

HASBROUCK HEIGHTS BOARD OF EDUCATION
Thursday, November 21, 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: October 24, 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

- E11-01-20 Approve Monthly Superintendent Discipline Report
- E11-02-20 Approve Monthly Superintendent HIB Report
- E11-03-20 Approve Monthly District Calendar
- E11-04-20 Approve Insurance Resolution
- E11-05-20 Approve Programs
- E11-06-20 Approve Books to be discarded
- E11-07-20 Approve Workshops
- E11-08-20 Approve Membership
- E11-09-20 Approve Programs

E11-10-20 Approve Tournaments
E11-11-20 Approve Conference

Special Education Committee

S11-01-20 Approve Special Services
S11-02-20 Approve Contracted Services

Technology Committee

None

Facilities Committee

B11-01-20 Approve Facilities Use

Recreation Committee

R11-01-20 Approve Field Trip Calendar
R11-02-20 Approve Fundraisers
R11-03-20 Approve Speaker
R11-04-20 Approve Accompanist
R11-05-20 Approve Pilot's Log Convention
R11-06-20 Approve Fitness Training
R11-07-20 Approve Competition

Finance Committee

F11-01-20 Approve Financial Certification
F11-02-20 Approve Actual Payroll for Oct
F11-03-20 Approve Estimated Payroll for Nov
F11-04-20 Approve Bill Authorization – Nov
F11-05-20 Approve Actual Bills List – Sept
F11-06-20 Approve Board Secretary's Report – Sept
F11-07-20 Approve Line Item Transfers – Sept
F11-08-20 Approve Contracts
F11-09-20 Approve Workshop
F11-10-20 Approve Non Public Purchases
F11-11-20 Approve Contracted Services
F11-12-20 Approve Purchases

Personnel

P11-01-20 Approve Personnel Action
P11-02-20 Approve Personnel Action
P11-03-20 Approve Personnel Action
P11-04-20 Approve Personnel Action
P11-05-20 Approve Personnel Action
P11-06-20 Approve Personnel Action
P11-07-20 Approve Personnel Action
P11-08-20 Approve Personnel Action

Policy Committee:

PL11-01-20 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 – November 21, 2019 (Final)**

AWARDS AND PRESENTATIONS:

RESOLUTIONS:

None:

EDUCATION/CURRICULUM COMMITTEE:

RESOLUTIONS:

E11-01-20 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

E11-02-20 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 – 01 (one investigation)

2019 – MS - 03 (three investigations)

2019 – LS - 00

2019 – ES - 00

Listed above are the number of investigations from Oct 24, 2019

E11-03-20 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

E11-04-20 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:

**School Alliance Insurance Fund
Resolution Appointing a Risk Management Consultant**

WHEREAS, the Hasbrouck Heights Board of Education, ("Educational Facility") has resolved to join the School Alliance Insurance Fund ("SAIF") following a detailed analysis; and

WHEREAS, the Bylaws of SAIF require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that SAIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW THEREFORE, BE IT RESOLVED that the Hasbrouck Heights Board of Education does hereby appoint Scirocco Financial Group John Daly as its Risk Management Consultant in accordance with the Fund's Bylaws.

**School Alliance Insurance Fund
Resolution for Renewal of Membership**

WHEREAS, the **Hasbrouck Heights Board of Education**, hereafter referred to as "**Educational Facility**" is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

WHEREAS, said renewal membership terminates as of July 1, 2019 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

WHEREAS, the **Educational Facility** is afforded the following types of coverages:

- ☐ Workers' Compensation
- ☐ Supplemental Indemnity - Workers' Compensation

- ☒ Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- ☒ Excess Liability (AL/GL)
- ☒ School Leaders Professional Liability
- ☒ Excess Liability (SLPL)
- ☐ Foreign Travel Liability
- ☐ Student Accident
- ☒ Security Guard Liability

WHEREAS, the **Educational Facility** desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2019, and ending July 1, 2022 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.
2. The **Educational Facility's** Business Official, Dina Messery, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership.

E11-05-20 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:

12/17/19 – 12/18/19 – Ms. Palladino, guest speaker for period 4 Theater Class
 @ no cost to district
 11/12/19 – A. Racioppi – to speak to the 6th & 7th grade students about epilepsy
 @ no cost to district
 11/26/19 – Pharmacists to teach Avoiding Opioid Abuse to 10th graders during PE class @ no cost to district
 1/29/20 – K. Senedzyk & M. Hui – presenting all services that are available at the HH library

E11-06-20 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:

Approving list of books to be discarded (**Attachment A**)

E11-07-20 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:

1/14/20 – M. Gyenes & L. Palladino – Positive Behavior Supports – SBJC – Hasbrouck Heights, NJ @ no cost to district

2/07/20 – M. Gyenes & L. Palladino – Google Suite & Other Tools – Rutherford, NJ @ no cost to district

1/23/20 – P. Lambe & K. Felicetti - Certification Training for I&RS/RTI Coordinators & Team members – Lodi, NJ @ no cost to district

1/23/20 – B. Christianson & K. O'Hagen – NJ Tiered System of Supports Certification Training – Lodi, NJ @ no cost to district

12/5/19 – K. Krysz – Google Suite – Intermediate – Rutherford, NJ @ no cost to district

Amend Resolution #E10-07-20 – to read 11/15/19 – J. Mansfield and M. Sickels – Leadership Challenge – Somerset, NJ @ \$185 each cost to district

1/29/20 – L. Palladino & M. Philp – Elementary Peer Mediation – New Brunswick, NJ @ no cost to district

12/6/19 – N. Rucci – 39th Annual Bilingual ESL Conference – Wayne, NJ @ \$135 cost to district

E11-08-20 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:

B. Chiu – ES, C. Capozzi – LS, M. Warren – HS/MS, & D. DaSilva – HS for membership in ISTE (International Society for Technology in Education) @ \$125 each funded through Title IV: Acct # 20-280-100-300-00-01-00

E11-09-20 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:

Amend Resolution E10-07-19: Orton- Gillingham Training for A. Curtin and S. Netelkos to be moved to 3/16/20 – 3/20/20 @ \$1,175 each
To be funded through Title II A: Acct # 20-270-200-320-00-01-88

E11-10-20 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:

12/13/19 – Robotics Club – to participate in the State Finals for CRCC Coding @ NJIT @ no cost to district

2/5/20 – Chess Club to participate in the 5th annual Heights Heights/Maywood tournament – Maywood, NJ @ no cost to district

E11-11-20 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:

12/8/19 – 12/11/19 – N. DeBonis to attend and Present at Learning Forward 2019 Annual Conference in St. Louis, MO – cost to district @ \$588 registration fee

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S11-01-20 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 #1000981 – Coaching Assistant @ Step 2 – for bowling @ \$2,266.20 (.6 X \$3,777)

Student #1001098 – home instruction – 10 hrs/wk plus prep @ \$40/hr beginning 11/6/19 – 12/9/19 approx

S11-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Contracted Special Services for the 2019 – 2020 school year:

12/19/19– 2/1/20 -CarePlus – Full time mental health provider – not to exceed \$33,000 (Quotes Received)

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

- B11-01-20 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 B**)

RECREATION COMMITTEE:

RESOLUTIONS:

- R11-01-20 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

- R11-02-20 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:

November – December – Cheerleading Pretzel Sale

December – Senior Cheesecake Sale

12/6/19 – Wrestling Team's Houlihans Fundraiser – percentage will be donated to team

12/11/19 – MS Play to sell refreshments

Spring 2020 - Diabetes donation of \$1.00 to support Juvenile Diabetes

5/21/20 – MS Student Council selling Red Noses for Children's Poverty.

3/13/20 – MS Student Council selling a chance to PI staff members for PI day

1/23/20 - MS Junior Beta Club – video game tournament – ticket sales and snacks

12/19/19 – MS Student Council – PJ Day - \$5.00

12/17/19 - MS Junior Aviator Night for MVP recipients

Snap Raise online funding for all athletic programs

12/20/19 – Outreach Club – bagel sale before and after school

- R11-03-20 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:

11/21/19 - S. Denti – to speak to students about Hoops for Hearts

R11-04-20 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:

C. Mezini – accompanist for the choir for the winter concert and two rehearsals at a cost of \$250

R11-05-20 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:

11/21/19 – 11/24/19 – Pilot's Log National Convention – Washington, DC – cost of three staff members not to exceed \$3500

R11-06-20 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:

Hackensack University Fitness to provide conditioning for wrestling team at 1 time per week funded through the student activity fund not to exceed \$1825

R11-07-20 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:

M. Binazeski and two students to compete as finalists for the Samsung National STEM Contest @ no cost to district

FINANCE COMMITTEE:

RESOLUTIONS:

F11-01-20 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.

- F11-02-20 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 October 2019 in the amount of \$1,843,659.17 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.
- F11-03-20 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 November 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.
- F11-04-20 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 November 2019.
- F11-05-20 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		September
Fund 10	General Fund	\$4,701,548.81
Fund 20	Special Revenue	\$ 68,037.49
Fund 30	Capital Projects	\$ 0.00
Fund 40	Debt Service	\$ 0.00
Fund 60	Enterprise	\$ 41,005.16
Fund 95	Student Activity	\$ 7,832.00
Total		\$
Fund 10	Voided Checks	\$776.50
Fund 20	Voided Checks	\$ 0.00
Fund 60	Voided Checks	\$ 0.00
Fund 95	Voided Checks	\$ 0.00

(Attachment C)

- F11-06-20 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
Sept 2019
(Attachment D)

F11-07-20 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 for September 2019
(Attachment E)

F11-08-20 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:

Choice Contracts with Englewood Public Schools district for student transportation **(on file in the business office)**

F11-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshop for the 2019 – 2020 school year:

3/19/20 – D. Messery – Purchasing – NJASBO – Rockaway, NJ @ \$100
4/28/20 – D. Messery – Audit Review – NJASBO – Rockaway, NJ @ \$100

F11-10-20 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 Non-public Technology Purchases – Corpus Christi
Acct #20-510-100-610-00-10-88
PO #001035 – CDWG Government, Inc – Chromebooks @ \$18.83 to be paid by Corpus Christi and \$9,648.00 to be paid from Grant

F11-11-20 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 the following substitute service providers on an as needed basis
Quotes Received (contracts on file in BOE)**

Delta T Group
Swing Education

F11-12-20 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 the following purchases:

NCPA Contract # NCPA 01-44

P.O. 001174 – Gov Connection Inc - \$25,055.20 – Microsoft Licensing

P.O. 001175 – Gov Connection Inc. - \$5,502.51 – Technology supplies

EDS Bid #8572, HCESC Co-op #34HUNCCP

P.O. 001176 – Keyboard Consultant Inc. - \$4,705.17 – TV's for elementary conference rooms.

P.O. 001177 – Keyboard Consultant Inc. - \$959.00 – installation of Promethean Board

PERSONNEL COMMITTEE:

RESOLUTIONS:

P11-01-20 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:

Leave of Absence:

Employee ID #0454 – unpaid sick leave – 11/11/19 – 11/22/19

Employee ID #1048 – paid sick leave – 12/16/19 – 12/20/19

Employee ID #0926 – paid sick leave – 10/28/19 – 11/1/19

Employee ID #0818 – paid sick leave – 10/7/19 – 10/11/19

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

P11-02-20 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

Lunch Aide:*

E. Altomare – ES @ \$17/hr

Substitutes Teachers:*

J. Giaquinto – (c) @ \$15/hr

A. Davis – (S) @ \$16/hr

Substitute Nurse:*

C. Risquet @ \$115/day

- P11-03-20 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:

Resignation:

S. Quimbayo – keys program student helper effective 10/23/19

L. Muldoon – ES PT Spec Ed teacher effective 12/5/19

D. Merolli – ES Lunch Aide effective 11/1/19

- P11-04-20 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:

Extra Pay:

J. Lopera – PreK leave replacement interview committee on 10/17/19 @ 2 hrs @ \$32/hr

V. Tsakelovia – SAT Prep Coordinator – not to exceed 10 hrs @ \$32/hr

C. Lange for 1 ½ hrs @ \$35.63/hr on 11/14/19

A. Lustmann 1 ½ hrs @ \$41.43/hr on 11/14/19

- P11-05-20 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:

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

Leave Replacement:*

M. Barbone - HS Guidance @ \$150/day effective 12/9/19 – 5/27/20

D. Spataro for MS Guidance @ \$150/day effective 1/6/20 – 6/23/20

***Pending Receipt of Paperwork**

P11-06-20 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:

V. Incognito – 60 observation hours with S. Brander – LS - Ramapo College

P11-07-20 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:

Volunteer:

A. Baeira – wrestling coach

P11-08-20 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:

Home Instruction:

S. Claus – 6 hrs/wk plus prep @ \$40/hr – student #1001098

E. Oettinger – 6 hrs/wk plus prep @ @ \$40/hr – student #1001098

RESOLUTIONS:

PL11-01-20 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 F)

Second 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

Policy/Regulation #5111 – Eligibility of Resident/Nonresident Students

First Reading:

Policy/Regulation #8602 – Keys Before and After School Programs

BOOKS

<u>TITLE:</u>	<u>COPYRIGHT DATE:</u>	<u>ISBN #:</u>
Houghton Mifflin Harcourt Journeys 1.1	2011	978-0-547-25168-4
Houghton Mifflin Harcourt Journeys 1.2	2011	978-0-547-25171-4
Houghton Mifflin Harcourt Journeys 1.3	2011	978-0-547-25174-5
Houghton Mifflin Harcourt Journeys 1.4	2011	978-0-547-25176-9
Houghton Mifflin Harcourt Journeys 1.5	2011	978-0-547-25178-3
Houghton Mifflin Harcourt Journeys 1.6	2011	978-0-547-25183-7
Houghton Mifflin Harcourt Journeys 2.1	2011	978-0-547-25191-2
Houghton Mifflin Harcourt Journeys 2.2	2011	978-0-547-25193-6
Houghton Mifflin Harcourt Journeys 3.1	2011	978-0-547-25153-0
Houghton Mifflin Harcourt Journeys 3.2	2011	978-0-547-25155-4
Houghton Mifflin Harcourt Journeys 4	2011	978-0-547-25156-1
Houghton Mifflin Harcourt Journeys 5	2011	978-0-547-25157-8
CPO: Earth Science	2007	1-58892-476-9
Scott Foresman: Science	2006	0-328-10002-1
Scott Foresman: Science	2006	0-328-10001-3
Scott Foresman: All Together	2005	0-328-07568-X
Scott Foresman: The United States	2005	0-328-07572-8
Scott Foresman: People and Places	2005	0-328-07569-8

6

DATE REQUESTED

FACILITY REQUEST

CONTACT

Nov-19

ORGANIZATION

[illegible]

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
021198	09/12/19		1400	THE GRAYCLIFF	\$500.00
021199	09/12/19		4429	TYCO TEES	\$900.00
021200	09/18/19		N379	IL TULIPANO	\$500.00
021201	09/19/19		8844	BAUER SPORTS SHOP	\$594.00
021202	09/19/19		E021	MUSEUM OF JEWISH HERITAGE	\$150.00
021203	09/24/19		0608	O.DIBELLA MUSIC, INC	\$4,500.00
062778 H	09/09/19		6351	COSTCO	\$543.63
062779	09/12/19		1150	DELTA DENTAL	\$24,252.80
062780	09/12/19		1364	MINDCROSS TRAINING AND CONSULTING, LLC	\$1,800.00
062781	09/12/19		B064	NORTHEASTERN INTERIOR SERVICES LLC	\$311,790.00
062782	09/12/19		2224	SCIROCCO FINANCIAL GROUP INC	\$59,508.79
062783	09/12/19		1150	DELTA DENTAL	\$22,449.68
062784	09/17/19		6149	POSITIVE PROMOTIONS	\$702.48
062785	09/19/19		4396	CAROLINA BIOLOGICAL SUPPLY CO.	\$93.17
062786	09/20/19		0180	BERGEN COUNTY SPECIAL SERVICES	\$7,482.24
062787	09/20/19		O089	NICKERSON NEW JERSEY, INC	\$440,549.17
062788 H	09/23/19		6351	COSTCO	\$184.98
062791	09/23/19		0222	BOROUGH OF HASBROUCK HEIGHTS	\$89,618.63
062792	09/23/19		1269	PEPPER, J.W. & SON, INC.	\$1,285.99
062793	09/23/19		1269	PEPPER, J.W. & SON, INC.	\$356.99
062794	09/24/19		0608	O.DIBELLA MUSIC, INC	\$1,759.00
062795	09/26/19		2354	TREASURER - STATE OF NEW JERSEY	\$7,843.54
062796	09/27/19		9024	CABLEVISION LIGHTPATH	\$7,264.92
062797	09/27/19		2388	4 DIAMOND TRANSPORTATION LLC	\$1,170.50
062798	09/27/19		0132	A.N.D.SERVICES, INC.	\$1,171.75
062799	09/27/19		3021	A.T. & T	\$149.39
062800	09/27/19		R712	ABDELWAHAB, ADHAM	\$141.00
062801 V	09/27/19	10/15/19	0003	AGILE SPORTS TECNOLOGIES, INC.	\$1,800.00
062802	09/27/19		4955	ALL JERSEY FENCE CO	\$4,800.00
062803	09/27/19		I006	ALTAMORE, CARRIANN	\$2,000.00
062804	09/27/19		5048	ALUMINUM ATHLETIC EQUIPMENT CO.	\$651.90
062805	09/27/19		1173	AMOROSI, JOHN M.	\$150.00
062806	09/27/19		2525	AT HOME MEDICAL	\$40.00
062807	09/27/19		5171	ATLANTIC BUSINESS PRODUCTS	\$315.82
062808	09/27/19		3351	B&H PHOTO/B&H FOTO & ELECT CORP.	\$538.14
062809	09/27/19		1496	BANC OF AMERICA PUBLIC CAPITAL CORP	\$5,717.49
062810	09/27/19		0157	BARNES & NOBLE	\$6,666.17
062811	09/27/19		F285	BARSOUM, MARY	\$141.00
062812	09/27/19		1627	BAYADA HOME HEALTH CARE, INC.	\$2,103.75

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062814	09/27/19		1826	BCCA HOLIDAY WRESTLING TOURNAMENT	\$460.00
062815	09/27/19		R543	BCSCA	\$100.00
062816	09/27/19		2347	BEHAVIOR INTERVENTION RESOURCES	\$675.00
062817	09/27/19		N732	BEHRENS, DANIEL	\$94.00
062818	09/27/19		0180	BERGEN COUNTY SPECIAL SERVICES	\$17,854.00
062820	09/27/19		Z963	BERMUDEZ, JULIAN	\$94.00
062822	09/27/19		I752	BIG SIGNS.COM INC	\$899.00
062823	09/27/19		V579	BINCOLETTA, DANA	\$94.00
062824	09/27/19		B711	BIOZONE CORP	\$4,619.19
062825	09/27/19		0222	BOROUGH OF HASBROUCK HEIGHTS	\$1,430.37
062826	09/27/19		4336	CABLEVISION	\$195.45
062827	09/27/19		9024	CABLEVISION LIGHTPATH	\$5,698.92
062828	09/27/19		4605	CAMCOR, INC.	\$46.53
062829	09/27/19		2463	CARE PLUS NJ, INC	\$200.00
062830	09/27/19		4396	CAROLINA BIOLOGICAL SUPPLY CO.	\$587.77
062831	09/27/19		0286	CASCADE SCHOOL SUPPLIES	\$1,536.66
062832	09/27/19		Z900	CASILLAS, DERICK	\$141.00
062833	09/27/19		1487	CCL THERAPY, LLC	\$300.00
062834	09/27/19		V054	CHEUNG, CARMEN	\$188.00
062835	09/27/19		M789	CIFELLI & SON GENERAL CONSTRUCTION	\$140,850.00
062836	09/27/19		2213	CLASSIC FLOOR FINISHING, INC	\$9,045.92
062837	09/27/19		D328	CONRAD, JEANINE	\$200.00
062838	09/27/19		1505	DAVID GREGORY SCHOOL, INC.	\$64,367.80
062839	09/27/19		D907	DEGUZMAN, ANGELINA	\$47.00
062840	09/27/19		0403	DEMCO	\$119.21
062841	09/27/19		2510	DEPALMA; DOMINICK	\$140.00
062842	09/27/19		0426	DINGERTOPADRE; MARIA	\$1,367.76
062843	09/27/19		R552	DRAMTIC PUBLISHING COMPANY/DPC	\$478.77
062844	09/27/19		1115	DREW UNIVERSITY	\$895.00
062845	09/27/19		0434	EAI EDUCATION	\$143.01
062846	09/27/19		1748	EASTERN ACOUSTICS CO.	\$203.25
062847	09/27/19		0446	EDUCATIONAL DATA SERVICES, INC	\$1,157.50
062848	09/27/19		0515	FEDERAL EXPRESS CORP.	\$18.34
062849	09/27/19		L383	FILE BANK INC	\$514.36
062850	09/27/19		2779	FISHER SCIENCE EDUCATION CO	\$86.80
062851	09/27/19		2282	FLINN SCIENTIFIC INC.	\$1,152.30
062852	09/27/19		1653	FOLLETT SCHOOL SOLUTIONS	\$516.15
062853	09/27/19		1480	FORUM SCHOOL	\$13,129.20
062854	09/27/19		0556	FREY SCIENTIFIC CO.	\$704.61

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062855	09/27/19		9718	GOV CONNECTION INC	\$2,236.62
062856	09/27/19		U270	GRIBBIN, JANINE	\$50.00
062857	09/27/19		4316	HEALY AWARDS, INC.	\$489.71
062858	09/27/19		4011	HEINEMANN PUBLISHING COMPANY	\$1,056.00
062859	09/27/19		4338	HIGH POINT SCHOOL OF BERGEN COUNTY	\$34,944.81
062860	09/27/19		0716	HOME DEPOT	\$1,277.23
062861	09/27/19		0509	INFOBASE LEARNING (FACTS ON FILE,INC.)	\$2,007.75
062862	09/27/19		C131	IN-LINE AIR CONDITIONING CO, INC	\$3,524.41
062863	09/27/19		4251	J & B LOCK & ALARM	\$23.03
062864	09/27/19		8722	J & H RADIO	\$742.50
062865	09/27/19		E912	KALDAS, MARIA	\$47.00
062866	09/27/19		D895	KALDEN, DECHEN	\$47.00
062867	09/27/19		W881	KIM, JOSEPH	\$188.00
062868	09/27/19		5053	KURTZ BROS.	\$1.27
062869	09/27/19		0851	LAKESHORE LEARNING MATERIALS	\$129.36
062870	09/27/19		2799	LAKEVIEW LEARNING CENTER	\$7,932.78
062871	09/27/19		C984	LATCHY CATCHY	\$1,600.00
062872	09/27/19		S697	LEGO BRAND RETAIL, INC	\$2,359.90
062873	09/27/19		1559	LEISURE SPORTING GOODS	\$297.60
062874	09/27/19		0874	LEONIA BOARD OF EDUCATION	\$52,956.00
062875	09/27/19		0877	LEVY'S INC.	\$197.50
062876	09/27/19		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$17,323.67
062877	09/27/19		0626	MEDCO SUPPLY COMPANY	\$1,716.80
062878	09/27/19		4644	MESSERY, DINA	\$50.00
062879	09/27/19		1016	METRO FIRE & SAFETY CO.	\$8,240.00
062880	09/27/19		4632	MGL PRINTING SOLUTIONS	\$568.00
062881	09/27/19		0514	MIHALITSIANOS, GERASIMOS	\$50.00
062882	09/27/19		I205	MINICHELLO, MIA	\$188.00
062883	09/27/19		2564	MONTE ELECTRIC, INC.	\$8,685.00
062884	09/27/19		Q437	MTI ENTERPRISES, INC/DBA MUSIC	\$1,655.00
062885	09/27/19		1003	NASCO	\$1,504.77
062886	09/27/19		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$980.31
062887	09/27/19		0275	NATIONAL ART & SCHOOLL SUPPLIES	\$23.30
062888	09/27/19		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$1,200.00
062889	09/27/19		1135	NJ ASSOC SCH BUS OFFICIALS	\$300.00
062890	09/27/19		0465	NJ MEDICAL WASTE	\$580.50
062891	09/27/19		A952	NJFCA	\$150.00
062892	09/27/19		K598	NJIC	\$245.00
062893	09/27/19		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$496.50

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062894	09/27/19		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$755.25
062895	09/27/19		0648	CONNOR, DYLAN	\$188.00
062896	09/27/19		2476	ORIENTAL TRADING CO.	\$4,985.95
062897	09/27/19		W564	PALLADINO, MADISON	\$94.00
062898	09/27/19		1822	PALOS SPORTS	\$2,965.98
062899	09/27/19		1245	PARAMOUNT EXTERMINATING	\$125.00
062900	09/27/19		J458	PASCACK DATA SERVICES, INC.	\$778.92
062901	09/27/19		2702	PASQUALE & DELEASA , LLC	\$825.00
062902	09/27/19		1256	PASSONS SPORTS CENTER	\$6,367.30
062903	09/27/19		0646	PERENNIAL SERVICES, LLC	\$3,700.00
062904	09/27/19		0229	PITNEY BOWES INC (SUPPLIES)	\$318.48
062905	09/27/19		3158	PITNEY BOWES PURCHASE POWER	\$1,000.00
062906	09/27/19		4325	PITSCO, INC.	\$43.01
062907	09/27/19		0624	PIZZUTE; LINDA	\$81.53
062908	09/27/19		7069	PKF OCONNOR DAVIES, LLP	\$25,000.00
062909	09/27/19		2103	POCONO PROFOODS	\$1,484.90
062910	09/27/19		E396	PRATAP, ANURAG	\$188.00
062911	09/27/19		1293	PRESTIGE AWARDS	\$217.00
062912	09/27/19		2328	PSE & GCO	\$22,167.34
062913	09/27/19		5556	R&J CONTROL, INC.	\$175.00
062914	09/27/19		1699	R&R TROPHY & SPORTING GOODS CO	\$160.24
062916	09/27/19		6175	RESOURCES FOR EDUCATORS	\$248.50
062917	09/27/19		1740	RIDDEL/ALL AMERICAN SPORTS CORP	\$994.35
062918	09/27/19		1358	RIDGEFIELD BOARD OF EDUCATION	\$19,968.00
062920	09/27/19		H879	RIS CONSTRUCTION CORP	\$47,375.00
062921	09/27/19		2066	S & S ARTS & CRAFTS INC	\$137.46
062922	09/27/19		2370	SADLIER - OXFORD	\$5,286.96
062923	09/27/19		2121	SARGENT-WELCH SCIENTIFIC	\$783.35
062924	09/27/19		8191	SCHOLASTIC /UPFRONT	\$318.67
062925	09/27/19		2000	SCHOOL HEALTH CORP.	\$2,105.36
062926 V	09/27/19	09/30/19	1934	SCHOOL OUTFITTERS	
062927 V	09/27/19	09/27/19		00.0 \$ Multi Stub Void	
062928 V	09/27/19	09/27/19		00.0 \$ Multi Stub Void	
062929 V	09/27/19	09/27/19		00.0 \$ Multi Stub Void	
062930	09/27/19		1401	SCHOOL SPECIALTY, INC.	\$22,822.73
062932	09/27/19		5000	SCHOOL SPECIALTY, INC/SPORTIME	\$92.16
062933	09/27/19		2006	SCHWAAB	\$74.74
062934	09/27/19		3302	SCRIPPS NATIONAL SPELLING BEE	\$172.50
062935	09/27/19		0925	SD GAMEDAY, LLC.	\$115.00

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
062936	09/27/19		M924	SHAH, ARCHAN	\$235.00
062937	09/27/19		2024	SHERWIN WILLIAMS CO.	\$224.57
062938	09/27/19		T396	SIRECI, MATTHEW	\$94.00
062939	09/27/19		2322	SOUTH BERGEN JOINTURE COMM.	\$179,566.01
062940	09/27/19		Y360	SPECIALTY GRAPHICS LLC	\$3,790.00
062941	09/27/19		K092	SPEEDY LUBEOF MAYWOOD, INC	\$70.35
062942	09/27/19		2070	STANS SPORTS CENTER	\$3,882.00
062943 V	09/27/19	09/27/19		00.0 \$ Multi Stub Void	
062944 V	09/27/19	09/27/19		00.0 \$ Multi Stub Void	
062945	09/27/19		2775	STAPLES ADVANTAGE	\$5,850.56
062946	09/27/19		L336	STAPLES CONTRACT & COMM, INC/ED DATA	\$328.89
062947	09/27/19		A415	STAVASH, ADAM	\$141.00
062948	09/27/19		2427	STOCKTON UNIVERSITY	\$178.00
062949	09/27/19		0639	SUEZ WATER OF NEW JERSEY	\$4,140.29
062950	09/27/19		2094	SUPER DUPER PUBLICATIONS	\$24.95
062951	09/27/19		Q975	SUSAN OSULLIVAN	\$1,500.00
062952	09/27/19		M329	SYED, HAIDER	\$94.00
062953	09/27/19		H704	TAVERAS, HECTOR	\$94.00
062954	09/27/19		1202	TEACHERS CURRICULUM INSTITUTE, LLC	\$1,082.00
062955	09/27/19		1650	TEAM GB	\$380.00
062956	09/27/19		Q864	THAKKAR, KRUTIKA	\$94.00
062957	09/27/19		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN	\$25,212.06
062958	09/27/19		J701	THOOL, TEJASI	\$47.00
062959	09/27/19		1961	TRAP-ZAP ENVIRONMENTAL SYSTEMS, INC	\$477.00
062960	09/27/19		2801	TREE-LAND NURSERY	\$4,750.00
062961	09/27/19		2129	TRIARCO ARTS & CRAFTS, LLC	\$139.08
062962	09/27/19		E606	TULLO ICE INC.	\$200.00
062963	09/27/19		H853	UNITED SUPPLY CORP	\$23.82
062964	09/27/19		4454	VERIZON	\$2,386.21
062965	09/27/19		2588	VERIZON WIRELESS	\$348.36
062966	09/27/19		4427	W.B. MASON CO., INC.	\$23,726.95
062967	09/27/19		0209	WARD'S NATURAL SCIENTIFIC	\$1,831.66
062968	09/27/19		2691	WINDSOR LEARNING CENTER, INC	\$84,480.00
062969	09/27/19		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS	\$285.00
062970	09/27/19		K342	ZUNIGA, LISSETTE	\$210.00
062971 V	09/30/19	09/30/19	1555	IMPALLI, EDNA	
062972	09/30/19		1555	IMPALLI, EDNA	\$233.68
092519 H	09/30/19		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,492.73
109700 H	09/12/19		Y329	JOSHUA TOURS	\$688.00

Starting date 9/1/2019 Ending date 9/30/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
627780 H	09/09/19		6351	COSTCO	\$3.00
628130	09/27/19		4628	BCASBO	\$250.00
628190	09/27/19		1991	BERGEN TRACK & FIELD	\$620.00
628210	09/27/19		1524	BH SECURITY	\$100.62
629150	09/27/19		5102	REALLY GOOD STUFF, INC.	\$117.03
629190	09/27/19		1069	RINGWOOD BOARD OF EDUCATION	\$21,391.20
629310	09/27/19		1579	SCHOOL SPECIALTY, INC.	\$4,655.75
905190 H	09/05/19		1159	STATE OF NJ HEALTH BENEFITS	\$409,939.50
918190 H	09/18/19		1159	STATE OF NJ HEALTH BENEFITS	\$410,656.47
930190	09/30/19		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,875,534.07
931190 H	09/30/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$33,656.01
932190 H	09/30/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$100,847.01
935190 H	09/30/19		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,632.84

Starting date 9/1/2019 Ending date 9/30/2019

Fund Totals		
10	General Funds	\$100,847.01
11	GENERAL FUND	\$4,286,511.81
12	Capital Outlay	\$314,189.99
20	Special Revenue Fund	\$68,037.49
60	Enterprise Fund	\$41,005.16
95	STUDENT ACTIVITY	\$7,832.00
Total for all checks listed		\$4,818,423.46

Prepared and submitted by:  11/19/19
Board Secretary Date

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$4,725,201.52
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		\$21,882,049.50

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$2,542,051.07	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$2,542,051.07

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	(\$32,702,419.89)	\$409,153.11

Total assets and resources

\$29,560,655.20

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$1,011.52
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$1,011.52

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$24,990,350.66
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	(\$7,295,650.33)	
	Less: Encumbrances	(\$24,375,356.46)	(\$31,671,006.79)
	Total appropriated		\$29,885,388.06

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		\$29,559,643.68
	Total liabilities and fund equity		<u>\$29,560,655.20</u>

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$35,344,386.20	\$31,671,006.79	\$3,673,379.41
Revenues	(\$33,111,573.00)	(\$32,702,419.89)	(\$409,153.11)
Subtotal	<u>\$2,232,813.20</u>	<u>(\$1,031,413.10)</u>	<u>\$3,264,226.30</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>(\$3,419,886.09)</u>	<u>\$4,741,999.29</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>(\$4,127,505.09)</u>	<u>\$4,942,499.29</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>(\$4,127,505.09)</u>	<u>\$4,942,499.29</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$814,994.20</u>	<u>(\$3,419,886.09)</u>	<u>\$4,741,999.29</u>

Prepared and submitted by :

Alina Messery 11/19/19
Board Secretary Date

Starting date 7/1/2019 Ending date 9/30/2019 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	30,002,382	Under	127,992
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	7,111	Under	12,403
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		33,111,573	0	33,111,573	32,702,420		409,153
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		252,142	11,502	263,644	126,071	133,623	3,950
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,265,603	28,866	10,294,469	1,329,623	8,715,150	249,696
10300	Total Special Education - Instruction	3,302,620	0	3,302,620	326,677	2,965,802	10,142
11160	Total Basic Skills/Remedial – Instruct.	163,435	120	163,555	19,564	143,990	1
12160	Total Bilingual Education – Instruction	175,315	0	175,315	17,500	156,713	1,102
17100	Total School-Sponsored Co/Extra Curricul	218,979	0	218,979	16,262	191,076	11,641
17600	Total School-Sponsored Athletics – Instr	550,226	0	550,226	134,085	324,649	91,491
20620	Total Summer School	72,492	0	72,492	59,125	0	13,367
29180	Total Undistributed Expenditures - Instr	2,745,888	0	2,745,888	340,024	1,319,573	1,086,291
29680	Total Undistributed Expenditures – Atten	119,378	0	119,378	29,756	89,622	0
30620	Total Undistributed Expenditures – Healt	338,789	0	338,789	25,160	240,933	72,696
40580	Total Undistributed Expend – Speech, OT,	1,167,585	90	1,167,675	116,156	322,560	728,959
41080	Total Undist. Expend. – Other Supp. Serv	475,432	0	475,432	28,182	347,250	100,000
41660	Total Undist. Expend. – Guidance	505,135	0	505,135	51,254	453,255	626
42200	Total Undist. Expend. – Child Study Team	845,815	129	845,944	144,041	697,081	4,822
43200	Total Undist. Expend. – Improvement of I	138,998	0	138,998	63,506	72,033	3,459
43620	Total Undist. Expend. – Edu. Media Serv.	348,006	0	348,006	60,382	270,592	17,032
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	895	195	6,910
45300	Support Serv. - General Admin	567,197	0	567,197	162,735	345,437	59,025
46160	Support Serv. - School Admin	1,201,779	53	1,201,832	306,751	866,788	28,292
47200	Total Undist. Expend. – Central Services	400,953	1,141	402,094	99,026	283,922	19,146
47620	Total Undist. Expend. – Admin. Info. Tec	171,147	0	171,147	36,493	64,631	70,023
51120	Total Undist. Expend. – Oper. & Maint. O	2,980,472	562,275	3,542,747	1,511,874	1,698,403	332,470
52480	Total Undist. Expend. – Student Transpor	798,652	0	798,652	112,118	67,017	619,517
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,914,530	(10,950)	5,903,580	1,469,513	4,362,545	71,522
75880	TOTAL EQUIPMENT	20,466	21,770	42,236	22,866	18,769	601
76260	Total Facilities Acquisition and Constr	980,358	(1)	980,357	686,010	223,750	70,597
Total		34,729,392	614,994	35,344,386	7,295,650	24,375,356	3,673,379

Starting date 7/1/2019 Ending date 9/30/2019 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
00190	10-1300	Total Tuition		0	0	0	5,686		(5,686)
00260	10-1910	Rents and Royalties		48,000	0	48,000	100	Under	47,900
00300	10-1___	Unrestricted Miscellaneous Revenues		150,000	0	150,000	67,022	Under	82,978
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	7,111	Under	12,403
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				33,111,573	0	33,111,573	32,702,420		409,153

Expenditures:

				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				252,142	11,502	263,644	126,071	133,623	3,950
02080	11-110-___-101	Kindergarten – Salaries of Teachers		461,710	0	461,710	46,171	415,539	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,202,797	0	3,202,797	305,864	2,896,933	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,958,579	0	1,958,579	193,244	1,765,335	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,624,983	0	3,624,983	318,591	3,306,392	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	12,475	7,862	96,573
03040	11-190-1___-340	Purchased Technical Services		255,780	0	255,780	121,649	83,708	50,423
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	143,721	105,776	39,490
03100	11-190-1___-640	Textbooks		60,000	(14,120)	45,880	2,450	9,775	33,655
03120	11-190-1___-8___	Other Objects		7,000	9,000	16,000	2,852	8,786	4,363
04500	11-204-100-101	Salaries of Teachers		145,955	0	145,955	14,596	131,360	0
04520	11-204-100-106	Other Salaries for Instruction		70,206	0	70,206	6,773	63,433	0
04600	11-204-100-610	General Supplies		1,000	250	1,250	903	151	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	234,066	2,071,363	0
07020	11-213-100-106	Other Salaries for Instruction		497,442	0	497,442	45,266	452,176	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	452	1,105	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	12,098	108,882	0
08520	11-216-100-106	Other Salaries for Instruction		93,608	0	93,608	9,361	84,247	0
08600	11-216-100-6___	General Supplies		4,000	0	4,000	1,152	95	2,753
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	19,445	143,990	0
11100	11-230-100-610	General Supplies		0	120	120	119	0	1
12000	11-240-100-101	Salaries of Teachers		174,015	0	174,015	17,402	156,614	0

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12100	11-240-100-610	General Supplies	1,100	0	1,100	99	100	902
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	202,479	0	202,479	13,728	188,751	0
17040	11-401-100-6__	Supplies and Materials	12,000	0	12,000	2,534	2,000	7,466
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	67,382	289,470	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	47,250	0	47,250	10,200	2,300	34,750
17540	11-402-100-6__	Supplies and Materials	111,124	0	111,124	43,678	32,470	34,976
17560	11-402-100-8__	Other Objects	35,000	0	35,000	12,825	410	21,765
20000	11-422-100-101	Salaries of Teachers	28,325	14,049	42,374	36,683	0	5,691
20020	11-422-100-106	Other Salaries of Instruction	18,667	0	18,667	13,511	0	5,156
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	(179,748)	660,275	119,537	479,042	61,696
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	15,900	122,400	255,402
29100	11-000-100-566	Tuition to Priv. School for the Disabled	675,355	179,748	855,103	204,587	641,392	9,125
29160	11-000-100-569	Tuition – Other	76,740	0	76,740	0	76,740	0
29500	11-000-211-1__	Salaries	119,378	0	119,378	29,756	89,622	0
30500	11-000-213-1__	Salaries	259,289	0	259,289	23,929	235,360	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	5,573	4,980
30600	11-000-213-8__	Other Objects	3,500	0	3,500	784	0	2,716
40500	11-000-216-1__	Salaries	240,585	0	240,585	24,059	216,527	0
40520	11-000-216-320	Purchased Professional – Educational Ser	920,000	0	920,000	90,032	104,850	725,118
40540	11-000-216-6__	Supplies and Materials	6,000	0	6,000	1,975	1,184	2,841
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	28,182	347,250	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	51,087	452,299	0
41580	11-000-218-390	Other Purchased Professional & Technical	500	(250)	250	0	0	250
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	250	(250)	0	0	0	0
41620	11-000-218-6__	Supplies and Materials	500	(125)	375	168	81	126
41640	11-000-218-8__	Other Objects	500	625	1,125	0	875	250
42000	11-000-219-104	Salaries of Other Professional Staff	727,109	0	727,109	114,486	612,623	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	109,706	0	109,706	27,426	82,280	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	2,000	0	2,000	82	0	1,918
42160	11-000-219-6__	Supplies and Materials	5,000	129	5,129	952	1,745	2,432
42180	11-000-219-8__	Other Objects	2,000	0	2,000	1,095	433	472
43020	11-000-221-104	Salaries of Other Professional Staff	133,498	0	133,498	62,351	71,147	0

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	132	542	2,326
43180	11-000-221-8__	Other Objects	2,500	0	2,500	1,023	344	1,133
43500	11-000-222-1__	Salaries	328,306	0	328,306	57,714	270,592	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	2,668	0	10,332
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	895	195	6,910
45000	11-000-230-1__	Salaries	288,306	0	288,306	37,041	217,394	33,872
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	25,000	10,000	0
45120	11-000-230-340	Purchased Technical Services	15,050	(1,000)	14,050	0	8,752	5,298
45140	11-000-230-530	Communications/Telephone	61,242	1,000	62,242	10,922	50,856	464
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	55,035	100	1,865
45200	11-000-230-610	General Supplies	7,000	0	7,000	368	2,579	4,052
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	192,262	576,786	0
46020	11-000-240-104	Salaries of Other Professional Staff	129,857	0	129,857	32,464	97,393	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	244,874	0	244,874	56,636	188,238	0
46120	11-000-240-6__	Supplies and Materials	45,000	53	45,053	19,599	3,526	21,927
46140	11-000-240-8__	Other Objects	13,000	0	13,000	5,790	845	6,365
47000	11-000-251-1__	Salaries	366,649	0	366,649	92,299	274,350	0
47040	11-000-251-340	Purchased Technical Services	19,804	1,141	20,945	3,456	8,810	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	1,460	662	7,878
47180	11-000-251-890	Other Objects	4,000	0	4,000	1,540	100	2,360
47500	11-000-252-1__	Salaries	98,147	0	98,147	34,128	64,019	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	2,365	612	31,273
47600	11-000-252-8__	Other Objects	500	0	500	0	0	500
48500	11-000-261-1__	Salaries	110,338	0	110,338	27,585	82,753	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	717,619	236,210	953,829	738,699	151,792	63,338
48540	11-000-261-610	General Supplies	15,000	0	15,000	3,625	0	11,375
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	229,178	801,809	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	90,000	236,854	326,854	273,436	22,836	30,581
49120	11-000-262-490	Other Purchased Property Services	35,000	0	35,000	10,666	24,334	0
49140	11-000-262-520	Insurance	147,068	0	147,068	75,112	69,783	2,173
49160	11-000-262-590	Miscellaneous Purchased Services	0	27,957	27,957	25,627	2,315	16

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49180	11-000-262-610	General Supplies	160,000	16,256	176,256	42,473	7,953	125,830
49200	11-000-262-621	Energy (Natural Gas)	140,500	0	140,500	6,025	134,475	0
49220	11-000-262-622	Energy (Electricity)	252,200	0	252,200	38,720	213,480	0
49280	11-000-262-8__	Other Objects	16,000	0	16,000	6,430	3,685	5,885
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	65,000	24,999	89,999	12,163	19,556	58,281
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	7,976	71,784	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	63,000	22,500	85,500	0	85,500	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	55,000	(2,500)	52,500	13,721	5,867	32,912
51060	11-000-266-610	General Supplies	1,000	0	1,000	439	481	80
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	7,341	32,659	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	10,000	0	10,000	248	9,752	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	15,000	0	15,000	1,355	0	13,645
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	1,840	5,900	57,259
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	55,000	0	55,000	88	(88)	55,000
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	600,000	0	600,000	99,766	12,224	488,010
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	1,430	6,570	2,000
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	71,950	274,066	684
71060	11-000-291-241	Other Retirement Contributions - PERS	345,266	0	345,266	4,150	341,116	0
71140	11-000-291-250	Unemployment Compensation	30,000	(10,950)	19,050	0	0	19,050
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	1,174,324	3,702,616	2,084
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	2,400	0	600
76080	12-000-400-450	Construction Services	973,500	(1)	973,499	686,010	223,750	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	7,295,650	24,375,356	3,673,379

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		(\$64,034.15)
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	(\$106,220.00)	\$847,614.00

Total assets and resources

\$981,999.03

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$64,034.15)
411	Intergovernmental accounts payable - state			\$84,355.94
421	Accounts payable			\$726.20
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$575.91
	Other current liabilities			\$10,551.30
	Total liabilities			\$96,209.35

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$502,514.35
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	(\$68,044.32)		
	Less: Encumbrances	(\$502,514.35)	(\$570,558.67)	\$383,275.33
	Total appropriated			\$885,789.68

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$885,789.68
	Total liabilities and fund equity			<u>\$981,999.03</u>

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 20 Special Revenue Fund

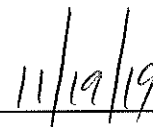
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$953,834.00	\$570,558.67	\$383,275.33
Revenues	(\$953,834.00)	(\$106,220.00)	(\$847,614.00)
Subtotal	<u>\$0.00</u>	<u>\$464,338.67</u>	<u>(\$464,338.67)</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>\$464,338.67</u>	<u>(\$464,338.67)</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>\$464,338.67</u>	<u>(\$464,338.67)</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>\$464,338.67</u>	<u>(\$464,338.67)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$464,338.67</u>	<u>(\$464,338.67)</u>

Prepared and submitted by :


Board Secretary

Date



Starting date 7/1/2019 Ending date 9/30/2019 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	106,220	Under	198,850
00830	Total Revenues from Federal Sources	572,000	65,764	637,764	0	Under	637,764
Total		866,600	87,234	953,834	106,220		847,614
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	38,300	38,494	76,794	8,640	45,190	22,964
84100	Local Projects	0	11,000	11,000	8,100	0	2,900
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	2,600	23,396	0
88080	Nonpublic Technology Initiative	11,000	(1,352)	9,648	0	0	9,648
88740	Total Federal Projects	572,000	44,670	616,670	48,705	422,455	145,510
Total		866,600	87,234	953,834	68,044	502,514	383,275

Starting date 7/1/2019 Ending date 9/30/2019 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	106,220	Under	198,850
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	106,220		847,614

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				38,300	38,494	76,794	8,640	45,190	22,964
84100	20- - -	Local Projects		0	11,000	11,000	8,100	0	2,900
88000	20- - -	Nonpublic Textbooks		16,200	(2,074)	14,126	0	11,473	2,653
88020	20- - -	Nonpublic Auxillary 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	2,600	23,396	0
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	9,626	120,275	10,819
88520	20- - -	Title II		27,500	2,184	29,684	0	0	29,684
88540	20- - -	Title III		11,500	9,448	20,948	319	6,739	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	38,760	295,441	81,117
Total				866,600	87,234	953,834	68,044	502,514	383,275

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$80,569.27
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	(\$42,055.03)	(\$42,055.03)

Total assets and resources

\$38,514.24

Starting date 7/1/2019 Ending date 9/30/2019 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 9/30/2019 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	(\$42,055.03)	\$42,055.03
Subtotal	<u>\$0.00</u>	<u>(\$42,055.03)</u>	<u>\$42,055.03</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>(\$42,055.03)</u>	<u>\$42,055.03</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>(\$42,055.03)</u>	<u>\$42,055.03</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>(\$42,055.03)</u>	<u>\$42,055.03</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$42,055.03)</u>	<u>\$42,055.03</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 9/30/2019 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	42,055		(42,055)
Total	0	0	0	42,055		(42,055)

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	42,055		(42,055)
Total	0	0	0	42,055		(42,055)

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		(\$682,162.83)
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		\$792,507.00

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	(\$1,003,892.00)	\$10,850.00

Total assets and resources

\$121,194.17

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$682,162.83)
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 **\$121,194.17**

Starting date 7/1/2019 Ending date 9/30/2019 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)	(\$1,003,892.00)	(\$10,850.00)
Subtotal	<u>\$3,796.00</u>	<u>(\$36,917.53)</u>	<u>\$40,713.53</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>(\$36,917.53)</u>	<u>\$40,713.53</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>(\$36,917.53)</u>	<u>\$40,713.53</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>(\$36,917.53)</u>	<u>\$40,713.53</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,796.00</u>	<u>(\$36,917.53)</u>	<u>\$40,713.53</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 9/30/2019 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	205,378	Under	10,850
Total		1,014,742	0	1,014,742	1,003,892		10,850
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 9/30/2019 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	205,378	Under	10,850
Total			1,014,742	0	1,014,742	1,003,892		10,850

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 9/30/2019 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$680,283.56
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	(\$215,358.48)	\$749,649.03

Total assets and resources

\$1,429,932.59

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 60 Enterprise 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		\$245,461.99
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	(\$108,589.65)	
	Less: Encumbrances	(\$240,449.23)	(\$349,038.88)
	Total appropriated		\$866,443.38

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		\$1,429,932.59
	Total liabilities and fund equity		<u>\$1,429,932.59</u>

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$970,020.27	\$349,038.88	\$620,981.39
Revenues	(\$965,007.51)	(\$215,358.48)	(\$749,649.03)
Subtotal	<u>\$5,012.76</u>	<u>\$133,680.40</u>	<u>(\$128,667.64)</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>\$133,680.40</u>	<u>(\$128,667.64)</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>\$133,680.40</u>	<u>(\$128,667.64)</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>\$133,680.40</u>	<u>(\$128,667.64)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$5,012.76</u>	<u>\$133,680.40</u>	<u>(\$128,667.64)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 9/30/2019 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	215,358	Under	749,649
Total		0	965,008	965,008	215,358		749,649
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	970,020	970,020	108,590	240,449	620,981
Total		0	970,020	970,020	108,590	240,449	620,981

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	965,008	965,008	215,358	Under	749,649
Total	0	965,008	965,008	215,358		749,649
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	20,000	20,000	0	45,000	(25,000)
99999	0	950,020	950,020	108,590	195,449	645,981
Total	0	970,020	970,020	108,590	240,449	620,981

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$103,297.49
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	\$99,142.52	
302	Less revenues	(\$12,017.95)	\$87,124.57

Total assets and resources

\$190,422.06

Starting date 7/1/2019 Ending date 9/30/2019 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		\$6,086.70
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	\$99,142.52	
602	Less: Expenditures	(\$13,492.08)	
	Less: Encumbrances	(\$6,086.70)	(\$19,578.78)
	Total appropriated		\$85,650.44

Unappropriated:

770	Fund balance, July 1	\$104,771.62	
771	Designated fund balance	\$0.00	
303	Budgeted fund balance	\$0.00	
	Total fund balance		\$190,422.06
	Total liabilities and fund equity		<u>\$190,422.06</u>

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$99,142.52	\$19,578.78	\$79,563.74
Revenues	(\$99,142.52)	(\$12,017.95)	(\$87,124.57)
Subtotal	<u>\$0.00</u>	<u>\$7,560.83</u>	<u>(\$7,560.83)</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>\$7,560.83</u>	<u>(\$7,560.83)</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>\$7,560.83</u>	<u>(\$7,560.83)</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>\$7,560.83</u>	<u>(\$7,560.83)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$7,560.83</u>	<u>(\$7,560.83)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		93,640	5,503	99,143	12,018	Under	87,125
Total		93,640	5,503	99,143	12,018		87,125
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		93,640	5,503	99,143	13,492	6,087	79,564
Total		93,640	5,503	99,143	13,492	6,087	79,564

Starting date 7/1/2019 Ending date 9/30/2019 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	93,640	5,503	99,143	12,018	Under	87,125
Total	93,640	5,503	99,143	12,018		87,125

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	93,640	5,503	99,143	13,492	6,087	79,564
Total	93,640	5,503	99,143	13,492	6,087	79,564

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

September 30, 2019

	Cash Balance 9/1/2019	Cash Receipts September-19	Cash Disbursements September-19	Cash Balance 9/30/2019
General Fund - 10	6,014,797.84	3,414,484.30	(4,704,080.62)	4,725,201.52
Special Revenue Fund - 20	(54,069.66)	58,073.00	(68,037.49)	(64,034.15)
Capital Projects Fund - 30	80,558.21	11.06	0.00	80,569.27
Debt Service Fund - 40	(688,169.83)	175,127.00	(169,120.00)	(682,162.83)
Enterprise Fund - 60	650,576.01	70,817.76	(41,110.21)	680,283.56
Total	6,003,692.57	3,718,513.12	(4,982,348.32)	4,739,857.37
Payroll Account	446.00	1,103,064.76	(1,103,064.76)	446.00
Payroll Agency Account	1,419.30	911,496.50	(913,029.14)	(113.34)
Unemployment Account	97,437.19	170.36	(186.64)	97,420.91
Summer Escrow Account	57.69	37,224.26	(0.11)	37,281.84
Flexible Spending Account	634.64	251.29	0.00	885.93
Grand Total	6,103,687.39	5,770,720.29	(6,998,628.97)	4,875,778.71

Chief School Administrator

11/19/19

Date

Month / Year: Sep 30, 2019

11/19/19

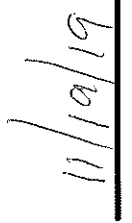
Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 9/30/2019	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
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 Curricular, 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 Educatio, 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 - Health, 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	(10,950)	-0.19%	580,503	602,403
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	(13,950)	-0.04%	3,393,310	3,421,210
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	20,466	18,769	39,235	3,923	3,001	7.65%	6,924	922

ATTACHMENT D

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 / (from)	9/30/2019	% 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
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0		0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0		0.00%	0	0
76380	Interest Deposit to Capital Reserve	10-604	2,800	0	2,800	280	0		0.00%	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
84000	Transfer of Funds to Charter Schools	10-000-100-56X	0	0	0	0	0		0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0		0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		34,480,550	614,442	35,094,992	3,509,499	(10,950)		-0.03%	3,498,549	3,520,449



School Business Administrator Signature



Date

[illegible]

POLICY GUIDE

PROGRAM M

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.**



POLICY GUIDE

- **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.



POLICY GUIDE

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.



POLICY GUIDE

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

Revised (Second Reading): November 21, 2019



POLICY GUIDE

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Aug 19
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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.]~~



POLICY GUIDE

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Student Transportation

[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."



POLICY GUIDE

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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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Student Transportation

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.**



POLICY GUIDE

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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

Revised (Second Reading) : November 21, 2019



REGULATION GUIDE

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Student Transportation
Aug 19

[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. Those 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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~~[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~~ All 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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- DC.** 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

Revised (Second Reading): November 21, 2019



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SUPPORT STAFF MEMBERS

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Commercial Driver's License Controlled Substance
and Alcohol Use Testing
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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

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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.

Revised (First Reading): October 24, 2019

Revised (Second Reading): November 21, 2019



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STUDENTS

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Eligibility of Resident/Nonresident Students

Jan 19

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[See POLICY ALERT Nos. 96, 109, 128, 143, 160, 171, 173, 189, 208, and 217]

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a



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tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A.



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18A:38-3.b. The school district shall not be obligated for transportation costs; and

4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However,



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in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and



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the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be



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ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



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If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy or build a residence in this school district may be enrolled without payment of tuition for a period of time not greater than 90 days prior to the anticipated date of residency. If any such student does not become a resident of the school district within 90 days after admission to school, the parents will be required to pay, to the Board of Education, 1/10 of the established rate for any portion of the month in which the children attend the schools. The parents will be responsible for transporting the students to and from school. The Superintendent of Schools will ensure that the appropriate contract is executed by the parents and that the required documentation is provided prior to enrolling the children in school.

Enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the school year without payment of tuition, provided that the parents/guardians move from the district during the sixty day period immediately previous to the end of the school year, or the pupil is in the fifth, eighth or twelfth grade and the parents/guardians move from the district. No transportation costs will be approved by the Board of Education. An enrolled student who is subsequently adopted by a new family that resides outside of the school district, may be permitted to continue as an enrolled student without payment of tuition, providing that the adoptive parents can demonstrate that it is critical to the adoption process to provide for such continuity for a period of one year, at the sole discretion of the Superintendent of Schools. If approved, the



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district will not be responsible for any transportation or out-of-district educational costs.

On a case by case basis, upon the sole discretion of the Superintendent of Schools, seniors who attend school for at least three complete high school prior years in this district and who move out of the district after the close of the Junior Year, will be permitted to continue their education at our high school without tuition payment. No transportation costs will be approved by the Board of Education. Students who are admitted under this provision must have attended Hasbrouck Heights High School for a minimum of three years to qualify for valedictorian selection.

Children of District Employees

~~Full time employees, (certificated and non-certificated staff members), shall enjoy the privilege of having their children, of eligible school age, attend at an annual fee of \$2,500 50% of State Tuition Cost per student, in those classes operated directly by the school district. In such cases, the employee concerned shall arrange and be responsible for any necessary transportation for his/her child. Application for admission must be made to the office of the Superintendent of Schools on or before January 31, with the admission date limited to September 1 of each school year. The Board of Education reserves the right to review the annual fee, as necessary.~~

Full time employees (certificated and non-certificated) shall enjoy the privilege of having their children attend District schools. The children must be of eligible school age. The tuition cost shall be 50% of the Hasbrouck Heights School District per pupil cost, as determined yearly by the New Jersey Department of Education. The employee must pay this rate for each child attending District schools. Employees are responsible for arranging and paying for any transportation that may be necessary for his/her child to attend schools. Children of District employees who attend District schools as of September 2019 shall be eligible to continue to attend District schools pursuant to this policy, but their tuition costs will remain frozen at the rate paid for the 2019-2020 school year. The frozen rate is specific to the student who is in attendance no later than September 2019, and does not apply to every child of the staff member.

Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district with payment of tuition and Board approval.



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N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.
8 CFR 214.3

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Revised (Second Reading): October 24, 2019



Policy 8602 KEYS Before and After School Programs

Mission Statement

The KEYS Before and After School Program is designed to provide a safe, nurturing place of supervision for children in grades kindergarten through grade 5 at both Lincoln and Euclid Elementary Schools. The KEYS program strives to reinforce learning from school, teach social skills and encourage good citizenship.

In order to achieve the mission of the KEYS program, procedures and protocols have been established to reinforce positive behaviors such as:

- Respect Others
- Respect Property
- Follow Directions of Staff

In the event a child's behavior needs to be addressed, a consistent, positive approach including redirection, diversion and separation, always promoting self-discipline will be utilized.

Discipline

- Should inappropriate behavior occur, the concern will be discussed with the students, and a written warning will be given and parents will be notified.
- Should inappropriate behavior continue, a second warning will be given and parents will be notified.
- Should inappropriate behavior still occur, a third warning will be given, and the student may be suspended from the program for 3 days.
- Continued behavior problems may result in permanent dismissal from the KEYS program.

Parents may always set up a meeting with the teacher-in-charge to discuss individual needs and concerns. Parents will always be notified if there is a consistent behavior problem.

Staff Protocols

- All KEYS staff must follow the dress code set forth by the district.
- KEYS staff are to utilize the restroom in the Main Office
- All behavioral issues are to be reported to a paraprofessional, teacher or the teacher-in-charge, who will address with students and/or parents

- No KEYS staff member is to share personal information with students including phone numbers, email address or social media accounts.
- Teachers and Paraprofessionals will be responsible for transporting KEYS students to and from the restroom and homework. After homework is completed, teachers and paras will escort students back to the program.
- The use of personal cell phones is prohibited for all staff working during the KEYS program. In the event of an emergency and a cell phone call must be made, the teacher-in-charge must be made aware of this. The exception is the KEYS program cell phone which is provided to the teacher-in-charge.
- No photos are to be taken by any staff member during the KEYS program, with the exception of the teacher-in-charge (for sharing with parents).
- The primary responsibility of the KEYS Student Helpers is to interact with groups of students during indoor and outdoor play. Student helpers, paraprofessionals and teachers are to station themselves individually throughout the students to provide for the best safety and security, as well as the opportunity to interact with a larger group of students (during outdoor/indoor play, arts and crafts, etc.).

First Reading: November 21, 2019