ending date 8/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062679	08/29/19		0426	DINGERTOPADRE; MARIA	\$2,951.53
062680	08/29/19		M546	DISCOUNT SCHOOL SUPP/EARLY CHILDHOOD,LLC	\$5.66
062681	08/29/19		5485	ELMWOOD PARK HIGH SCHOOL	\$200.00
062682	08/29/19		2060	EMERSON PFA	\$100.00
062683	08/29/19		0515	FEDERAL EXPRESS CORP.	\$18.49
062684	08/29/19		L383	FILE BANK INC	\$257.18
062685	08/29/19		0534	FLAGHOUSE, INC.	\$344.64
062686	08/29/19		2805	FROMUTH TENNIS	\$10.00
062687	08/29/19		2255	FUN FIT THERAPY LLC	\$656.25
062688	08/29/19		1218	GABRIELE, PATRICK	\$1,872.00
062689	08/29/19		9042	GIANCASPRO, VALERIE	\$100.00
062690	08/29/19		2748	GRAINGER	\$3,122.01
062691	08/29/19		U270	GRIBBIN, JANINE	\$50.00
062692	08/29/19		0656	HANDI-LIFT INC.	\$950.00
062693	08/29/19		U609	HASSETT, ANTHONY	\$110.00
062694	08/29/19		4011	HEINEMANN PUBLISHING COMPANY	\$131.79
062695	08/29/19		0716	HOME DEPOT	\$4,093.02
062696	08/29/19		0728	HUDSON UNITED GLASS CORP	\$187.50
062697	08/29/19		K350	IACE	\$100.00
062698	08/29/19		C131	IN-LINE AIR CONDITIONING CO, INC	\$3,290.17
062699	08/29/19		0865	INVO HEALTHCARE ASSOC, LLC	\$6,480.00
062700	08/29/19		4251	J & B LOCK & ALARM	\$35.00
062701	08/29/19		0710	JOHNSON CONTROLS SECURITY SOLUTIONS	\$513.56
062702	08/29/19		Y329	JOSHUA TOURS	\$964.00
062703	08/29/19		T508	KS STATEBANK	\$20,466.03
062704	08/29/19		0851	LAKESHORE LEARNING MATERIALS	\$97.75
062705	08/29/19		2821	LATORRE; EILEEN	\$750.00
062706	08/29/19		1567	LRP PUBLICATIONS, INC.	\$364.50
062707	08/29/19		Q904	LUSTMANN, JESSICA	\$3,540.00
062708	08/29/19		I465	MACDONALD, KAILEY	\$1,410.00
062709	08/29/19		7385	MACHADO LAW GROUP, LLC	\$4,940.00
062710	08/29/19		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$17,182.18
062711	08/29/19		1880	MASTER GRINDING & SECURITY	\$439.00
062712	08/29/19		M656	MASTROPASQUA, MICHAEL	\$700.00
062714	08/29/19		N645	MCCUE, VANESSA	\$798.00
062715	08/29/19		U754	MCGRAW HILL EDUCATION	\$4,771.29
062716	08/29/19		0626	MEDCO SUPPLY COMPANY	\$241.77
062717	08/29/19		H329	MEDINA, BETTY	\$3,480.00
062718	08/29/19		4644	MESSERY, DINA	\$50.00

Starting date 8/1/2019

Ending date 8/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062719	08/29/19		1016	METRO FIRE & SAFETY CO.	\$6,305.70
062720	08/29/19		0514	MIHALITSIANOS, GERASIMOS	\$50.00
062721	08/29/19		9558	MILLER, CORINNE	\$690.00
062722	08/29/19		3246	MUNICIPAL CAPITAL CORP	\$4,894.00
062723	08/29/19		W479	MYSTERY SCIENCE INC	\$1,998.00
062724	08/29/19		1003	NASCO	\$259.52
062725	08/29/19		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$1,820.06
062726	08/29/19		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$1,200.00
062727	08/29/19		3036	NEVCO SCOREBOARD CO	\$6,813.63
062728	08/29/19		G328	NEWSELA, INC	\$10,675.00
062729	08/29/19		1147	NJ SCHOOLS BOARDS ASSOC	\$11,987.10
062730	08/29/19		4234	NJIC	\$3,800.00
062731	08/29/19		4019	NJSEAA	\$250.00
062732	08/29/19		3096	NJSIAA	\$2,150.00
062733	08/29/19		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$548.00
062734	08/29/19		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$271.00
062735	08/29/19		1245	PARAMOUNT EXTERMINATING	\$125.00
062736	08/29/19		1256	PASSONS SPORTS CENTER	\$6,465.04
062737	08/29/19		1568	PHONAK LLC	\$914.99
062738	08/29/19		4260	PIGNATIELLO; DANIEL	\$399.00
062739 V	08/29/19	08/29/19	0229	PITNEY BOWES INC (SUPPLIES)	
062740	08/29/19		2103	POCONO PROFOODS	\$1,486.00
062741	08/29/19		5556	R&J CONTROL, INC.	\$265.00
062742	08/29/19		1372	RED-E SET GROW, LLC	\$2,340.00
062743	08/29/19		6325	REGAN, DANA	\$720.00
062744	08/29/19		1740	RIDDEL/ALL AMERICAN SPORTS CORP	\$11,174.95
062745	08/29/19		F838	RUROEDE, LEIGHANN	\$3,540.00
062746	08/29/19		H022	RUSO, ADRIANA	\$3,540.00
062747	08/29/19		2370	SADLIER - OXFORD	\$2,408.50
062748	08/29/19		0830	SCHMARAK, JUSTIN	\$690.00
062749	08/29/19		6121	SCHOLASTIC BOOK CLUBS, INC	\$2,450.05
062750	08/29/19		T116	SCREENFLEX PORTABLE PARTITIONS, INC	\$3,464.00
062751	08/29/19		2024	SHERWIN WILLIAMS CO.	\$4,936.46
062752	08/29/19		2580	SMALLWOOD LOCK SUPPLY, INC.	\$818.56
062753	08/29/19		2234	SOUTH BERG WORKERS COMP POOL	\$113,628.00
062754	08/29/19		2322	SOUTH BERGEN JOINTURE COMM.	\$980.06
062755	08/29/19		K092	SPEEDY LUBEOF MAYWOOD, INC	\$112.73
062756	08/29/19		0330	SPORTSMAN'S	\$529.38
062757	08/29/19		Q498	SPORTZ VENTURES LLC	\$1,100.00

Starting date 8/1/2019

Ending date 8/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062758	08/29/19		2070	STANS SPORTS CENTER	\$516.00
062759	08/29/19		2775	STAPLES ADVANTAGE	\$2,186.79
062760	08/29/19		L336	STAPLES CONTRACT & COMM, INC/ED DATA	\$796.12
062761	08/29/19		0311	SUCCESS ADVERTISING,INC	\$695.89
062762	08/29/19		0639	SUEZ WATER OF NEW JERSEY	\$3,228.29
062763	08/29/19		Q975	SUSAN OSULLIVAN	\$750.00
062764	08/29/19		1202	TEACHERS CURRICULUM INSTITUTE, LLC	\$29,774.00
062765	08/29/19		J477	TREMAROLI, CRYSTAL	\$1,658.00
062766	08/29/19		4158	VARSITY SPIRIT FASHIONS	\$2,389.55
062767	08/29/19		4454	VERIZON	\$2,431.42
062768	08/29/19		2588	VERIZON WIRELESS	\$353.97
062769	08/29/19		4427	W.B. MASON CO., INC.	\$950.00
062770	08/29/19		2174	WALLINGTON PLUMBING	\$1,557.06
062771	08/29/19		9235	WINNING TEAMS BY NISSEL, LLC	\$223.76
062772	08/29/19		1136	ZAMS INC	\$96.96
062773	08/29/19		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS	\$285.00
080119 H	08/01/19		1159	STATE OF NJ HEALTH BENEFITS	\$399,174.45
081519 H	08/15/19		2936	DEPOSITORY TRUST COMPANY	\$796,262.50
083519 H	08/31/19		0271	PRUDENTIAL RETIREMENT(DCRP)	\$518.27
111600 H	08/13/19		1873	BILL OSHEAS FLORIST	\$258.42
625810	08/05/19		1579	SCHOOL SPECIALTY, INC.	\$82.52
626130	08/07/19		5171	ATLANTIC BUSINESS PRODUCTS	\$413.12
626160	08/07/19		1150	DELTA DENTAL	\$23,886.72
627130	08/29/19		4163	MC GRAW-HILL EDUCATION	\$5,408.47
831190	08/31/19		PAY	HASBROUCK HEIGHTS PAYROLL	\$383,162.35
831193 H	08/31/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$18,793.73
831194 H	08/31/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$9,290.99

Starting date 8/1/2019

Ending date 8/31/2019

Fund Totals		
10	General Funds	\$11,190.99
11	GENERAL FUND	\$1,641,098.46
12	Capital Outlay	\$442,994.86
20	Special Revenue Fund	\$100.00
40	Debt Service Fund	\$796,262.50
60	Enterprise Fund	\$45,951.36
95	STUDENT ACTIVITY	\$5,435.08
Total for all checks listed		\$2,943,033.25

Prepared and submitted by:


Board Secretary

10/18/19
Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$6,014,797.84
102 - 106	Cash Equivalents		\$2,200.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$24,582,586.50

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$2,987,642.06	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$2,987,642.06

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$33,111,573.00	
302	Less revenues	(\$32,681,529.83)	\$430,043.17

Total assets and resources

\$34,017,269.57

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$75,861.28
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$75,861.28

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$27,360,604.39
761	Capital reserve account - July	\$1,474,972.99	
604	Add: Increase in capital reserve	\$2,800.00	
307	Less: Bud. w/d cap. reserve eligible costs	(\$913,500.00)	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$564,272.99
764	Maintenance reserve account - July	\$200,000.00	
606	Add: Increase in maintenance reserve	\$500.00	
310	Less: Bud. w/d from maintenance reserve	(\$507,619.00)	(\$307,119.00)
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$964,504.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$35,344,386.20	
602	Less: Expenditures	(\$2,913,885.72)	
	Less: Encumbrances	(\$26,745,610.19)	(\$29,659,495.91)
	Total appropriated		\$34,267,152.67

Unappropriated:

770	Fund balance, July 1		\$489,249.82
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$814,994.20)
	Total fund balance		\$33,941,408.29
	Total liabilities and fund equity		<u>\$34,017,269.57</u>

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$35,344,386.20	\$29,659,495.91	\$5,684,890.29
Revenues	(\$33,111,573.00)	(\$32,681,529.83)	(\$430,043.17)
Subtotal	<u>\$2,232,813.20</u>	<u>(\$3,022,033.92)</u>	<u>\$5,254,847.12</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$2,800.00	(\$1,474,972.99)	\$1,477,772.99
Less - Withdrawal from reserve	(\$913,500.00)	(\$913,500.00)	\$0.00
Subtotal	<u>\$1,322,113.20</u>	<u>(\$5,410,506.91)</u>	<u>\$6,732,620.11</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$500.00	(\$200,000.00)	\$200,500.00
Less - Withdrawal from reserve	(\$507,619.00)	(\$507,619.00)	\$0.00
Subtotal	<u>\$814,994.20</u>	<u>(\$6,118,125.91)</u>	<u>\$6,933,120.11</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$814,994.20</u>	<u>(\$6,118,125.91)</u>	<u>\$6,933,120.11</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$814,994.20</u>	<u>(\$5,410,506.91)</u>	<u>\$6,732,620.11</u>

Prepared and submitted by :


Board Secretary

10/18/19
Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	30,130,374	0	30,130,374	29,981,644	Under	148,730
00520	SUBTOTAL – Revenues from State Sources	2,961,185	0	2,961,185	2,692,927	Under	268,258
00570	SUBTOTAL – Revenues from Federal Sources	19,514	0	19,514	6,959	Under	12,555
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		33,111,573	0	33,111,573	32,681,530		430,043

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		252,142	552	252,694	126,071	126,623	0
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,265,603	28,866	10,294,469	380,688	9,634,779	279,003
10300	Total Special Education - Instruction	3,302,620	0	3,302,620	2,010	3,290,373	10,237
11160	Total Basic Skills/Remedial – Instruct.	163,435	120	163,555	0	163,554	1
12160	Total Bilingual Education – Instruction	175,315	0	175,315	0	174,278	1,037
17100	Total School-Sponsored Co/Extra Curricul	218,979	0	218,979	12,261	193,076	13,641
17600	Total School-Sponsored Athletics – Instr	550,226	0	550,226	52,734	396,254	101,239
20620	Total Summer School	72,492	0	72,492	59,125	5,564	7,804
29180	Total Undistributed Expenditures - Instr	2,745,888	0	2,745,888	0	101,643	2,644,245
29680	Total Undistributed Expenditures – Atten	119,378	0	119,378	19,413	99,965	0
30620	Total Undistributed Expenditures – Healt	338,789	0	338,789	447	264,667	73,675
40580	Total Undistributed Expend – Speech, OT,	1,167,585	90	1,167,675	39,721	271,575	856,379
41080	Total Undist. Expend. – Other Supp. Serv	475,432	0	475,432	0	375,432	100,000
41660	Total Undist. Expend. – Guidance	505,135	0	505,135	0	503,535	1,600
42200	Total Undist. Expend. – Child Study Team	845,815	129	845,944	61,582	777,388	6,975
43200	Total Undist. Expend. – Improvement of I	138,998	0	138,998	36,282	98,715	4,001
43620	Total Undist. Expend. – Edu. Media Serv.	348,006	0	348,006	27,859	303,125	17,022
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	0	895	7,105
45300	Support Serv. - General Admin	567,197	0	567,197	84,680	390,624	91,893
46160	Support Serv. - School Admin	1,201,779	53	1,201,832	195,726	975,952	30,154
47200	Total Undist. Expend. – Central Services	400,953	1,141	402,094	65,717	315,427	20,950
47620	Total Undist. Expend. – Admin. Info. Tec	171,147	0	171,147	23,149	76,862	71,136
51120	Total Undist. Expend. – Oper. & Maint. O	2,980,472	562,275	3,542,747	673,133	2,353,276	516,338
52480	Total Undist. Expend. – Student Transpor	798,652	0	798,652	5,456	144,909	648,287
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,914,530	0	5,914,530	653,146	5,150,412	110,971
75880	TOTAL EQUIPMENT	20,466	21,770	42,236	20,466	21,168	601
76260	Total Facilities Acquisition and Constr	980,358	(1)	980,357	374,220	535,540	70,597
Total		34,729,392	614,994	35,344,386	2,913,886	26,745,610	5,684,890

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		29,929,574	0	29,929,574	29,929,574		0
00260	10-1910	Rents and Royalties		48,000	0	48,000	0	Under	48,000
00300	10-1__	Unrestricted Miscellaneous Revenues		150,000	0	150,000	52,070	Under	97,930
00340	10-1__	Interest Earned on Capital Reserve Funds		2,800	0	2,800	0	Under	2,800
00420	10-3121	Categorical Transportation Aid		143,130	0	143,130	143,130		0
00430	10-3131	Extraordinary Aid		268,258	0	268,258	0	Under	268,258
00440	10-3132	Categorical Special Education Aid		1,565,896	0	1,565,896	1,565,896		0
00460	10-3176	Equalization Aid		798,393	0	798,393	798,393		0
00470	10-3177	Categorical Security Aid		185,508	0	185,508	185,508		0
00540	10-4200	Medicaid Reimbursement		19,514	0	19,514	6,959	Under	12,555
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				33,111,573	0	33,111,573	32,681,530		430,043

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				252,142	552	252,694	126,071	126,623	0
02080	11-110-___-101	Kindergarten – Salaries of Teachers		461,710	0	461,710	0	461,710	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,202,797	0	3,202,797	0	3,202,797	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,958,579	0	1,958,579	0	1,958,579	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,624,983	0	3,624,983	7,936	3,617,047	0
02160	11-140-___-101	Salaries of Teachers		37,500	0	37,500	4,626	32,874	0
03020	11-190-1__-320	Purchased Professional – Educational Ser		116,910	0	116,910	10,675	7,862	98,373
03040	11-190-1__-340	Purchased Technical Services		255,780	0	255,780	108,685	90,351	56,744
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		285,344	0	285,344	177,981	82,170	25,193
03080	11-190-1__-610	General Supplies		255,000	33,986	288,986	68,334	174,008	46,644
03100	11-190-1__-640	Textbooks		60,000	(14,120)	45,880	2,450	7,208	36,221
03120	11-190-1__-8__	Other Objects		7,000	9,000	16,000	0	173	15,828
04500	11-204-100-101	Salaries of Teachers		145,955	0	145,955	0	145,955	0
04520	11-204-100-106	Other Salaries for Instruction		70,206	0	70,206	0	70,206	0
04600	11-204-100-610	General Supplies		1,000	250	1,250	0	1,054	196
04620	11-204-100-640	Textbooks		500	(250)	250	0	0	250
07000	11-213-100-101	Salaries of Teachers		2,305,429	0	2,305,429	0	2,305,429	0
07020	11-213-100-106	Other Salaries for Instruction		497,442	0	497,442	0	497,442	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	0	1,557	6,443
07140	11-213-100-8__	Other Objects		500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers		120,980	0	120,980	0	120,980	0
08520	11-216-100-106	Other Salaries for Instruction		93,608	0	93,608	0	93,608	0
08600	11-216-100-6__	General Supplies		4,000	0	4,000	0	1,152	2,848
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	2,010	52,990	0
11000	11-230-100-101	Salaries of Teachers		163,435	0	163,435	0	163,435	0
11100	11-230-100-610	General Supplies		0	120	120	0	119	1
12000	11-240-100-101	Salaries of Teachers		174,015	0	174,015	0	174,015	0
12100	11-240-100-610	General Supplies		1,100	0	1,100	0	263	837

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	202,479	0	202,479	11,861	190,618	0
17040	11-401-100-6__	Supplies and Materials	12,000	0	12,000	400	2,134	9,466
17060	11-401-100-8__	Other Objects	4,500	0	4,500	0	325	4,175
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	356,852	0	356,852	4,771	352,081	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	47,250	0	47,250	10,000	2,500	34,750
17540	11-402-100-6__	Supplies and Materials	111,124	0	111,124	29,008	39,093	43,024
17560	11-402-100-8__	Other Objects	35,000	0	35,000	8,955	2,580	23,465
20000	11-422-100-101	Salaries of Teachers	28,325	14,049	42,374	36,683	5,691	0
20020	11-422-100-106	Other Salaries of Instruction	18,667	0	18,667	13,511	(128)	5,284
20080	11-422-100-3__	Purchased Professional & Technical Servi	25,000	(14,049)	10,951	8,931	0	2,020
20120	11-422-100-610	General Supplies	500	0	500	0	0	500
29020	11-000-100-562	Tuition to Other LEAs within the State -	840,023	60,252	900,275	0	101,643	798,632
29040	11-000-100-563	Tuition to County Voc. School District-R	474,300	0	474,300	0	0	474,300
29060	11-000-100-564	Tuition to County Voc. School District-S	285,768	0	285,768	0	0	285,768
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	393,702	0	393,702	0	0	393,702
29100	11-000-100-566	Tuition to Priv. School for the Disabled	675,355	(60,252)	615,103	0	0	615,103
29160	11-000-100-569	Tuition – Other	76,740	0	76,740	0	0	76,740
29500	11-000-211-1__	Salaries	119,378	0	119,378	19,413	99,965	0
30500	11-000-213-1__	Salaries	259,289	0	259,289	0	259,289	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	65,000	0	65,000	0	0	65,000
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	447	4,639	5,914
30600	11-000-213-8__	Other Objects	3,500	0	3,500	0	740	2,761
40500	11-000-216-1__	Salaries	240,585	0	240,585	0	240,585	0
40520	11-000-216-320	Purchased Professional – Educational Ser	920,000	0	920,000	38,352	29,605	852,043
40540	11-000-216-6__	Supplies and Materials	6,000	0	6,000	1,279	1,385	3,336
40560	11-000-216-8__	Other Objects	1,000	90	1,090	90	0	1,000
41000	11-000-217-1__	Salaries	375,432	0	375,432	0	375,432	0
41020	11-000-217-320	Purchased Professional – Educational Ser	100,000	0	100,000	0	0	100,000
41500	11-000-218-104	Salaries of Other Professional Staff	503,385	0	503,385	0	503,385	0
41580	11-000-218-390	Other Purchased Professional & Technical	500	0	500	0	0	500
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	250	0	250	0	0	250
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	150	350
41640	11-000-218-8__	Other Objects	500	0	500	0	0	500
42000	11-000-219-104	Salaries of Other Professional Staff	727,109	0	727,109	42,068	685,041	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	109,706	0	109,706	18,284	91,422	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	2,000	0	2,000	0	0	2,000
42160	11-000-219-6__	Supplies and Materials	5,000	129	5,129	135	925	4,070
42180	11-000-219-8__	Other Objects	2,000	0	2,000	1,095	0	905
43020	11-000-221-104	Salaries of Other Professional Staff	133,498	0	133,498	35,305	98,193	0
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	132	0	2,868

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43180	11-000-221-8__	Other Objects	2,500	0	2,500	845	522	1,133
43500	11-000-222-1__	Salaries	328,306	0	328,306	27,648	300,658	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580	11-000-222-6__	Supplies and Materials	13,000	0	13,000	211	2,467	10,322
43600	11-000-222-8__	Other Objects	700	0	700	0	0	700
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	8,000	0	8,000	0	895	7,105
45000	11-000-230-1__	Salaries	288,306	0	288,306	43,687	244,619	0
45040	11-000-230-331	Legal Services	75,000	(3,000)	72,000	13,279	55,060	3,661
45060	11-000-230-332	Audit Fees	32,000	3,000	35,000	0	35,000	0
45120	11-000-230-340	Purchased Technical Services	15,050	(1,000)	14,050	0	0	14,050
45140	11-000-230-530	Communications/Telephone	61,242	1,000	62,242	6,524	54,735	982
45160	11-000-230-585	BOE Other Purchased Services	2,500	0	2,500	0	0	2,500
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	57,000	0	57,000	100	100	56,800
45200	11-000-230-610	General Supplies	7,000	0	7,000	0	414	6,586
45260	11-000-230-890	Miscellaneous Expenditures	15,849	0	15,849	9,103	696	6,050
45280	11-000-230-895	BOE Membership Dues and Fees	13,250	0	13,250	11,987	0	1,263
46000	11-000-240-103	Salaries of Principals/Assistant Princip	769,048	0	769,048	128,175	640,873	0
46020	11-000-240-104	Salaries of Other Professional Staff	129,857	0	129,857	21,643	108,214	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	244,874	0	244,874	35,635	209,239	0
46120	11-000-240-6__	Supplies and Materials	45,000	53	45,053	4,483	17,625	22,944
46140	11-000-240-8__	Other Objects	13,000	0	13,000	5,790	0	7,210
47000	11-000-251-1__	Salaries	366,649	0	366,649	61,727	304,922	0
47040	11-000-251-340	Purchased Technical Services	19,804	1,141	20,945	2,298	9,968	8,679
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	500	0	500	271	0	229
47100	11-000-251-6__	Supplies and Materials	10,000	0	10,000	431	537	9,032
47180	11-000-251-890	Other Objects	4,000	0	4,000	990	0	3,010
47500	11-000-252-1__	Salaries	98,147	0	98,147	23,149	74,998	0
47540	11-000-252-340	Purchased Technical Services	4,000	0	4,000	0	0	4,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	34,250	0	34,250	0	0	34,250
47580	11-000-252-6__	Supplies and Materials	34,250	0	34,250	0	1,864	32,386
47600	11-000-252-8__	Other Objects	500	0	500	0	0	500
48500	11-000-261-1__	Salaries	110,338	0	110,338	18,390	91,948	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	717,619	236,210	953,829	71,843	801,016	80,969
48540	11-000-261-610	General Supplies	15,000	0	15,000	1,820	0	13,180
48560	11-000-261-8__	Other Objects	500	0	500	0	0	500
49000	11-000-262-1__	Salaries	1,030,987	0	1,030,987	142,967	888,020	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	90,000	236,854	326,854	259,590	36,282	30,981
49120	11-000-262-490	Other Purchased Property Services	35,000	0	35,000	6,526	28,474	0
49140	11-000-262-520	Insurance	147,068	0	147,068	69,783	0	77,285
49160	11-000-262-590	Miscellaneous Purchased Services	0	27,957	27,957	25,112	2,829	16
49180	11-000-262-610	General Supplies	160,000	36,256	196,256	40,269	8,655	147,332

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 10 General Funds

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49200	11-000-262-621	Energy (Natural Gas)		140,500	0	140,500	4,886	135,614	0
49220	11-000-262-622	Energy (Electricity)		252,200	0	252,200	17,692	234,508	0
49280	11-000-262-8__	Other Objects		16,000	0	16,000	2,325	6,650	7,025
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.		65,000	24,999	89,999	3,588	28,006	58,406
50060	11-000-263-610	General Supplies		1,000	0	1,000	0	0	1,000
50080	11-000-263-8__	Other Objects		250	0	250	0	0	250
51000	11-000-266-1__	Salaries		79,760	0	79,760	0	79,760	0
51020	11-000-266-3__	Purchased Professional and Technical Ser		63,000	0	63,000	0	0	63,000
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		55,000	0	55,000	7,903	11,283	35,814
51060	11-000-266-610	General Supplies		1,000	0	1,000	439	231	330
51080	11-000-266-8__	Other Objects		250	0	250	0	0	250
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -		40,000	0	40,000	4,738	35,262	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho		10,000	0	10,000	31	9,969	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		15,000	0	15,000	113	0	14,887
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter		2,652	0	2,652	0	0	2,652
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		65,000	0	65,000	524	0	64,476
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr		55,000	0	55,000	0	(88)	55,088
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre		600,000	0	600,000	0	99,766	500,234
52440	11-000-270-615	Transportation Supplies		10,000	0	10,000	0	0	10,000
52460	11-000-270-8__	Other objects		1,000	0	1,000	50	0	950
71020	11-000-291-220	Social Security Contributions		346,700	0	346,700	39,606	307,094	0
71060	11-000-291-241	Other Retirement Contributions - PERS		345,266	0	345,266	2,657	342,609	0
71140	11-000-291-250	Unemployment Compensation		30,000	0	30,000	0	0	30,000
71160	11-000-291-260	Workmen's Compensation		150,000	0	150,000	113,628	11,372	25,000
71180	11-000-291-270	Health Benefits		4,879,024	0	4,879,024	391,794	4,455,963	31,267
71200	11-000-291-280	Tuition Reimbursement		50,000	0	50,000	25,296	0	24,704
71220	11-000-291-290	Other Employee Benefits		113,540	0	113,540	80,165	33,375	0
75720	12-000-262-73_	Undist. Expend. - Custodial Services		0	18,769	18,769	0	18,769	0
75800	12-000-270-733	School Buses - Regular		20,466	1	20,467	20,466	0	1
75860	12-__-__00-73_	Special Schools (All Programs)		0	3,000	3,000	0	2,400	600
76080	12-000-400-450	Construction Services		973,500	(1)	973,499	374,220	535,540	63,739
76200	12-000-400-800	Other Objects		6,858	0	6,858	0	0	6,858
Total				34,729,392	614,994	35,344,386	2,913,886	26,745,610	5,684,890

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		(\$54,069.66)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$198,419.18	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$198,419.18

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$953,834.00	
302	Less revenues	(\$48,147.00)	\$905,687.00

Total assets and resources

\$1,050,036.52

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$54,069.66)
411	Intergovernmental accounts payable - state			\$84,355.94
421	Accounts payable			\$819.37
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$575.91
	Other current liabilities			\$10,551.30
	Total liabilities			\$96,302.52

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$139,325.26
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00	
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00	
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00	
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$953,834.00		
602	Less: Expenditures	(\$100.00)		
	Less: Encumbrances	(\$139,325.26)	(\$139,425.26)	\$814,408.74
	Total appropriated			\$953,734.00

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$953,734.00
	Total liabilities and fund equity			<u>\$1,050,036.52</u>

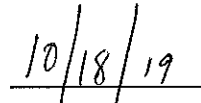
Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$953,834.00	\$139,425.26	\$814,408.74
Revenues	(\$953,834.00)	(\$48,147.00)	(\$905,687.00)
Subtotal	<u>\$0.00</u>	<u>\$91,278.26</u>	<u>(\$91,278.26)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$91,278.26</u>	<u>(\$91,278.26)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$91,278.26</u>	<u>(\$91,278.26)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$91,278.26</u>	<u>(\$91,278.26)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$91,278.26</u>	<u>(\$91,278.26)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	0	11,000	11,000	0	Under	11,000
00770	Total Revenues from State Sources	294,600	10,470	305,070	48,147	Under	256,923
00830	Total Revenues from Federal Sources	572,000	65,764	637,764	0	Under	637,764
Total		866,600	87,234	953,834	48,147		905,687
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	38,300	38,494	76,794	0	5,574	71,220
84100	Local Projects	0	11,000	11,000	100	0	10,900
88000	Nonpublic Textbooks	16,200	(2,074)	14,126	0	11,473	2,653
88020	Nonpublic Auxiliary Services	110,100	0	110,100	0	0	110,100
88040	Nonpublic Handicapped Services	89,500	0	89,500	0	0	89,500
88060	Nonpublic Nursing Services	29,500	(3,504)	25,996	0	0	25,996
88080	Nonpublic Technology Initiative	11,000	(1,352)	9,648	0	0	9,648
88740	Total Federal Projects	572,000	44,670	616,670	0	122,278	494,392
Total		866,600	87,234	953,834	100	139,325	814,409

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 20 Special Revenue Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740	20-1	Other Revenue from Local Sources		0	11,000	11,000	0	Under	11,000
00765	20-32	Other Restricted Entitlements		294,600	10,470	305,070	48,147	Under	256,923
00775	20-441[1-6]	Title I		120,000	20,720	140,720	0	Under	140,720
00780	20-445[1-5]	Title II		27,500	2,184	29,684	0	Under	29,684
00785	20-449[1-4]	Title III		11,500	11,460	22,960	0	Under	22,960
00790	20-447[1-4]	Title IV		8,000	2,000	10,000	0	Under	10,000
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		405,000	29,400	434,400	0	Under	434,400
Total				866,600	87,234	953,834	48,147		905,687

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				38,300	38,494	76,794	0	5,574	71,220
84100	20- - -	Local Projects		0	11,000	11,000	100	0	10,900
88000	20- - -	Nonpublic Textbooks		16,200	(2,074)	14,126	0	11,473	2,653
88020	20- - -	Nonpublic Auxiliary Services		110,100	0	110,100	0	0	110,100
88040	20- - -	Nonpublic Handicapped Services		89,500	0	89,500	0	0	89,500
88060	20- - -	Nonpublic Nursing Services		29,500	(3,504)	25,996	0	0	25,996
88080	20- - -	Nonpublic Technology Initiative		11,000	(1,352)	9,648	0	0	9,648
88500	20- - -	Title I		120,000	20,720	140,720	0	115,220	25,500
88520	20- - -	Title II		27,500	2,184	29,684	0	0	29,684
88540	20- - -	Title III		11,500	9,448	20,948	0	7,058	13,890
88560	20- - -	Title IV		8,000	2,000	10,000	0	0	10,000
88620	20- - -	I.D.E.A. Part B (Handicapped)		405,000	10,318	415,318	0	0	415,318
Total				866,600	87,234	953,834	100	139,325	814,409

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$80,558.21
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	(\$42,043.97)	(\$42,043.97)

Total assets and resources

\$38,514.24

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	Total liabilities			\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00		
607	Add: Increase in cur. exp. emer. reserve	\$0.00		
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$0.00		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00

Unappropriated:

770	Fund balance, July 1			\$38,514.24
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$38,514.24
	Total liabilities and fund equity			<u>\$38,514.24</u>

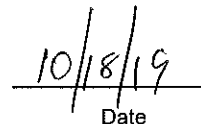
Starting date 7/1/2019 Ending date 8/31/2019 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	(\$42,043.97)	\$42,043.97
Subtotal	<u>\$0.00</u>	<u>(\$42,043.97)</u>	<u>\$42,043.97</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$42,043.97)</u>	<u>\$42,043.97</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$42,043.97)</u>	<u>\$42,043.97</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$42,043.97)</u>	<u>\$42,043.97</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$42,043.97)</u>	<u>\$42,043.97</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	0	0	42,044		(42,044)
Total	0	0	0	42,044		(42,044)

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	42,044		(42,044)
Total	0	0	0	42,044		(42,044)

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		(\$688,169.83)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$629,394.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$1,014,742.00	
302	Less revenues	(\$834,772.00)	\$179,970.00

Total assets and resources

\$121,194.17

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$688,169.83)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	Total liabilities			\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July		\$0.00	
607	Add: Increase in cur. exp. emer. reserve		\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$1,018,538.00	
602	Less: Expenditures	(\$966,974.47)		
	Less: Encumbrances	\$0.00	(\$966,974.47)	\$51,563.53
	Total appropriated			\$51,563.53
	Unappropriated:			
770	Fund balance, July 1			\$73,426.64
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$3,796.00)
	Total fund balance			\$121,194.17
	Total liabilities and fund equity			<u>\$121,194.17</u>

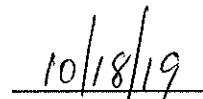
Starting date 7/1/2019 Ending date 8/31/2019 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,018,538.00	\$966,974.47	\$51,563.53
Revenues	(\$1,014,742.00)	(\$834,772.00)	(\$179,970.00)
Subtotal	<u>\$3,796.00</u>	<u>\$132,202.47</u>	<u>(\$128,406.47)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,796.00</u>	<u>\$132,202.47</u>	<u>(\$128,406.47)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,796.00</u>	<u>\$132,202.47</u>	<u>(\$128,406.47)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,796.00</u>	<u>\$132,202.47</u>	<u>(\$128,406.47)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,796.00</u>	<u>\$132,202.47</u>	<u>(\$128,406.47)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	798,514	0	798,514	798,514		0
0093A	Other	216,228	0	216,228	36,258	Under	179,970
Total		1,014,742	0	1,014,742	834,772		179,970
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	1,018,538	0	1,018,538	966,974	0	51,564
Total		1,018,538	0	1,018,538	966,974	0	51,564

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	798,514	0	798,514	798,514		0
00890	40-3160	Debt Service Aid Type II	216,228	0	216,228	36,258	Under	179,970
Total			1,014,742	0	1,014,742	834,772		179,970

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	283,538	0	283,538	231,974	0	51,564
89620	40-701-510-910	Redemption of Principal	735,000	0	735,000	735,000	0	0
Total			1,018,538	0	1,018,538	966,974	0	51,564

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$650,576.01
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$965,007.51	
302	Less revenues	(\$144,645.77)	\$820,361.74

Total assets and resources

\$1,470,937.75

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$23,898.40
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	\$0.00

Total liabilities

\$23,898.40

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$201,503.87
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$970,020.27	
602	Less: Expenditures	(\$91,482.89)	
	Less: Encumbrances	(\$196,491.11)	(\$287,974.00)
	Total appropriated		\$682,046.27
			\$883,550.14

Unappropriated:

770	Fund balance, July 1	\$568,501.97
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$5,012.76)
	Total fund balance	\$1,447,039.35
	Total liabilities and fund equity	\$1,470,937.75

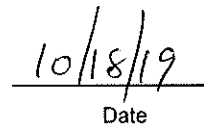
Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$970,020.27	\$287,974.00	\$682,046.27
Revenues	(\$965,007.51)	(\$144,645.77)	(\$820,361.74)
Subtotal	<u>\$5,012.76</u>	<u>\$143,328.23</u>	<u>(\$138,315.47)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$5,012.76</u>	<u>\$143,328.23</u>	<u>(\$138,315.47)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$5,012.76</u>	<u>\$143,328.23</u>	<u>(\$138,315.47)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$5,012.76</u>	<u>\$143,328.23</u>	<u>(\$138,315.47)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$5,012.76</u>	<u>\$143,328.23</u>	<u>(\$138,315.47)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	965,008	965,008	144,646	Under	820,362
Total		0	965,008	965,008	144,646		820,362
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	970,020	970,020	91,483	196,491	682,046
Total		0	970,020	970,020	91,483	196,491	682,046

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	965,008	965,008	144,646	Under	820,362
Total	0	965,008	965,008	144,646		820,362
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	20,000	20,000	0	0	20,000
99999	0	950,020	950,020	91,483	196,491	662,046
Total	0	970,020	970,020	91,483	196,491	682,046

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$103,167.17
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$93,639.69	
302	Less revenues	(\$4,055.63)	\$89,584.06

Total assets and resources

\$192,751.23

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$5,099.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$93,639.69	
602	Less: Expenditures	(\$5,660.08)	
	Less: Encumbrances	(\$5,099.00)	(\$10,759.08)
	Total appropriated		\$87,979.61

Unappropriated:


770	Fund balance, July 1		\$104,771.62
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$192,751.23
	Total liabilities and fund equity		<u>\$192,751.23</u>

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$93,639.69	\$10,759.08	\$82,880.61
Revenues	(\$93,639.69)	(\$4,055.63)	(\$89,584.06)
Subtotal	<u>\$0.00</u>	<u>\$6,703.45</u>	<u>(\$6,703.45)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$6,703.45</u>	<u>(\$6,703.45)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$6,703.45</u>	<u>(\$6,703.45)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$6,703.45</u>	<u>(\$6,703.45)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$6,703.45</u>	<u>(\$6,703.45)</u>

Prepared and submitted by :


Board Secretary

10/18/19

Date

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		93,640	0	93,640	4,056	Under	89,584
Total		93,640	0	93,640	4,056		89,584
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		93,640	0	93,640	5,660	5,099	82,881
Total		93,640	0	93,640	5,660	5,099	82,881

Starting date 7/1/2019 Ending date 8/31/2019 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	93,640	0	93,640	4,056	Under	89,584
Total	93,640	0	93,640	4,056		89,584

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	93,640	0	93,640	5,660	5,099	82,881
Total	93,640	0	93,640	5,660	5,099	82,881

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

August 31, 2019

	Cash Balance 8/1/2019	Cash Receipts August-19	Cash Disbursements August-19	Cash Balance 8/31/2019
General Fund - 10	3,664,545.05	2,909,730.22	(1,346,686.22)	5,227,589.05
Special Revenue Fund - 20	(83,630.84)	23,774.00	(18,485.82)	(78,342.66)
Capital Projects Fund - 30	38,514.24	6,267,031.87	(6,225,000.00)	80,546.11
Debt Service Fund - 40	109,684.64	36,258.00	(206,969.97)	(61,027.33)
Enterprise Fund - 60	687,116.72	96,198.61	(143,235.65)	640,079.68
Total	4,416,229.81	9,332,992.70	(7,940,377.66)	5,808,844.85
Payroll Account	446.00	0.00	0.00	446.00
Payroll Agency Account	87.81	198,019.01	(197,046.45)	1,060.37
Unemployment Account	89,548.25	8,056.55	(159.37)	97,445.43
Summer Escrow Account	456.90	0.17	(399.32)	57.75
Flexible Spending Account	632.10	1.32	0.00	633.42
Grand Total	4,507,400.87	9,539,069.75	(8,137,982.80)	5,908,487.82



Chief School Administrator

10/18/19
Date

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	10,265,603	31,986	10,297,589	1,029,759	(3,120)	-0.03%	1,026,639	1,032,879
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	5,284,387	90	5,284,477	528,448	120	0.00%	528,568	528,328
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total	11-4XX-X00-XXX	841,697	0	841,697	84,170	0	0.00%	84,170	84,170
19160 19620	School-Sponsored Athletics - Instr, Total Before/After School									
20620 21620	Programs - Ins, Total Before/After School Programs, Total									
22620 23620	Summer School, Total Instructional Alternative Education, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	2,745,888	0	2,745,888	274,589	0	0.00%	274,589	274,589
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	2,157,123	129	2,157,252	215,725	0	0.00%	215,725	215,725
41660 42200	Expenditures - Healt, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	146,998	0	146,998	14,700	0	0.00%	14,700	14,700
45300	Support Serv. - General Admin	11-000-230-XXX	567,197	0	567,197	56,720	0	0.00%	56,720	56,720
46160	Support Serv. - School Admin	11-000-240-XXX	1,201,779	53	1,201,832	120,183	0	0.00%	120,183	120,183
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	572,100	1,141	573,241	57,324	0	0.00%	57,324	57,324
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,980,472	562,275	3,542,747	354,275	0	0.00%	354,275	354,275
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	798,652	0	798,652	79,865	0	0.00%	79,865	79,865
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,914,530	0	5,914,530	591,453	0	0.00%	591,453	591,453
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds to De	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	500	0	500	50	0	0.00%	50	50
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240	Interest Earned on Current Exp. Emergenc	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		33,476,926	595,674	34,072,600	3,407,260	(3,000)	-0.01%	3,404,260	3,410,260
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	20,466	18,769	39,235	3,923	3,001	7.65%	6,924	922

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)		(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	8/31/2019	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data		Col5/Col3	Col4+Col5	Col4-Col5
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	980,358	0	980,358	98,036	(1)	-0.00%	98,035	98,037	
76320	Capital Reserve -- Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0	0
76340	Capital Reserve -- Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0	0
76380	Interest Deposit to Capital Reserve	10-604	2,800	0	2,800	280	0	0.00%	280	280	280
76400	TOTAL CAPITAL OUTLAY		1,003,624	18,769	1,022,393	102,239	3,000	0.29%	105,239	99,239	
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0	0
84000	Transfer of Funds to Charter Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0	0
84060	GENERAL FUND GRAND TOTAL		34,480,550	614,442	35,094,992	3,509,499	0	0.00%	3,509,499	3,509,499	

10/18/19

Date

School Business Administrator Signature

HASBROUCK HEIGHTS SCHOOL DISTRICT

BERGEN COUNTY

Comprehensive Maintenance Plan

School Number	18/19 Actual	19/20 Budgeted	20/21 Planned
MIDDLE/HIGH SCHOOL (050)			
	\$389,590	\$647,800	\$450,000
	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment. Replace lockers	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment. Fix flooring issues in cafeteria. Replace cement bleachers at Depken. Repair and renovate bathrooms
EUCALID SCHOOL (050)			
	\$129,863	\$215,933	\$100,000
	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment. Repair and renovate bathrooms. Cement work along retaining walls.
LINCOLN SCHOOL (050)			
	\$129,863	\$215,933	\$100,000
	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment. Repair and renovate bathrooms.
TOTAL ALL SCHOOLS	\$649,316	\$1,079,667	\$650,000

Approve the following grant amendments for the 2019-2020 school year:

Title I							<u>From</u>	<u>To</u>	Change
20	231	100	101	00	02	00	HH	Salaries of Teachers	\$ 54,910.00 \$ 49,417.00 \$ (5,493.00)
20	231	200	200	00	05	00	HH	Salaries of Teachers	\$ 60,310.00 \$ 61,785.00 \$ 1,475.00
20	231	100	610	00	02	00	HH	General Supplies	\$ 1,000.00 \$ 12,419.00 \$ 11,419.00
20	231	100	610	00	05	00	HH	General Supplies	\$ 668.00 \$ 668.00 \$ -
20	231	200	200	00	01	46	HH	Personal Svcs-Employee Benefits	\$ 23,832.00 \$ 16,431.00 \$ (7,401.00)

EUCLID SCHOOL LUNCH AIDES

	Rate of Pay
Jane Bell	17.00/hr.
Julie Carpino	17.00/hr.
Dolores Deiudicibus	17.00/hr.
Elisa Donnelly	17.00/hr.
Rosnelly Javier	17.00/hr.
Dhurata Merolli	17.00/hr.
Kathy Petruzzela	17.00/hr.
Debra Stelzle	17.00/hr.
Rula Nazeh	17.00/hr.

LINCOLN SCHOOL LUNCH AIDES

Deborah Cali	17.00/hr.
Jean Cocka	17.00/hr.
Adeline D'Elia	17.00/hr.
Patricia DeMarco	17.00/hr.
Lesly Giaquinto	17.00/hr.
Karen Heber	17.00/hr.
Aurora Jera	17.00/hr.
Melissa Saccomano	17.00/hr.
Daisy Sisco	17.00/hr.
Maureen Volpe	17.00/hr.

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

ATTACHMENT 5

Job Description: Assistant Technology Coordinator

Qualifications: A bachelor's degree from an accredited institution in computer science, computer programming, networking, or computer-related field or educational technology; and/or previous teaching experience and/or assigned responsibilities in the area of computer/technology education; and/or demonstrated skills and talents in computer education and experience with networks, administrative software, educational software, MAC OS, PC and cross-platform communication. Also, the ability to write coherently and speak effectively, demonstrated strengths in human relation skills for the purpose of working effectively with staff, parents, and community members for the improvement of the district's technology program, and the ability to provide in-service training to district employees.

Reports To: Superintendent of Schools

Job Goal: Maintains district and school websites, databases and software; assists K-12 Technology Coordinator with developing, implementing and evaluating technology; provides professional development for staff as needed to support technology upgrades and/or new technology hardware/software in conjunction with the K-12 Technology Coordinator; assists administrators and secretaries with state-required NJ SMART data and other internet based state reports; assists with State testing requirements; provides reports as needed for superintendent, administrators, teachers, staff, school community particularly to enhance or support student instruction, curricula development, etc.

Responsibilities:

- Attends Board of Education Technology Committee Meetings unless excused by the Superintendent of Schools;
- Oversees, maintains, updates, upgrades district databases and/or software including but not limited to GENESIS (or similar student database), CSI (or similar staff database), TEACHSCAPE (or similar teacher evaluation software), School Messenger (or similar emergency outreach software); Full Control Scheduler (FCS or similar scheduling program), curricula mapping software, student assessment database, accounting software, etc.;
- Maintains/updates/trains other staff on district and school websites;
- Desktop hardware and application software support (Word processing, presentation software, spreadsheets, break-fix)
- Writes programs as needed to support/enrich instruction, communication, security and/or other district needs;
- Trains staff as needed to assist in maintaining programming, websites, databases, etc.
- Works with K-12 Technology Coordinator as needed to support email, network, wireless, servers, phone lines security hardware, software, integrated with network, for the school community;
- Assists with the required update for state- or district-mandated assessments;
- In collaboration with superintendent, administrators, and principals, schedules teachers, classes, room utilization, etc. with Full Control Scheduler and GENESIS;
- With the K-12 Technology Coordinator, follows State testing guidelines and meets with Superintendent and administrators to make sure district meets hardware/software requirements for state-mandated testing;
- Collaboratively with the K-12 Technology Coordinator, identifies needs for staff development and coordinates staff development activities and trainings;
- Models lessons for teachers and assists teachers with planning of technology-integrated lessons aligned with common core curricula standards;
- Works with Superintendent, Administrators principals for the identification and selection of appropriate software and hardware that is applicable to teacher and student needs especially with new electives;

- Works with Superintendent, Administrators, and Principals in selecting hardware and software to prepare students for state-testing, teacher evaluation, assessment data collection, Accuplacer, SRI and similar reading/writing/math internet-based testing, curricula mapping, etc.
- Orders software and authorizing software and hardware purchases for the district.
- Under direction of the Superintendent, annually works with District Technology Committee to update District Technology and all computer policies;
- Works with District Computer Technicians on a day-to-day basis in overseeing the maintenance of the entire district system;
- Assists in preparing a budget for the district technology needs;
- Oversees the technology inventory and make purchases of supplies and equipment when needed;
- Oversee and assist the Technology Technician, when necessary, regarding work orders, system repairs, etc.;
- Disseminates work orders to the computer technicians and oversees their progress;
- Upgrades/updates all technology and prepares for start of the following school year in summer;
- Performs all other duties within the scope of this position as may be assigned by the Superintendent of Schools.

Terms of Employment: Twelve month position, subject to negotiation with the Board of Education.

Work Location: TBD

Evaluation: The K-12 Data/Information Coordinator will be evaluated in accordance with district policy and applicable State guidelines by the Superintendent of Schools with input from Principals and other building administrators.

Approved: October 29, 2002
 Revised: December 14, 2006
 Revised: July 23, 2015
 Revised: October 20, 2016
 Revised: October 24, 2019

HASBROUCK HEIGHTS PUBLIC SCHOOLS
Summative Evaluation Assistant Technology Coordinator

NAME: _____ DATE: _____
 SCHOOL: _____ District _____
 TENURE: _____ NON-TENURE: Non- Tenurable Position TENURE DATE: _____
 PRESENT SALARY: _____
 EXPERIENCE: _____ YEARS: _____ HASBROUCK HEIGHTS _____ YEARS
 ATTENDANCE RECORD TO DATE: ABSENCE: _____

LEGEND:

Satisfactory The Coordinator's performance achieves the stated criteria.

Needs Improvement The Coordinator's performance falls below the acceptable level of stated criteria.

Unsatisfactory The Coordinator's performance is unacceptable

	S	NI	US
Meetings:			
Attends Board of Education Technology Committee Meetings unless excused by the Superintendent of Schools;			
Oversees, maintains, updates, upgrades district databases and/or software including but not limited to GENESIS (or similar student database), CSI (or similar staff database), TEACHSCAPE (or similar teacher evaluation software), School Messenger (or similar emergency outreach software); Full Control Scheduler (FCS or similar scheduling program), curricula mapping software, student assessment database, accounting software, etc.;			
Maintains/updates/trains other staff on district and school websites;			
Desktop hardware and application software support (Word processing, presentation software, spreadsheets, break-fix)			
Writes programs as needed to support/enrich instruction, communication, security and/or other district needs;			
Trains staff as needed to assist in maintaining programming, websites, databases, etc.			
Assists with the required update for state- or district-mandated assessments;			
In collaboration with superintendent, administrators, and principals, schedules teachers, classes, room utilization, etc. with Full Control Scheduler and GENESIS;			
With the K-12 Technology Coordinator, follows State testing guidelines and meets with Superintendent and administrators to make sure district meets hardware/software requirements for state-mandated testing;			
Collaboratively with the K-12 Technology Coordinator, identifies needs for staff development and coordinates staff development activities and trainings;			
Models lessons for teachers and assists teachers with planning of technology-integrated lessons aligned with common core curricula standards;			
Works with Superintendent, Administrators principals for the identification and selection of appropriate software and hardware that is applicable to teacher and student needs especially with new electives;			

Works with Superintendent, Administrators, and Principals in selecting hardware and software to prepare students for state-testing, teacher evaluation, assessment data collection, Accuplacer, SRI and similar reading/writing/math internet-based testing, curricula mapping, etc.			
Orders software and authorizing software and hardware purchases for the district.			
Under direction of the Superintendent, annually works with District Technology Committee to update District Technology and all computer policies;			
Works with District Computer Technicians on a day-to-day basis in overseeing the maintenance of the entire district system;			
Assists in preparing a budget for the district technology needs;			
Oversees the technology inventory and make purchases of supplies and equipment when needed;			
Oversee and assist the Technology Technician, when necessary, regarding work orders, system repairs, etc.;			
Disseminates work orders to the computer technicians and oversees their progress;			
Orders software and authorizing software and hardware purchases for the district			
Under direction of the Superintendent, annually works with District Technology Committee to update District Technology and all computer policies			
Works with District Computer Technicians on a day-to-day basis in overseeing the maintenance of the entire district system			
Assists in preparing a budget for the district technology needs			
Oversees the technology inventory and make purchases of supplies and equipment when needed			
Oversee and assist the Technology Technician, when necessary, regarding work orders, system repairs, etc.;			
Disseminates work orders to the computer technicians and oversees their progress			
Upgrades/updates all technology and prepares for start of the following school year in summer			
Performs all other duties within the scope of this position as may be assigned by the Superintendent of Schools			

Comments:

Recommended for Renewal: _____

Not Recommended for Renewal: _____

My signature does not necessarily indicate that I agree with the contents of this evaluation, but does indicate that I have seen, discussed and received a copy of this evaluation.

Staff member

Date

Superintendent of Schools

Date

Approved: November 30, 2006
Revised: April 18, 2013
Revised: October 24, 2019

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: K-12 Technology Coordinator

Qualifications: A bachelor's degree from an accredited institution in computer science, computer programming, networking, or computer-related field or educational technology; and/or previous teaching experience and/or assigned responsibilities in the area of computer/technology education; and/or demonstrated skills and talents in computer education and experience with networks, administrative software, educational software, Windows OS, MAC OS, and cross-platform communication. Also, the ability to write coherently and speak effectively, demonstrated strengths in human relation skills for the purpose of working effectively with staff, parents, and community members for the improvement of the district's technology program, and the ability to provide in-service training to district employees

Reports To: Superintendent of Schools

Job Goal: Responsible for developing, implementing and evaluating technology; providing professional development for staff as needed to support technology upgrades and/or new technology hardware/software; direct technological support to staff; development and facilitation of short- and long-range plans for technology utilization throughout the district; preparation of proposed annual technology budget.

Responsibilities:

Meetings

Attends Board of Education Technology Committee Meetings unless excused by the Superintendent of Schools.

Oversees inter-school and intra-school networks

Develops network software;

Supports email for the school community, including teachers, students, staff;

Assists the Data Coordinator with scheduling (for teachers, classes, room utilization, etc.), with School Messenger, and Student Database, Student Records, and Data Reports;

Supports security hardware, software, integrated with network;

Assists with the required update for PARCC and other state- or district-mandated assessments;

Supports and updates as necessary wireless servers, phone lines, etc.

Desktop hardware and application software support (Word processing, presentation software, spreadsheets, break-fix)

Develops network hardware

Servers, Clients, Switches/HUBS/Connections/Routers, etc.

Develop software and hardware maintenance Plan/Upgrade/Schedule

For all schools, offices, central administration, and KEYS, Child Study Team

Develop information technology curriculum

- Collaboratively with the Data Coordinator, identifies needs for staff development and coordinates staff development activities and trainings;
- Management/responsibility for upkeep/upgrades in computer labs;
- Follows PARCC **State testing** guidelines and meets with Superintendent and administrators to make sure district meets hardware/software requirements for state-mandated testing;
- Models lessons for teachers and assists teachers with planning of technology-integrated lessons aligned with common core curricula standards;
- Works with Superintendent, Administrators and Principals for the identification and selection of appropriate software and hardware that is applicable to teacher and student needs especially with new electives;

- Works with Superintendent, Administrators, and Principals in selecting hardware and software to prepare students for state-testing, teacher evaluation, assessment data collection, Accuplacer, SRI and similar reading/writing/math internet-based testing, curricula mapping, etc.
- Orders software and authorizing software and hardware purchases for the district.
- Under direction of the Superintendent, annually works with District Technology Committee to update District Technology and all computer policies;
- Works with District Computer Technicians on a day-to-day basis in overseeing the maintenance of the entire district system;
- Assists in preparing a budget for the district technology needs;
- Oversees the technology inventory and make purchases of supplies and equipment when needed;
- Oversee and assist the Technology Technician, when necessary, regarding work orders, system repairs, etc.;
- Disseminates work orders to the computer technicians and oversees their progress;
- Upgrades/updates all technology and prepares for start of the following school year in summer;
- Performs all other duties within the scope of this position as may be assigned by the Superintendent of Schools.

Terms of Employment: Twelve month position, subject to negotiation with the Board of Education.

Work Location:

Evaluation: Technology Coordinator will be evaluated in accordance with district policy and applicable State guidelines by the Superintendent of Schools with input from Principals and other building administrators.

Approved: November 30, 2006

Revised: April 18, 2013

Revised: October 24, 2019

HASBROUCK HEIGHTS PUBLIC SCHOOLS

Summative Evaluation K-12 Technology Coordinator

NAME: _____ DATE: _____
 SCHOOL: _____ District _____
 TENURE: _____ NON-TENURE: Non- Tenurable Position TENURE DATE: _____
 PRESENT SALARY: _____
 EXPERIENCE: _____ YEARS: _____ HASBROUCK HEIGHTS _____ YEARS
 ATTENDANCE RECORD TO DATE: ABSENCE: _____

LEGEND:

Satisfactory The Coordinator's performance achieves the stated criteria.

Needs Improvement The Coordinator's performance falls below the acceptable level of stated criteria.

Unsatisfactory The Coordinator's performance is unacceptable

	S	NI	US
Meetings:			
Attends Board of Education Technology Committee Meetings unless excused by the Superintendent of Schools.			
Oversees inter-school and intra-school networks:			
Develops network software			
Supports email for the school community, including teachers, students, staff;			
Assists the Data Coordinator with scheduling (for teachers, classes, room utilization, etc.), with School Messenger, and Student Database, Student Records, and Data Reports			
Supports security hardware, software, integrated with network			
Assists with the required update for PARCC State testing and other state- or district-mandated assessments			
Supports and updates as necessary wireless servers, phone lines, etc.			
Desktop hardware and application software support (Word processing, presentation software, spreadsheets, break-fix)			
Develops network hardware:			
Servers, Clients, Switches/HUBS/Connections/Routers, etc.			
Develop software and hardware maintenance Plan/Upgrade/Schedule:			
For all schools, offices, central administration, and KEYS, Child Study Team			
Develop information technology curriculum:			
Collaboratively with the Data Coordinator, identifies needs for staff development and coordinates staff development activities and trainings			
Management/responsibility for upkeep/upgrades in computer labs			
Follows PARCC State testing guidelines and meets with Superintendent and administrators to make sure district meets hardware/software requirements for state-mandated testing			
Models lessons for teachers and assists teachers with planning of technology-integrated lessons aligned with common core curricula standards			
Works with Superintendent, Administrators and Principals for the identification and selection of appropriate software and hardware that is applicable to teacher and student needs especially with new electives			
Works with Superintendent, Administrators, and Principals in selecting hardware and software to prepare students for state-testing, teacher evaluation, assessment data collection, Accuplacer, SRI and similar reading/writing/math internet-based testing, curricula mapping, etc.			

Orders software and authorizing software and hardware purchases for the district			
Under direction of the Superintendent, annually works with District Technology Committee to update District Technology and all computer policies			
Works with District Computer Technicians on a day-to-day basis in overseeing the maintenance of the entire district system			
Assists in preparing a budget for the district technology needs			
Oversees the technology inventory and make purchases of supplies and equipment when needed			
Oversee and assist the Technology Technician, when necessary, regarding work orders, system repairs, etc.;			
Disseminates work orders to the computer technicians and oversees their progress			
Upgrades/updates all technology and prepares for start of the following school year in summer			
Performs all other duties within the scope of this position as may be assigned by the Superintendent of Schools			

Comments:

Recommended for Renewal: _____

Not Recommended for Renewal: _____

My signature does not necessarily indicate that I agree with the contents of this evaluation, but does indicate that I have seen, discussed and received a copy of this evaluation.

Staff member

Date

Superintendent of Schools

Date

Approved: November 30, 2006
Revised: April 18, 2013
Revised: October 24, 2019

Hasbrouck Heights Public Schools
Summative Evaluation: Computer Network Technician

NAME: _____ DATE: _____
SCHOOL: _____
TENURE: NON-TENURE: _____ TENURE DATE: _____
PRESENT SALARY: _____
EXPERIENCE: _____ YEARS: _____ HASBROUCK HEIGHTS YRS: _____
ATTENDANCE TO DATE: ABSENCE: _____ EVALUATOR: _____

LEGEND:

Satisfactory: (S) The Computer Network Technician's performance achieves the stated criteria.

Needs Improvement: (NI) The Computer Network Technician's performance falls below the acceptable level of stated criteria.

Unsatisfactory: (U) The Computer Network Technician's performance is unacceptable.

	S	NI	U
1. To assist in the installation and configuration of computer hardware and software			
2. To assist in the maintenance of information technology systems			
3. To assist in both the physical and informational security of district technology.			
4. To help maintain a current inventory of all technology equipment (hardware and software).			
5. To assist district personnel with any information technology questions.			
6. Assist in the maintenance of the Local Area Network (LAN) and Wide Area Network (WAN).			
7. Serve as a district-wide resource person for the implementation of information technology.			
8. Assist in the development of the annual information technology budget.			
9. Other responsibilities and duties as designated by the Superintendent of Schools.			

Comments:

Do you recommend the employee's contract be renewed? YES NO

My signature does not necessarily indicate that I agree with the contents of this evaluation, but does indicate that I have seen, discussed and received a copy of this evaluation.

Staff Member

Date

Evaluator

Date

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: KEYS Program - Summer Student Helper

Qualifications:

- Minimum age - 16 years old
- Demonstrated aptitude for the work to be performed.
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.
- Student helpers, including student helpers who have worked prior years, must be drug tested prior to employment. ~~At the end of the Summer KEYS program, student helpers will be reimbursed for this expense if they have satisfied the work schedule provided by the teacher in charge.~~

Reports To: Teacher (s) and Building Principal

Job Goal: Assists in creating an environment which will result in students having a pleasurable and meaningful experience.

Responsibilities:

- Maintains a secure and safe environment for children.
- Assists teachers in daily routine.
- **Assists student with homework**
- Plays in all activities.
- Prepares ~~morning and~~ afternoon snack.
- ~~Escorts children to the lavatory.~~
- Assists in arts and crafts and computer programs.

Terms of Employment: Hourly rate; salary to be established by Board of Education.

Evaluation: Performance of this position will be evaluated by the Administrator In Charge of the program.

Approved: August 28, 2003
Revised: August 22, 2013
Revised: October 24, 2019

POLICY GUIDE

ATTACHMENT ^K

COMMUNITY
9400/page 1 of 2
News Media Relations
Aug 19

[See POLICY ALERT No. 218]

9400 NEWS MEDIA RELATIONS

~~Representatives of the local newspapers and radio and television stations are an important link in the communications chain between the school district and the community it serves. The maintenance of a good working relationship with members of the media is essential to meeting the objectives of the school district's school and community relations program.~~

The Board of Education must give formal approval to all basic practices governing relations between ~~news~~ **the** media and the **school** district and reserves the right to negotiate, on terms most favorable to the **school** district, for the radio broadcasting, ~~televising~~, filming, or sound recording of any school event by an outside agency.

The _____ **Superintendent or designee** shall be the chief communications representative of the **school district Board**. ~~He/she~~ **The chief communications representative** shall be readily available to: ~~media representatives~~; provide media representatives with all appropriate and necessary information;; suggest or supply feature articles or stories;; prepare **information to be released to the media**; ~~"press-kits,"~~ assist school and parent organizations with ~~media press~~ relations;; meet periodically with media representatives;; and protect school personnel from any unnecessary demands on their time by ~~news media representatives~~; **and provide additional information as appropriate.**

The _____ ~~(chief communications representative)~~ **Superintendent or designee** must ~~approve~~ **authorize** in advance interviews between staff members ~~or students~~ and media representatives **when the staff member is representing or speaking on behalf of the Board of Education or the school district.**

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.



POLICY GUIDE

COMMUNITY
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News Media Relations

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.

The Superintendent or designee must and authorize the release of photographs, video or digital any images of district subjects, personnel, or students.

Any Photographs, video or digital images of a student with a disability of disabled children shall not be disseminated or used in print or media in any way if they are identified as a student with a disability disabled unless permission is granted by the parent(s) or legal guardian(s). Any Photographs, video or digital images of a child children placed in the district by DYFS the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Division Department case worker. Where the release of any a photograph, video or digital images may violate the privacy of a any student or staff member, the Superintendent or designee _____ (chief communications representative) must first secure the written permission of the staff member or the student's parent(s) or legal guardian(s).

First Reading: September 24, 2019

Second Reading: October 24, 2019



POLICY GUIDE

COMMUNITY
9210/page 1 of 1
Parent Organizations
Aug 19

[See POLICY ALERT No. 218]

9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support **parent** organizations ~~of parent(s) or legal guardian(s)~~ whose objectives are to promote the educational interests of district students.

Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.

A ~~No~~ parent organization may **not** organize students, ~~or~~ sponsor school activities, or solicit moneys in the name of this school district or of any school in the district without the prior approval of the **Superintendent or designee** Board. Such approval must be sought by written application to the Superintendent **or designee**.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. **Representatives of recognized parent organizations shall comply with all applicable Board policies.**

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, **at will**, whose actions are inimical to the interests of the **school district and the** students of this district.

First Reading: September 24, 2019
Second Reading: October 24, 2019



POLICY GUIDE

OPERATIONS

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Transportation of **Special Needs Students** ~~Disabled Students~~

Aug 19

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[See POLICY ALERT No. 147, 172 and 218]

8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS DISABLED STUDENTS

The Board of Education shall provide transportation services for students with **special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1**, ~~disabilities as required by law and with their Individualized Education Program (IEP) dictated by the student's educational needs and physical welfare.~~ The Board will provide the transportation **in accordance with N.J.A.C. 6A:27-5.1** specified as a related service ~~in the program of special education approved for a disabled student~~ **with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7.** ~~Such transportation will conform to the student's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician.~~ **Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.**

When an out-of-district placement for educational reasons is made, ~~t~~**Transportation shall be provided consistent with to a placement outside this district will conform to the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.**

~~The transportation of a disabled student may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school.~~ When necessary for the student's welfare, the **student's case manager shall** ~~will~~ provide the transportation coordinator **or responsible staff member** and the bus driver with specific information about the student **including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.**

~~For S~~**Students with special needs disabilities below the age of five, shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations will be used.**



POLICY GUIDE

OPERATIONS

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Transportation of **Special Needs Students** ~~Disabled Students~~

The transportation of ~~disabled~~ students **with special needs** to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1. ~~Such transportation services will be dictated by the student's IEP and approved by the Child Study Team. The individual plan for a disabled student's out-of-State transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out-of-State disabled students will be by the most economical and expeditious mode consistent with the student's special needs and will be limited to travel at the beginning and the ending of the school year.~~

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23
N.J.A.C. 6A:14-3.9(a)7; **6A:27-2.2**; 6A:27-5.1 et seq.

First Reading: September 26, 2019
Second Reading: October 24, 2019



POLICY GUIDE

OPERATIONS

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Bus Driver/Bus Aide Responsibility

Aug 19

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[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205, 209, 214 and 218]

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver



POLICY GUIDE

OPERATIONS

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Bus Driver/Bus Aide Responsibility

who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC's biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the "New Jersey Controlled Dangerous Substances Act," (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the "Motor Carrier Safety Improvement Act of 1999," 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the **New Jersey** Department of Education (**NJDOE**) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records **N.J.A.C. 6A:27-12.1(j)2**. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in **N.J.A.C. 6A:27-11.1 et seq.**



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Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.



POLICY GUIDE

OPERATIONS

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Bus Driver/Bus Aide Responsibility

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus **pursuant to N.J.S.A. 39:3B-27.**

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;
18A:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; **39:3B-27**

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Revised (First Reading): September 26, 2019

Revised (Second Reading): October 24, 2019



POLICY GUIDE

PROPERTY
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School District Security
Aug 19
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[See POLICY ALERT Nos. 96, 214, 217 and 218]

7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. **The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.**

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.



POLICY GUIDE

PROPERTY
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School District Security

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Revised (First Reading): September 26, 2019
Revised (Second Reading): October 24, 2019



POLICY GUIDE

FINANCES

6112/page 1 of 3

Reimbursement of Federal and Other
Grant Expenditures

Aug 19

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[See POLICY ALERT Nos. 190 and 218]

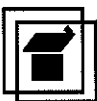
6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under **the Every Student Succeeds Act (ESSA) Titles I, II-A, II-D, III, III-Immigrant, IV and V of the No Child Left Behind Act (NCLB)**, the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006, **and any other program designated by the NJDOE** shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. ~~Reimbursement requests shall be made for individual titles and awards and~~ Only one reimbursement request per month may be submitted for an individual title, ~~or~~ award, **or subgrant**. Reimbursement requests may only be for expenditures that have already occurred or will occur **within three business days of receipt of funds by the last calendar day of the month in which the request is made.**

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures **within three business days of receipt of funds by the last calendar day of the**



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Reimbursement of Federal and Other Grant Expenditures

~~month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with approved grant applications.~~

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award ~~or \$50,000 for IDEA, Perkins, and NCLB (per title); whichever is less.~~ **The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.**

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the **Federal Uniform Grant Guidance** ~~applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR).~~ Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.



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Reimbursement of Federal and Other
Grant Expenditures

The NJDOE staff will review reimbursement requests to determine **that** they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended **within three business days of receipt of funds** according to the requirements of the CMIA.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – **March 2014** ~~July 2008~~

First Reading: September 26, 2019

Second Reading: October 24, 2019



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School District Issued Student Identification Cards

Aug 19

[See POLICY ALERT Nos. 162 and 218]

5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the **Principal or designee** Board may requires all students to carry school district issued identification cards (**Identification Card**). ~~at all times while in school. A student must present the card to any school staff member upon request. Students who fail to have the card in their possession or to produce it when asked to do so may be disciplined.~~

~~An~~ The school district issued Identification Card will be issued to all students in

Choose one or more of the following:

- ☐ all school buildings,
- ☐ elementary schools,
- ☐ middle schools,
- ☐ high schools,

The Principal or designee may require a student to present their Identification Card and may be presented for: at any time during the school day or at any time during a school-sponsored activity on school grounds.

- ~~1. Identification at school district activities on school district property other than the school attended by the student;~~
- ~~2. Admission to school dances and other school-related activities;~~
- ~~3. Identification for library media services to include library book, periodical and other resource check-out;~~
- ~~4. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;~~
- ~~5. Identification for transportation services offered by the district including the use of activity and/or late buses;~~



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School District Issued Student Identification Cards

6. ~~Identification for admission to certain school-related and school district sponsored functions; and~~
7. ~~Other purposes and activities as determined by the Building Principal.~~

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry an Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

Students will be issued _____ card(s) every _____. A replacement fee will be charged, at the cost equal to the reproduction cost, for all lost identification cards.

N.J.S.A. 18A:36-43

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SUPPORT STAFF MEMBERS

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Use, Possession, or Distribution of Substances Abuse

Aug 19

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[See POLICY ALERT Nos. 125, 133, 205 and 218]

4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of **a substance** ~~drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.~~

For the purposes of this Policy, “substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.~~

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours **or at a school-sponsored function where the support staff member has been assigned job responsibilities**. Refusal by of a support staff member to consent to the medical examination **including a** ~~and~~ substance test will be **deemed determined to be a positive result for substances**. **In the event the results of the medical examination and substance test are not**



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provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

~~In the event a support staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.~~

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.

In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or



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drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's **supervisor** responsible at the time of the alleged violation. Either the Principal or the staff member's **supervisor responsible at the time of the alleged violation** shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a **support** staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the **support** staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a **support** staff member in response to questioning initiated by the Principal or **Superintendent's** designee or following the discovery by the Principal or **Superintendent's** designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.

[Option

A support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.]

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 6A:32-6.3

Revised (First Reading): 9/26/19 Revised (Second Reading): 10/24/19



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[See POLICY ALERT Nos. 125, 133, 205 and 218]

3218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES ABUSE

The Board of Education recognizes a teaching staff member who reports to work under the influence of ~~a substance~~ ~~drugs or alcohol~~ poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. ~~A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.~~

For the purposes of this Policy, “substance” or “substances” **as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a)** means alcoholic beverages;; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2;; ~~or~~ any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4;; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.~~

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff



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member has been assigned job responsibilities. Refusal ~~by~~ of a teaching staff member to consent to the medical examination **including a** and substance test will be ~~deemed determined to be~~ a positive test result for substances. **In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.**

~~In the event a teaching staff member's medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.~~

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

In the event a teaching staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.



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Use, Possession, or Distribution of Substances Abuse

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any ~~teaching~~ staff member who, in the course of their employment, has reason to believe a ~~school~~ staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, **the Principal's designee** ~~to the staff member~~ responsible at the time of the alleged violation. Either the Principal or **designee** ~~the staff member~~ shall notify the Superintendent ~~of Schools~~ who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a ~~teaching~~ staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the ~~teaching~~ staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a ~~teaching~~ staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 6A:32-6.3

Revised (First Reading): September 26, 2019

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TEACHING STAFF MEMBERS

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Teaching Staff Member/School District

Reporting Responsibilities

Aug 19

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[See POLICY ALERT Nos. 186, 209 and 218]

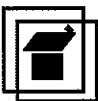
3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

The Board of Education and All certificate holders shall **adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3.** ~~their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3.~~ For the purposes of this pPolicy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the **New Jersey** State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CE and CEASs issued by the **New Jersey** State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent ~~of Schools~~ shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;



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Teaching Staff Member/School District Reporting Responsibilities

3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided. In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.



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TEACHING STAFF MEMBERS

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Teaching Staff Member/School District Reporting Responsibilities

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3

N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Revised (First Reading): September 26, 2019

Revised (Second Reading): October 24, 2019



2624.2 Regulation - MIDDLE SCHOOL HONORS CRITERIA

MATHEMATICS COURSES

Students must be enrolled in both Math Honor classes in Middle School. Both classes will be averaged in 6th and 7th grades to qualify.

6TH GRADE HONORS MATH

A Student qualifies by attaining all three items:

- Student attains an assessment average of 90 in 5th Grade Math
- Student attains a four or five on their Mathematics ~~PARCC~~ State assessment
- Passes a comprehensive Mathematics assessment with a grade of an 85 or higher.

7TH GRADE HONORS MATH

If currently in Honors:

- Student attains an assessment average of 83 in 6th grade Math Honors courses.
- Student attains a four or five on their Mathematics ~~PARCC~~ State assessment

If currently in Non Honors:

- Student attains an assessment average of 90 in 6th Grade Math
- Student attains a four or five on their Mathematics ~~PARCC~~ State assessment
- Passes a comprehensive Mathematics assessment with a grade of an 85 or higher.

8TH GRADE ALGEBRA 1 HONORS/MATH
TOPICS HONORS

If currently in Honors:

- Student attains an assessment average of 83 in 7th grade Math Honors courses.
- Student attains a four or five on their Mathematics ~~PARCC~~ State assessment

If currently in Non Honors:

- Student attains an assessment average of 90 in 7th Grade Math
- Student attains a four or five on their Mathematics ~~PARCC~~ State assessment
- Passes a comprehensive Mathematics assessment with a grade of an 85 or higher.

LANGUAGE ARTS COURSES

Student must be enrolled in both Language Arts Honor Classes in 6th and 7th Grade. Both classes will be averaged from 5th, 6th, and 7th grades to qualify.

HONORS READING/WRITING 6

A Student qualifies by attaining all three items:

- Student attains an assessment average of 90 in 5th Grade
- Student attains a four or five on their Language Arts ~~PARCC~~ State assessment
- Passes a comprehensive Language Arts assessment with a grade of an 85 or higher.

HONORS READING/WRITING 7

If currently in Honors:

- Student attains an assessment average of 83 in 6th grade Language Arts Honors courses.
- Student attains a four or five on their Language Arts ~~PARCC~~ State assessment

If currently in Non Honors:

- Student attains an assessment average of 90 in 6th Grade Math
- Student attains a four or five on their Language Arts ~~PARCC~~ State assessment
- Passes a comprehensive Language Arts assessment with a grade of an 85 or higher.

HONORS LANGUAGE ARTS 8

If currently in Honors:

- Student attains an assessment average of 83 in 7th grade Language Arts Honors courses.
- Student attains a four or five on their Language Arts ~~PARCC~~ State assessment

If currently in Non Honors:

- Student attains an assessment average of 90 in 7th Grade ~~Math~~ Language Arts
- Student attains a four or five on their Language Arts ~~PARCC~~ State assessment
- Passes a comprehensive Language Arts assessment with a grade of an 85 or higher.

SCIENCE COURSES

HONORS SCIENCE 6

A Student qualifies by attaining three out of the four following items:

- Student attains an assessment average of 90 in 5th Grade Mathematics courses
- Student attains an assessment average of 90 in 5th Grade Science course
- Student attains a four or five on their Mathematics ~~PARCC~~ State assessment
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 85 or higher.

HONORS SCIENCE 7

A Student qualifies by attaining three out of the four following items:

- Student attains an assessment average of 90 in 6th Grade Mathematics courses
- Student attains an assessment average of 90 in 6th Grade Science course
- Student attains a four or five on their Mathematics ~~PARCC~~ State assessment
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 85 or higher.

HONORS SCIENCE 8

A Student qualifies by attaining three out of the four following items:

- Student attains an assessment average of 90 in 7th Grade Mathematics courses

- Student attains an assessment average of 90 in 7th Grade Science course
- Student attains a four or five on their Mathematics ~~PARCC~~ State assessment
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 85 or higher.

SOCIAL STUDIES COURSES

HONORS SOCIAL STUDIES 6

A Student qualifies by attaining three out of the four following items:

- Student attains an assessment average of 90 in 5th Grade Language Arts courses
- Student attains an assessment average of 90 in 5th Grade Social Studies course
- Student attains a four or five on their Language Arts ~~PARCC~~ State assessment
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 85 or higher.

HONORS SOCIAL STUDIES 7

A Student qualifies by attaining three out of the four following items:

- Student attains an assessment average of 90 in 6th Grade Language Arts courses
- Student attains an assessment average of 90 in 6th Grade Social Studies course
- Student attains a four or five on their Language Arts ~~PARCC~~ State assessment
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 85 or higher.

HONORS SOCIAL STUDIES 8

A Student qualifies by attaining three out of the four following items:

- Student attains an assessment average of 90 in 7th Grade Language Arts courses
- Student attains an assessment average of 90 in 7th Grade Social Studies course

- Student attains a four or five on their Language Arts PARCC-State assessment
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 85 or higher.
- Transfer Students -Placement in honors classes will be based on past academic records and required pre-requisites that have been achieved. A test will be given for a student to qualify into an Honor's class where transcripts do not match with our course progression/program.

Approved: February 26, 2015

Revised: March 31, 2016

Revised: June 23, 2016

Revised: March 23, 2017

Revised: (First Reading) September 26, 2019

Revised: (Second Reading) October 24, 2019

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2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

For purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and/or intramural athletic programs within a school or among schools in the district and any cheerleading program or activity in the school district.

Participation Policy

Any student enrolled in Hasbrouck Heights School District is eligible to participate in all offered activities/sports, provided that he/she meets all eligibility requirements.

The number of participants for a certain sport may be limited due to limited resources, lack of sufficient facilities, coaching availability, or roster spots. Therefore reductions may have to be made. The reductions may be recommended to the Athletic Director and/or Principal after the head coach of the team evaluates his/her players. The Principal, in conjunction with the Athletic Director, makes the final decision on all reductions. If reductions in a specific sport are made, no new student-athletes will be allowed to join the team 1 week after the first contest of the season.

The following procedures are to be followed in reducing athletes from teams:

- **A minimum of 3 practice sessions must be conducted to allow for a tryout evaluation.**
- **Reductions are only permitted when the player-to-roster spot ratio exceeds by 3 athletes. We do not want to reduce only 1 or 2 athletes.**
- **Coaches must be able to substantiate evaluation tools used to reduce players.**
- **Coaches (2) must meet in private session for an individual meeting with the athlete being reduced.**



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- **Coaches must encourage the athlete to join another sport that season which is not reducing numbers.**
- **Reductions will only be allowed to take place in non-cooperative sports.**
- **No reductions will be allowed in Cheerleading.**
- **No lists are allowed to be placed anywhere showing who has or who has not made the squad.**
- **If an athlete has been on the team the previous 3 years, he/she is automatically on the varsity team, providing he/she adheres to all rules and regulations of that sport.**
- **Maximum roster spots will be up to the discretion of the principal in conjunction with the athletic director.**

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent.—The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.
2. Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.
3. A student in grades 6 through 12 is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding marking period.



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4. A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

5. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to students.

Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Pre-participation Physical Evaluation form required by the Department of Education.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.



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The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and shall request Board approval of any changes in the schedule. All schedules will be approved upon completion of the schedule.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.

N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2.1 et seq.

Approved: April 28, 2016

Revised (First Reading): October 24, 2019



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[See POLICY ALERT Nos. 106, 109, 125, 140, 149, 156 and 218]

8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic ~~(and charter, if applicable)~~ school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Optional

[Only Required for School Districts that Provide Courtesy Busing

The Board may provide transportation to and from school for public school students less than remote ~~The Board will provide transportation to and from school for public school students less than remote from their school in grades _____ who live more than _____ miles from the school they attend and in grades _____ who live more than _____ miles from the school they attend.]~~

[Optional for School Districts Limiting Time a Student is Riding on a School Bus

The Board has determined that no public school student in grades _____ to _____ or classified as _____ shall be required to ride a school bus more than _____ miles or _____ minutes one way per day. The Board has determined that no nonpublic and/or charter school student shall be required to ride a school bus more than _____ minutes one way per day.]



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[Optional for School Districts Limiting a Student's Walking Distance to Bus Stops

Students in grades _____ shall not be required to walk more than _____ miles to the bus stop to which they have been assigned.]

Optional

~~[The Board may decide to enter into a contract to provide transportation to and from school for public and nonpublic school students less than remote from their school with the parent or legal guardian paying costs in accordance with N.J.S.A. 18A:39-1.3. Students will not be excluded from receiving these transportation services if it is determined the parent/legal guardian cannot pay the cost in accordance with N.J.S.A. 18A:39-1.4. Such transportation shall be provided in accordance with Policy and Regulation No. 8611, Subscription Busing.]~~

[Optional for School Districts that Provide Transportation to a Student with a Temporary Disability

The Board will transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.]

~~The Board will transport disabled students in accordance with N.J.S.A. 18A:46-1 et seq. and Policy No. 8670.~~

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes by _____ of each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated **and approved by the Board**. The Board **may** will consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."



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Student Transportation

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless **students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5** children for whom the district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.

~~The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district. Pursuant to N.J.A.C. 6A:27-2.2, students living more than twenty miles from their nonpublic school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.~~

Optional

[Only required for any school district located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.]

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)12, and this Ppolicy to a nonpublic school located outside the State not more than twenty miles from the student's home.]

~~Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) of nonpublic and charter students pursuant to N.J.S.A. 18A:39-1. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, and/or charter school, and/or renaissance school.~~

~~When the Board provides transportation of students to and from:~~

~~_____ county vocational schools and/or~~

~~_____ schools classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes~~



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and/or

~~_____ when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year~~

~~The Board shall will utilize _____ for providing cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services _____ any unique limitations or restrictions of the required transportation.~~

~~When the costs to provide transportation in cooperation with _____ is less than the aid in lieu of payments, the Board will contract with the _____ to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.~~

~~Transportation in cooperation with _____ will not be required when the district can provide transportation at a lower cost than the _____ or the transportation provided by _____ does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.~~

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Departments of Education (NJDOE), and the New Jersey Motor Vehicle Commission (NJMVC), Transportation and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE Department of Education Policy and Procedures Manual for Pupil Transportation.



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Student Transportation

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Revised (First Reading) : October 24, 2019



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[See POLICY ALERT No. 149, 156, and 218]

R 8600 STUDENT TRANSPORTATION

General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.24(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.2;
3. Charter school **or renaissance school** students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. **Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1** ~~Special education students who reside remote from their assigned school and students who require transportation services in accordance with their Individualized Educational Program (IEP);~~
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.;
and
6. **Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.**

Optional

[Optional for School Districts Limiting Time a Student is Riding on a School Bus For all districts that provide transportation)

- B. The Board has determined that no public school student **in grades** _____ **to** _____ ~~transported within the school district or student~~ ~~classified as~~ _____ shall be required to ride a school bus more than _____ minutes one way per day.]



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[Optional for School Districts Limiting a Student's Walking Distance to Bus Stops

- C. Students in grades _____ shall not be required to walk more than _____ miles to the bus stop to which they have been assigned.]

Optional

[The Board has determined that no student in grades _____ to _____ or classified as _____ shall be required to ride a school bus more than _____ miles or _____ minutes one way per day.]

Nonpublic and Charter School Transportation

- A. ~~The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district.~~
- B. ~~Students living more than twenty miles from their nonpublic or charter school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.~~

Optional

~~[These students living more than twenty miles from the school (maybe or are) required to utilize existing bus routes and stops established for students living within the district and within twenty miles of the nonpublic school.]~~

- C. ~~Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) pursuant to N.J.S.A. 18A:39-1.~~
- D. ~~The Board has determined that no nonpublic and/or charter school student shall be required to ride a school bus more than _____ minutes one way per day.~~

Optional



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[Only required for districts located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.]

DE. Transportation services will be provided in accordance with this N.J.A.C. 6A:27-2.2(c)12. to a nonpublic school located outside the State not more than twenty miles from the student's home.]

Optional

[Non-Remote Courtesy Transportation

~~The Board will provide transportation to and from school for public school students less than remote from their school in grades _____ who live more than _____ miles from the school they attend and in grades _____ who live more than _____ miles from the school they attend.~~

[Only required for school districts that provide less than remote/courtesy busing services for students who must walk to and from school on a hazardous route.

Hazardous Routes

The Board will approve all bus routes by _____ of each school year. These ~~B~~bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated **and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes,** ~~t~~The Board will **may** consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes" as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;



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6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school;
and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.]

~~Charter School Transportation~~

- ~~A. The Board will provide transportation or aid in lieu of transportation to charter school students pursuant to N.J.S.A. 18A:39-1.~~
- ~~B. The Board is responsible for to and from charter school transportation for the students that reside within the district.~~
- ~~C. Students residing within the district that live less than remote from the charter school are eligible for transportation in accordance with the school district's policies for public school students.~~
- ~~D. Students who reside in the district or region of residence in which the charter school is located shall be provided with transportation in the same manner as transportation is provided to other public school students residing in the district and in accordance with N.J.S.A. 18A:39-1 and N.J.A.C. 6A:27-3.1.~~
- ~~E. The expenditure for charter school student transportation who reside outside of the district or region of residence in which the charter school is located is limited to the annual nonpublic maximum expenditure per student in accordance with N.J.S.A. 18A:39-1.~~
- ~~F. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any other public school, charter school, and/or nonpublic school.~~



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Student Transportation

~~{Optional for Districts that Provide Subscription Busing~~

~~Subscription Busing~~

~~Subscription busing shall be provided in accordance with Policy and Regulation No. 8611.}~~

Cooperative/Coordinated Transportation Services

- A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.

~~When the Board provides transportation of students to and from the county vocational schools and/or students classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize _____ for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1.~~

- ~~B. The Board will attempt to use the cooperative services provided by _____ prior to determining to pay aid in lieu of transportation.~~

- ~~C. The Board will provide _____ with any unique limitations or restrictions of the required transportation. When the costs to provide transportation by one of the agencies is less than the aid in lieu of payments, the Board will contract with the agency to provide transportation.~~

- ~~D. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.~~

- ~~E. Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost than the _____ or the transportation provided by _____ does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.~~



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School Bus Use and Standards

- A. ~~The Board requires that Aall~~ **school** buses bid or purchased shall be equipped ~~with seat belts in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.~~
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. **There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.**

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.



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- DE.** The Board requires every school bus bid or purchased that is used to transport public, non-public, ~~and/or~~ charter, **and/or renaissance** school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- ED.** School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. **and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.**

Operation and Management of Transportation System

- A. The _____ shall
1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
 2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 **et seq.** and 6A:27-12.1 et seq.;
 3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
 4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the **NJDOE Department of Education Policy and Procedures Manual for Pupil Transportation.**

Revised (First Reading): October 24, 2019



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SUPPORT STAFF MEMBERS

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Commercial Driver's License Controlled Substance
and Alcohol Use Testing

Aug 19

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[See POLICY ALERT Nos. 130, 162, 217 and 218]

4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient, alcohol and drug-free workplace that protects the district's students as well as the health and safety of its employees and the general public.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the Commercial Driver's License (CDL) requirements to be tested for controlled substances and alcohol. Federal regulations of the United States Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40 et seq.

In the event the Board contracts with a service provider for transportation, the SBJC/Four Diamond will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

The school district shall maintain and retain all records as required by Federal regulation.]

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy "employee" means a person required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities. Safety-sensitive functions as defined by 49 CFR 382.107 means any time from the time an employee begins to work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, other property, or on any public property, waiting to be dispatched, unless relieved from duty;



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2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial motor vehicle except time spent resting in an area defined as a sleeping berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR 40.

The Board designates a **medical examiner listed on the National Registry of Certified Medical Examiners** as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use, in accordance with 49 CFR 392.5.



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Violations

Any violation of this Policy may result in discipline, up to and including termination.

Prohibited Substances

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

Testing Procedures

All testing for controlled substances will be conducted in accordance with 49 CFR 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with 49 CFR 40, Subparts J, K, L, M and N.

Definitions

“Alcohol use” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

“Aliquot” means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

“Confirmatory drug test” means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed drug test” means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

“Controlled substances” means those substances identified in 49 CFR 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative (DER)” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.



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“FMCSA” means Federal Motor Carrier Safety Administration.

“Initial drug test (also known as a “Screening drug test”)” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

“Initial specimen validity test” means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

“Medical Review Officer (MRO)” is a licensed physician responsible for receiving and reviewing laboratory results generated by the district’s drug testing program and evaluating medical explanations for certain drug test results.

“Possess” includes, but is not limited to, either in or on the driver’s person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

“Service agent” is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.

“Substance Abuse Professional (SAP)” is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.

“Work Site” means any motor vehicle, office, building, yard, or other location at which the driver is to perform work or any other school district property or at any school district event.

Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy 4160. Such screening shall be conducted in accordance with the procedures set



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forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substances testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and
- b. The employee while participating in that program either:
 - (1) Was tested for controlled substances within the past six months (from the date of application with the employer); or
 - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer.)
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing program(s) the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and
- f. The results of any tests taken within the previous six months and any other violations.

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new



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position requiring the employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT)-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the employee.

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date the employee first performed safety-sensitive functions, unless the DER has obtained or made and documented a good faith effort to obtain this information.

2. Random Testing

Every employee shall submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonably throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The



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minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.



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As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. (An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable



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suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the employee to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform, or just after the employee has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing



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The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.307. The SAP will comply with all reporting requirements of 49 CFR 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.

Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substances abuse disorders and have appropriate



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medical training to interpret and evaluate the employee's confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.

Employer Notification

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO's evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.

Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.



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Refusal to Submit

An employee will be deemed as refusing to take a drug test as described in 49 CFR 40.191. As per 49 CFR 40.191, an employee refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);



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9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refused to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse effect on the driver's ability to properly perform safety-sensitive functions.

Consequences to Employees Engaging in Prohibited Conduct



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An employee whose screening produces a positive result for a prohibited substance who is permitted to return to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing; and
7. Be subject to the disciplinary Policy and Regulations of the Board.

Return-to-Work Agreement

An employee who has been permitted to return to work and who fails to comply with any of the terms of a Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.

Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process



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- a. Collection logbooks (if used);
 - b. Documents related to the random selection process;
 - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
 - d. Documentation of Breath Alcohol Technician (BAT) training;
 - e. Documentation of reasoning for reasonable suspicion testing;
 - f. Documentation of reasoning for post-accident testing;
 - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
 - h. Consolidated annual calendar year summaries.
2. Records Related to the Employee's Test Results
 - a. Employer's copy of the alcohol test form, including results;
 - b. Employer's copy of the controlled substance test chain of custody and control form;
 - c. Documents sent to the employer by the MRO;
 - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
 - e. Documents provided by an employee to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Policies
4. Records Related to Evaluations and Training
 - a. Records pertaining to the SAP's determination of an employee's need for assistance;
 - b. Records concerning an employee's compliance with the SAP's recommendations, and records related to education and training;



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- c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
 - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;
 - e. Documentation of supervisor training; and
 - f. Certification that training conducted under this Policy complies with all requirements of the Policy.
5. Records Related to Drug Testing
- a. Agreements with collection site facilities, laboratories, MROs, and consortia;
 - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
 - c. Monthly statistical summaries of urinalysis; and
 - d. The employer's drug testing policy and procedures.
6. Required Period of Retention

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years



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A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years
Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year



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Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	Indefinite time period

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.

7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each employee receives information in the manner specified below:



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- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
 - (1) The identity of the person designated by the employer to answer employee questions about the materials;
 - (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
 - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the employee is required to be in compliance;
 - (4) Specific information concerning employee conduct that is prohibited;
 - (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
 - (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
 - (7) The requirement that an employee submit to alcohol and controlled substance tests;
 - (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
 - (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;
 - (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04; and
 - (11) Information concerning the effects of alcohol and controlled substances use on an individual's health,



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work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.]

Omnibus Transportation Employee Testing Act of 1991

49 CFR 40 et seq.

49 CFR 382 et seq.

49 CFR 395.2

Revised (First Reading): October 24, 2019



REGULATION GUIDE

OPERATIONS

R 8630

Emergency School Bus Procedures

Aug 19

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[See POLICY ALERT Nos. 164, 205, 209, 214 and 218]

R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The **employer shall** ~~Board of Education will~~ administer a safety education program for all permanent and substitute school bus drivers and **school** bus aides that it employs. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the **employee's** ~~district's~~ responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **employer shall** ~~Board of Education will~~ administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.**
43. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:



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- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the **New Jersey** Department of Education (**NJDOE**); and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

B. Emergency Bus Evacuation Drills

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice **within the each** school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is



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conducive to safety and preferably when the bus arrives at school with a full complement of students.

4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training **required by Federal and State law or as deemed appropriate by the Board** that will



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protect the safety of the students in the event the bus needs to be exited due to an emergency.

6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 - a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the **Transportation Supervisor**.
2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
 - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus



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driver or school bus aide is assigned **for whom a student information card has been completed by the parent.**

3. School bus drivers shall attend training workshops offered by the **NJDOE** ~~New Jersey Department of Education~~ and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A basic first aid kit;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
 - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the **Transportation Supervisor** any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the **Transportation Supervisor** any deviation in the bus route or schedule;
 - g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;



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- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. **Inspect the school vehicle for students left on board the bus at the end of a route** ~~Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and~~
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and:



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- (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
 4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
 5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
 6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
 7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the **School Business Administrator/Board Secretary** of the number and location of the bus and the circumstances of the disability. The **School Business Administrator/Board Secretary** will make arrangements for the safety of the students.
- E. Specific Emergency Situations
1. In the event of an accident or vehicle failure the following procedures will be implemented:
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency



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medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.

- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.



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- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the **NJDOE** New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
- 2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving



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ability is significantly impaired by the driver's physical or mental condition.

- b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The **School Business Administrator/Board Secretary** shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury is ~~not serious~~, and:
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;



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- (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

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