

# **HASBROUCK HEIGHTS BOARD OF EDUCATION**

**Thursday, June 18, 2020**

**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 **January 30, 2020 (remote meeting notice June 11, 2020)** Said notices was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School, Lincoln Elementary School and Hasbrouck Heights School District Website.

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: May 6, 2020 and May 21, 2020
- 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

E06-01-20 Approve Monthly Superintendent Discipline Report

E06-02-20 Approve Monthly Superintendent HIB Report

E06-03-20 Approve Monthly District Calendar

E06-04-20 Approve Approve the Comprehensive Equity Plan of Assurance

E06-05-20 Approve Attendance to AP Summer Institute (remote)

E06-06-20 Approve Amended Resolution

#### Special Education Committee

S06-01-20 Approve OOD Placements  
S06-02-20 Approve Workshops  
S06-03-20 Approve Contracted Services  
S06-04-20 Approve OOD Placements  
S06-05-20 Approve Contracted Services  
S06-06-20 Approve Donations

#### Technology Committee

None

#### Facilities Committee

None

#### Recreation Committee

R06-01-20 Approve Field Trip Calendar  
R06-02-20 Approve Membership in NJSIAA

#### Finance Committee

F06-01-20 Approve Financial Certification  
F06-02-20 Approve Actual Payroll for May  
F06-03-20 Approve Estimated Payroll for June  
F06-04-20 Approve Bill Authorization – June  
F06-05-20 Approve Actual Bills List – April  
F06-06-20 Approve Board Secretary's Report – April  
F06-07-20 Approve Line Item Transfers – April  
F06-08-20 Approve Purchases  
F06-09-20 Approve District Tax Requirements  
F06-10-20 Approve Renewals  
F06-11-20 Approve Emergency Relief Grant  
F06-12-20 Approve Transfer of funds  
F06-13-20 Approve Received Students

#### Personnel

P06-01-20 Approve Personnel Action  
P06-02-20 Approve Personnel Action  
P06-03-20 Approve Personnel Action  
P06-04-20 Approve Personnel Action  
P06-05-20 Approve Personnel Action  
P06-06-20 Approve Personnel Action  
P06-07-20 Approve Personnel Action

P06-08-20 Approve Personnel Action  
P06-09-20 Approve Personnel Action  
P06-10-20 Approve Personnel Action  
P06-11-20 Approve Personnel Action  
P06-12-20 Approve Personnel Action  
P06-13-20 Approve Personnel Action

Policy Committee:

PL06-01-20 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 – June 18, 2020 (Final)**

**AWARDS AND PRESENTATIONS:**

**RESOLUTIONS:**

None:

**EDUCATION/CURRICULUM COMMITTEE:**

**RESOLUTIONS:**

E06-01-20     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

E06-02-20     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)

2020 – HS - 0

2020 – MS -0

2020 – LS - 0

2020 – ES - 0

Listed above are the number of investigations

E06-03-20     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

E06-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

Approve the Comprehensive Equity Plan Statement of Assurance 2020-2021

E06-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

Approve J. Zukatus to attend AP Summer Institute Online training session - July 20-23- 2020 - Rutgers University at a cost of \$900 to the district

E06-06-20 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:

Amend Resolution #E02-04-20 from \$1500 max to \$1625 max for M. Nastasi – Computer Science

#### SPECIAL EDUCATION COMMITTEE:

#### RESOLUTIONS:

S06-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placements for the 2019 – 2020 school year:

Approve OOD Placements (**Attachment A**)

S06-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2020 – 2021 school year:

July 2020 - M. Neumann, R. Perdomo, K. Kane, J. Czajkowski - Online Critical Strategies @ \$259 for each nurse

S06-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Contracted Services for the 2020 – 2021 school year:

Approve contracted service providers – (**Attachment B**)

S06-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placements for the 2020 – 2021 school year:

Student #286 – Alpine Learning Center @ \$92,980.80 RSY and \$15,496.80 ESY

Student #1001962, 1001944, 1001906, 1001356, 1000620, 20746 – SBJC – ESY @ \$3,700 each

S06-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Contracted Services for the 2019 – 2020 school year:

**Amend Res: S05-03-20:**

BCSS – change contract end date to 6/19/20 not to exceed \$21,700

S06-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Services for the 2019 – 2020 school year:

Accept the donation of 25 face shields from DeLeon Plastics

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

None

RECREATION COMMITTEE:

RESOLUTIONS:

R06-01-20 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

R06-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

Approve 2020 – 2021 membership into the NJSIAA

#### FINANCE COMMITTEE:

#### RESOLUTIONS:

F06-01-20 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.

F06-02-20 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 May 2020 in the amount of \$1,742,638.09 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F06-03-20 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 June 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.

F06-04-20 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 June



- F06-05-20 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:

<b>Bills List for the month of</b>		<b><u>April</u></b>
Fund 10	General Fund	\$1,908,400.96
Fund 20	Special Revenue	\$ 24,271.58
Fund 30	Capital Projects	\$ 0.00
Fund 40	Debt Service	\$ 0.00
Fund 60	Enterprise	\$ 3,145.21
Fund 95	Student Activity	\$ 0.00
<b>Total</b>		<b>\$1,935,817.75</b>

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

**(Attachment C)**

- F06-06-20 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

**April 2020**

**(Attachment D)**

- F06-07-20 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 April 2020

**(Attachment E)**

F06-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2019 – 2020 school year:

PO #001958 – Gen Z Innovate LLC – Professional Development – Program for students to learning critical thinking skills and apply their design thinking to real business @ \$4500 cost to district (Quotes Received)

**Contract NCPA: 01-45**

PO #001983 – PCL Solutions – Technology Supplies @ \$846.00

**Contract EDS Bid #8572**

PO #001984 – Keyboard Consultant @ \$5,808.82

F06-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020 – 2021 school year:

Approve 2020-2021 district tax requirements for Hasbrouck and Teterboro

F06-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following renewals for the 2020 – 2021 school year:

**Contract Renewals:**

PO #100002 - Turnitin, LLC \$3,159.50

PO #100005 - Linkit! - \$26,025.00

PO #100006 - Educational Development Software - \$1,800.00

PO #100016 – Genesis Educational Services - \$31, 343.00

PO #100021 – Karl Environmental Group - \$2,750.00

PO #100022 – Educational Data Services - \$10,000.00

PO #100003 – Duff & Phelps, LLC - \$1,150.00

PO #100004 – Strauss Esmay Assoc, Inc - \$4,735.00

PO #100109 – Naviance - \$8,857.50

F06-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following renewals for the 2020 – 2021 school year:

Approve CARES Emergency Relief Grant

Public @ \$95,931

NonPublic @ \$17,128

F06-12-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following renewals for the 2019 – 2020 school year:

Transfer of funds to maintenance reserve not to exceed \$500,000

Transfer of funds to capital reserve not to exceed \$750,000

F06-13-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following renewals for the 2020 – 2021 school year:

Approve received students for the 2020 – 2021 school year: HS – 2, MS – 1, LS 1

#### PERSONNEL COMMITTEE:

#### RESOLUTIONS:

P06-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

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

#### **Certificated Staff:**

M. Danny – HS Special Ed – MA Step 13 @ \$69,295 plus benefits  
S. Baumann – HS Social Studies – BA+15 Step 4 @ \$54,415 plus benefits  
H. Downey – HS Math – BA Step 1 @ \$52,215 plus benefits  
M. Falquez – MS Math – MA +15 Step 12 @ \$68,825 plus benefits

#### **Funded Thru Title One – Account #20-231-100-101-00-03-00**

K. Bellissimo – Math Basic Skills – BA Step 1 @ \$52,215 plus benefits

P06-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

**ESY Staff:**  
**(Attachment F)**

P06-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

J. Schmarak – Athletic Trainer as per contract @ \$37,480

P06-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

**Certificated Staff:**  
J. McCann – ES Elementary @ BA Step 2 @ \$52,215 plus benefits  
M. Schaffer – LS Elementary @ BA Step 14 @ \$66,575 plus benefits

P06-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

**Summer Extra Pay for CST:**  
**(Attachment G)**

**Extra Pay for Summer Courses for Students:**  
**(Attachment H)**

**Extra Pay:**  
N. Rucci – to teach virtual ESY ELLs at \$37/hr for 4 hours each day from 7/6/2020 - 7/31/2020  
L. Palladino, D. Robertson, J. McKernan, C. Bari, - 5<sup>th</sup> grade promotions – not exceed 2 hrs/day per teacher @ \$32/hr

**Extra Pay for Kindergarten Inventory of Skills Assessments:**  
J. Werner, S. Netelkos, V. Zarella, D. Dussault, S. Claus, & D. Kroncke @ \$37/hr each not to exceed 20 hrs for each teacher

**Extra Pay for teachers for Summer meetings @ \$32/hr:**  
**(Attachment I)**

**Extra Pay for teachers for Summer Curriculum Writing @ \$32/hr:**  
**(Attachment J)**

P06-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

**Stipends:**  
**(Attachment K)**

P06-07-20 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 and 2020-2021 school year:

**Leave of Absence:**  
Amend Res: P05-08-20 - Employee #0100 – 5/18/20 – 9/30/20

P06-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for 2020-2021 school year:

**Leave of Absence:**  
Employee #0131 – paid sick leave – 7/1/20 – 7/7/20

P06-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

**Transfer: Lincoln**  
J. Martello – 74.89% - \$69,966 to Title I 20-231-100-101-00-05-00  
25.11 % - \$23,459 to 11-130-100-101-00-05-00

P06-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

**Resignation:**  
A. Baeira – effective 6/30/20

P06-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

**Summer Tech Helpers:**

J. Hone & J. Douglas – part time tech assistants for approx. 29 hours per week each @ \$11/hr starting 7/1/20 – 9/4/20 approx

P06-12-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020-2021 school year:

Amend Resolution #P03-03-20

K. Caputo – 2 hrs/math plus prep through 7/30/20 @ \$40/hr

M. Balestra – 2hrs/Italian plus prep through 7/30/20 @ \$40/hr

P06-13-20 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 P04-06-20 to read M. Rad 6<sup>th</sup> period stipend from 4/6/20 to 6/19/20

POLICIES/REGULATIONS:

RESOLUTIONS:

PL06-01-20 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 L)**

Policy/Regulation #0152 – Board Officers **(First Reading)**

Policy/Regulation #1581 – Domestic Violence **(First Reading)**

Policy/Regulation #2422 – Health and Physical Education **(First Reading)**

Policy/Regulation #3421.13 – Postnatal Accommodations Teaching Staff

**(First Reading)**

Policy/Regulation #4421.13 – Postnatal Accommodations Support Staff

**(First Reading)**

Policy/Regulation #5330 – Administration of Medication **(First Reading)**

Policy/Regulation #8220 – School Closings – **(First Reading)**

**Board Approval June 2020**

Local ID	Attending School	ESY Tuition	Tuition SY 19/20
1002036	David Gregory School		\$96,551.7 (esy rsv and one to one aide)
1000710	Felician School for Exceptional Children	\$6,536.46	\$56,960.58
1001962	SBJC Maywood Annex	\$3,600.00	\$44,400.00
1001875	SBJC Maywood Annex	\$3,600.00	\$44,400.00
1001874	SBJC Maywood Annex	\$3,600.00	\$44,400.00
1000806	David Gregory School	(aide \$38,220)	\$96,551.70 (includes aid)
7006	Leonia H.S.	did not attend	\$46,066.00
1000008	BCSS - Life Skills	\$5,300.00	\$61,200.00
1001669	Ridgefield Memorial H.S.	\$6,506.00	\$41,494.00
1000485	Hewitt School REALM Program	\$12,835.00	\$85,563.00
990249	High Point School	\$7,803.21	\$62,764.95
20642	Forum School	\$6,564.60	\$65,646.00
1000074	Forum School	\$6,564.60	\$65,646.00
20354	SBJC Lodi Annex	\$3,600.00	\$69,100.00
1001448	SBJC Lodi Annex	\$3,600.00	\$69,100.00
1001476	Roy W. Brown M.S.		\$69,500.00
1106	Ridgefield Memorial H.S.	\$6,506.00	\$41,494.00
1001444	Highpoint starting 12/16/19		\$39,355.32
1001944	Moonachie Annex	\$3,600.00	\$44,400.00
286	Alpine Learning Group	\$15,305.10	\$91,830.60
1001365	SBJC Lodi Annex	\$3,600.00	\$44,400.00
1001609	Windsor Learning Center	\$9,600.00	\$57,600.00
6939	Leonia M.S.	\$6,500.00	\$46,066.00
1001704	Bergenfield H.S.	-	\$32,395.00
1000091	Windsor Learning Center	\$9,600.00	\$57,600.00
20746	SBJC Lodi Annex	\$3,600.00	\$69,100.00
1000554	Windsor Learning Center	\$9,600.00	\$57,600.00
1000620	SBJC Lodi Annex	\$3,600.00	\$57,200.00
487	BCSS Springboard	\$5,300.00	\$61,200.00
273	Ridgefield Memorial H.S.	\$6,506.00	\$41,494.00
5311	Empire Beauty School (PT)	-	\$8,850.00
1002255	High Point School	-	\$62,764.95
1001558	Peter Cooper School (start 11/18/19)	-	\$67,400.00
1002306	Slocum Skewes Ridgefield park (1/2/20 start end 2/21/20)	-	\$33,106.00
1002306	Reed Academy starting 2/24	-	\$116,602.50
1002267	Bleshman School (start 1/9/20)	-	\$76,860 (prorated will be \$48,250)
1000077	Sage Day Middle School (start 1/21/20)	-	\$62,415.00
1001906	SBJC Maywood Annex (start 2/24/20) prorated	-	\$57,500 (adjusted to prorated)
1002414	SBJC Moonachie Campus (start 3/16/20)		ends June 2020 return to district for ESY



**Hasbrouck Heights Public Schools  
Department of Special Services  
365 Boulevard  
Hasbrouck Heights, New Jersey 07604**

**June 4, 2020**

Please appoint the following medical doctors on a fee basis for the 2017/18 ESY and RSY as part of the mental health team of the Hasbrouck Heights School District.

**Psychiatrists:**

Dr. Esther Fridman and Dr. Morton Fridman

Psychiatrists in office visit:

\$650

School visit:

\$750

5 Engle Street, Suite 200

Cancellation: \$250

Englewood, New Jersey 07631

(201) 816-0002

Platt Psychiatric Associates

Ellen Platt

904 B2-908 A2 Pompton Ave

Cedar Grove, NJ 07009-1262

Phone: 973-239-4848 Fax 973-239-4704

[plattpsychiatric@gmail.com](mailto:plattpsychiatric@gmail.com)

Rates in folder.

Bryan Fennelly

8 Shunpike Road, Madison, NJ 07940

Phone: 973-660-0084 Fax: 973-966-0332

Assistant is: Cheyna O'Neil [cheyna@bfennellymd.com](mailto:cheyna@bfennellymd.com)

Evaluation:

\$700

Emergency less than 24hrs:

\$760

Miss eval or cancellation under 24hrs:

\$300

**Neurologist**

Dr. Batul Ladak: Evaluation: \$600

Cancellation: \$200

50 Market St # 5, Saddle Brook, NJ 07663

Phone: (201) 843-8200

Dr. Peter L. Heilbroner:

\$550

Neurology Group of Bergen County

1200 E Ridgewood Ave # 206, Ridgewood, NJ 07450

Phone: (201) 251-9020, Fax: (201) 447-0581

**Developmental Behavioral Pediatrician**

Dr. Katlyne Lubin: \$700

Other language: \$750

354 Old Hook Rd # 104, Westwood, NJ 07675

Phone: (201) 358-8801

**The Institute of Child Development (ICD) at HMUC to provide: (Pending)**

Audiological Evaluation: \$797

Central Auditory Processing Evaluations: \$966

Classroom Observation/in-service: \$493

**Kirekar Center for Child Development – Valley Health System (Pending)**

Developmental Pediatrics

Neurodevelopmental Evaluations: \$675

**Neurological Evaluations (Pending)****St. Joseph's Regional Medical Center**

Dr. Patel - Neurologist: \$400

Dr. Malik – Neuro Developmental Pediatrician: \$400

**Family EyeCare Associates, P.C. (Pending)**

Dr. Leonard J. Press: \$1,050

Dr. Michael T. Montemare

Optometric Physicians

Starting date 4/1/2020

Ending date 4/30/2020

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
043022	04/30/20		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,477.06
063838	04/09/20		0075	AMERICAN PAPER & SUPPLY COMPANY	\$4,000.00
063839	04/09/20		3021	A.T. &T	\$145.56
063840	04/09/20		0075	AMERICAN PAPER & SUPPLY COMPANY	\$12,304.92
063841	04/09/20		0129	ATRA JANITORIAL SUPPLY COMPANY INC.	\$1,095.20
063842 V	04/09/20	05/21/20	2380	EDMENTUM, INC.	\$15,560.00
063843	04/09/20		3246	MUNICIPAL CAPITAL CORP	\$4,894.00
063844	04/09/20		2588	VERIZON WIRELESS	\$604.00
403020	04/30/20		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,767,443.86
403120 H	04/30/20		7269	HASBROUCK HEIGHTS PR AGENCY	\$27,293.45
403220 H	04/30/20		7269	HASBROUCK HEIGHTS PR AGENCY	\$100,999.70

Starting date 4/1/2020

Ending date 4/30/2020

<b>Fund Totals</b>
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10	General Funds	\$100,999.70
11	GENERAL FUND	\$1,807,401.26
20	Special Revenue Fund	\$24,271.58
60	Enterprise Fund	\$3,145.21
Total for all checks listed		\$1,935,817.75

Prepared and submitted by:

  
Board Secretary

  
Date

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 10 General Funds

Assets and Resources

**Assets:**

101	Cash in bank		\$2,121,022.94
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		\$7,426,103.50

**Accounts Receivable:**

132	Interfund	\$0.00	
141	Intergovernmental - State	\$880,405.47	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$880,405.47

**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	(\$32,852,013.02)	\$259,559.98

**Total assets and resources**

**\$10,689,291.89**

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$736.52
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$42,018.75
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$42,755.27</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$8,532,874.10
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	(\$26,208,757.39)	
	Less: Encumbrances	(\$7,917,879.90)	(\$34,126,637.29)
	<b>Total appropriated</b>		<b>\$10,972,281.00</b>

Unappropriated:

770	Fund balance, July 1		\$489,249.82
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$814,994.20)
	<b>Total fund balance</b>		<b>\$10,646,536.62</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$10,689,291.89</u></b>

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$35,344,386.20	\$34,126,637.29	\$1,217,748.91
Revenues	(\$33,111,573.00)	(\$32,852,013.02)	(\$259,559.98)
Subtotal	<u>\$2,232,813.20</u>	<u>\$1,274,624.27</u>	<u>\$958,188.93</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>(\$1,113,848.72)</u>	<u>\$2,435,961.92</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>(\$1,821,467.72)</u>	<u>\$2,636,461.92</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>(\$1,821,467.72)</u>	<u>\$2,636,461.92</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$814,994.20</u>	<u>(\$1,113,848.72)</u>	<u>\$2,435,961.92</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2019 Ending date 4/30/2020 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	30,136,500		(6,126)
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	22,586		(3,072)
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		33,111,573	0	33,111,573	32,852,013		259,560

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,265,603	(167,088)	10,098,515	7,865,751	2,163,458	69,306
10300	Total Special Education - Instruction	3,302,620	0	3,302,620	2,483,760	811,427	7,433
11160	Total Basic Skills/Remedial – Instruct.	163,435	120	163,555	155,679	7,875	1
12160	Total Bilingual Education – Instruction	175,315	0	175,315	139,383	34,803	1,129
17100	Total School-Sponsored Co/Extra Curricul	218,979	0	218,979	139,222	77,213	2,544
17600	Total School-Sponsored Athletics – Instr	550,226	(4,940)	545,286	425,983	88,953	30,350
20620	Total Summer School	72,492	0	72,492	59,125	0	13,367
29180	Total Undistributed Expenditures - Instr	2,745,888	145,763	2,891,651	1,744,043	1,147,607	1
29680	Total Undistributed Expenditures – Atten	119,378	5,537	124,915	105,380	19,535	0
30620	Total Undistributed Expenditures – Healt	338,789	(4,537)	334,252	232,371	62,897	38,985
40580	Total Undistributed Expend – Speech, OT,	1,167,585	(63,400)	1,104,185	487,013	68,732	548,440
41080	Total Undist. Expend. – Other Supp. Serv	475,432	67,519	542,951	364,433	175,423	3,095
41660	Total Undist. Expend. – Guidance	505,135	0	505,135	383,180	121,329	626
42200	Total Undist. Expend. – Child Study Team	845,815	129	845,944	682,916	160,375	2,653
43200	Total Undist. Expend. – Improvement of I	138,998	191,054	330,052	255,111	72,879	2,062
43620	Total Undist. Expend. – Edu. Media Serv.	348,006	0	348,006	272,866	60,132	15,008
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	1,314	75	6,611
45300	Support Serv. - General Admin	567,197	24,000	591,197	470,861	118,446	1,890
46160	Support Serv. - School Admin	1,201,779	53	1,201,832	987,295	192,266	22,271
47200	Total Undist. Expend. – Central Services	400,953	1,141	402,094	305,204	68,476	28,414
47620	Total Undist. Expend. – Admin. Info. Tec	171,147	0	171,147	80,760	22,161	68,226
51120	Total Undist. Expend. – Oper. & Maint. O	2,980,472	587,275	3,567,747	2,906,749	632,345	28,654
52480	Total Undist. Expend. – Student Transpor	798,652	67,380	866,032	535,716	296,305	34,011
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,914,530	(339,609)	5,574,921	3,911,970	1,431,713	231,238
75880	TOTAL EQUIPMENT	20,466	37,420	57,886	33,306	18,769	5,811
76260	Total Facilities Acquisition and Constr	1,232,500	67,178	1,299,678	1,179,367	64,689	55,622
Total		34,729,392	614,994	35,344,386	26,208,757	7,917,880	1,217,749



Starting date 7/1/2019 Ending date 4/30/2020 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	32,945		(32,945)
00260	10-1910	Rents and Royalties		48,000	0	48,000	200	Under	47,800
00300	10-1__	Unrestricted Miscellaneous Revenues		150,000	0	150,000	173,781		(23,781)
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	22,586		(3,072)
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				33,111,573	0	33,111,573	32,852,013		259,560

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-__-101	Kindergarten – Salaries of Teachers		461,710	0	461,710	369,368	92,342	0
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		3,202,797	(97,000)	3,105,797	2,480,451	625,346	0
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		1,958,579	0	1,958,579	1,553,253	405,326	0
02140	11-140-__-101	Grades 9-12 – Salaries of Teachers		3,624,983	(94,054)	3,530,929	2,650,594	874,389	5,946
02160	11-140-__-101	Salaries of Teachers		37,500	0	37,500	4,890	32,610	0
03020	11-190-1__-320	Purchased Professional – Educational Ser		116,910	(14,672)	102,238	36,051	55,708	10,479
03040	11-190-1__-340	Purchased Technical Services		255,780	8,072	263,852	242,849	18,603	2,400
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		285,344	2,200	287,544	257,146	22,743	7,654
03080	11-190-1__-610	General Supplies		255,000	42,786	297,786	251,834	28,968	16,985
03100	11-190-1__-640	Textbooks		60,000	(32,020)	27,980	12,251	0	15,729
03120	11-190-1__-8__	Other Objects		7,000	17,600	24,600	7,065	7,423	10,113
04500	11-204-100-101	Salaries of Teachers		145,955	0	145,955	116,764	29,191	0
04520	11-204-100-106	Other Salaries for Instruction		70,206	0	70,206	55,917	14,289	0
04600	11-204-100-610	General Supplies		1,000	250	1,250	1,042	0	208
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	1,776,689	528,740	0
07020	11-213-100-106	Other Salaries for Instruction		497,442	0	497,442	360,012	137,430	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	3,062	595	4,343
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	78,794	42,186	0
08520	11-216-100-106	Other Salaries for Instruction		93,608	0	93,608	74,886	18,722	0
08600	11-216-100-6__	General Supplies		4,000	0	4,000	1,674	194	2,132
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	14,920	40,080	0
11000	11-230-100-101	Salaries of Teachers		163,435	0	163,435	155,560	7,875	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	139,212	34,803	0
12100	11-240-100-610	General Supplies		1,100	0	1,100	171	0	929

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	202,479	0	202,479	123,722	76,513	2,243
17040	11-401-100-6__	Supplies and Materials	12,000	2,755	14,755	14,750	0	5
17060	11-401-100-8__	Other Objects	4,500	(2,755)	1,745	750	700	295
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	356,852	0	356,852	277,874	78,978	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	47,250	4,700	51,950	39,130	3,170	9,650
17540	11-402-100-6__	Supplies and Materials	111,124	(9,640)	101,484	83,273	5,174	13,036
17560	11-402-100-8__	Other Objects	35,000	0	35,000	25,706	1,630	7,664
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	(163,861)	676,162	327,400	348,761	1
29040	11-000-100-563	Tuition to County Voc. School District-R	474,300	57,024	531,324	332,305	199,019	0
29060	11-000-100-564	Tuition to County Voc. School District-S	285,768	11,232	297,000	174,900	122,100	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	393,702	(203,353)	190,349	29,092	161,257	0
29100	11-000-100-566	Tuition to Priv. School for the Disabled	675,355	372,018	1,047,373	730,903	316,470	0
29160	11-000-100-569	Tuition – Other	76,740	72,703	149,443	149,443	0	0
29500	11-000-211-1__	Salaries	119,378	5,537	124,915	105,380	19,535	0
30500	11-000-213-1__	Salaries	259,289	(4,537)	254,752	191,431	62,858	463
30540	11-000-213-3__	Purchased Professional and Technical Ser	65,000	0	65,000	33,246	0	31,755
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	6,681	39	4,280
30600	11-000-213-8__	Other Objects	3,500	0	3,500	1,013	0	2,487
40500	11-000-216-1__	Salaries	240,585	0	240,585	192,468	48,117	0
40520	11-000-216-320	Purchased Professional – Educational Ser	920,000	(63,490)	856,510	288,948	20,476	547,087
40540	11-000-216-6__	Supplies and Materials	6,000	0	6,000	5,508	139	353
40560	11-000-216-8__	Other Objects	1,000	90	1,090	90	0	1,000
41000	11-000-217-1__	Salaries	375,432	(1,000)	374,432	249,446	121,890	3,095
41020	11-000-217-320	Purchased Professional – Educational Ser	100,000	68,519	168,519	114,986	53,532	0
41500	11-000-218-104	Salaries of Other Professional Staff	503,385	0	503,385	382,056	121,329	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	249	0	126
41640	11-000-218-8__	Other Objects	500	625	1,125	875	0	250
42000	11-000-219-104	Salaries of Other Professional Staff	727,109	0	727,109	585,986	141,123	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	109,706	0	109,706	91,422	18,284	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	2,000	0	2,000	293	0	1,707
42160	11-000-219-6__	Supplies and Materials	5,000	129	5,129	3,667	888	574
42180	11-000-219-8__	Other Objects	2,000	0	2,000	1,548	80	372
43020	11-000-221-104	Salaries of Other Professional Staff	133,498	191,054	324,552	251,673	72,879	0
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	1,283	0	1,717

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Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43180	11-000-221-8__	Other Objects	2,500	0	2,500	2,155	0	345
43500	11-000-222-1__	Salaries	328,306	0	328,306	268,174	60,132	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	1,924	0	4,076
43580	11-000-222-6__	Supplies and Materials	13,000	0	13,000	2,768	0	10,232
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	1,314	75	6,611
45000	11-000-230-1__	Salaries	288,306	(33,871)	254,435	205,219	49,215	1
45040	11-000-230-331	Legal Services	75,000	(6,400)	68,600	64,928	3,410	261
45060	11-000-230-332	Audit Fees	32,000	3,000	35,000	35,000	0	0
45100	11-000-230-339	Other Purchased Professional Services	0	20,000	20,000	0	20,000	0
45120	11-000-230-340	Purchased Technical Services	15,050	500	15,550	15,307	0	243
45140	11-000-230-530	Communications/Telephone	61,242	40,231	101,473	59,888	40,584	1,000
45160	11-000-230-585	BOE Other Purchased Services	2,500	(2,500)	0	0	0	0
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	57,000	(660)	56,340	56,320	0	20
45200	11-000-230-610	General Supplies	7,000	(3,334)	3,666	3,229	85	352
45260	11-000-230-890	Miscellaneous Expenditures	15,849	8,284	24,133	18,981	5,151	0
45280	11-000-230-895	BOE Membership Dues and Fees	13,250	(1,250)	12,000	11,987	0	13
46000	11-000-240-103	Salaries of Principals/Assistant Princip	769,048	0	769,048	640,874	128,174	0
46020	11-000-240-104	Salaries of Other Professional Staff	129,857	0	129,857	108,214	21,643	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	244,874	0	244,874	203,687	41,187	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	0	702	702	46	655	1
46120	11-000-240-6__	Supplies and Materials	45,000	(649)	44,351	27,839	606	15,905
46140	11-000-240-8__	Other Objects	13,000	0	13,000	6,635	0	6,365
47000	11-000-251-1__	Salaries	366,649	0	366,649	286,077	61,072	19,500
47040	11-000-251-340	Purchased Technical Services	19,804	1,141	20,945	11,771	3,370	5,804
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	500	200	700	676	0	24
47100	11-000-251-6__	Supplies and Materials	10,000	(100)	9,900	4,840	4,034	1,026
47180	11-000-251-890	Other Objects	4,000	(100)	3,900	1,840	0	2,060
47500	11-000-252-1__	Salaries	98,147	0	98,147	48,224	18,378	31,545
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	12,386	2,725	19,140
47580	11-000-252-6__	Supplies and Materials	34,250	0	34,250	20,151	1,057	13,042
47600	11-000-252-8__	Other Objects	500	0	500	0	0	500
48500	11-000-261-1__	Salaries	110,338	0	110,338	93,269	17,069	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	717,619	274,210	991,829	907,967	83,443	418
48540	11-000-261-610	General Supplies	15,000	0	15,000	12,789	0	2,211
48560	11-000-261-8__	Other Objects	500	0	500	191	0	309
49000	11-000-262-1__	Salaries	1,030,987	(25,000)	1,005,987	801,315	204,442	230
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	90,000	297,169	387,169	356,754	23,079	7,335
49120	11-000-262-490	Other Purchased Property Services	35,000	0	35,000	25,555	9,445	0
49140	11-000-262-520	Insurance	147,068	(2,065)	145,003	144,891	0	112

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49160	11-000-262-590	Miscellaneous Purchased Services	0	27,957	27,957	27,002	939	16
49180	11-000-262-610	General Supplies	160,000	31,256	191,256	148,844	38,969	3,444
49200	11-000-262-621	Energy (Natural Gas)	140,500	(25,500)	115,000	58,764	56,236	0
49220	11-000-262-622	Energy (Electricity)	252,200	(33,750)	218,450	132,551	84,649	1,250
49280	11-000-262-8__	Other Objects	16,000	500	16,500	15,282	525	693
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	65,000	28,249	93,249	43,298	49,942	9
50060	11-000-263-610	General Supplies	1,000	4,000	5,000	4,111	0	889
50080	11-000-263-8__	Other Objects	250	250	500	375	0	125
51000	11-000-266-1__	Salaries	79,760	0	79,760	63,808	15,952	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	63,000	22,500	85,500	40,131	45,369	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	55,000	(12,500)	42,500	28,648	2,286	11,566
51060	11-000-266-610	General Supplies	1,000	205	1,205	1,204	0	1
51080	11-000-266-8__	Other Objects	250	(205)	45	0	0	45
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	40,000	0	40,000	31,612	8,388	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	10,000	0	10,000	3,781	6,219	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	15,000	0	15,000	13,471	0	1,529
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	32,779	5,296	26,925
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	55,000	(55,000)	0	88	(88)	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	600,000	122,380	722,380	449,391	272,988	0
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	4,500	3,500	2,000
52460	11-000-270-8__	Other objects	1,000	0	1,000	96	0	905
71020	11-000-291-220	Social Security Contributions	346,700	0	346,700	274,089	71,927	684
71060	11-000-291-241	Other Retirement Contributions - PERS	345,266	0	345,266	311,492	7,443	26,331
71140	11-000-291-250	Unemployment Compensation	30,000	(21,863)	8,137	0	0	8,137
71160	11-000-291-260	Workmen's Compensation	150,000	(20,000)	130,000	113,628	11,372	5,000
71180	11-000-291-270	Health Benefits	4,879,024	(297,746)	4,581,278	3,106,914	1,307,319	167,045
71200	11-000-291-280	Tuition Reimbursement	50,000	(663)	49,337	25,296	0	24,041
71220	11-000-291-290	Other Employee Benefits	113,540	663	114,203	80,552	33,651	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	18,650	18,650	12,840	0	5,810
76080	12-000-400-450	Construction Services	973,500	50,228	1,023,728	911,225	63,739	48,764
76180	12-000-400-780	Infrastructure	252,142	16,950	269,092	268,142	950	0
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	26,208,757	7,917,880	1,217,749

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 20 Special Revenue Fund

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Assets and Resources

**Assets:**

101	Cash in bank		(\$63,325.27)
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	(\$0.82)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$0.82)

**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	\$1,034,339.24	
302	Less revenues	(\$502,541.24)	\$531,798.00

**Total assets and resources**

**\$468,471.91**

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$63,325.27)
411	Intergovernmental accounts payable - state			\$86,100.94
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$575.91
	Other current liabilities			\$10,551.30
	<b>Total liabilities</b>			<b>\$97,228.15</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances			\$142,437.81
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	\$1,034,339.24		
602	Less: Expenditures	(\$663,095.48)		
	Less: Encumbrances	(\$142,437.81)	(\$805,533.29)	\$228,805.95
	Total appropriated			\$371,243.76

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			<b>\$371,243.76</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$468,471.91</u></b>

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,034,339.24	\$805,533.29	\$228,805.95
Revenues	(\$1,034,339.24)	(\$502,541.24)	(\$531,798.00)
Subtotal	<u>\$0.00</u>	<u>\$302,992.05</u>	<u>(\$302,992.05)</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>\$302,992.05</u>	<u>(\$302,992.05)</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>\$302,992.05</u>	<u>(\$302,992.05)</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>\$302,992.05</u>	<u>(\$302,992.05)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$302,992.05</u>	<u>(\$302,992.05)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	500	500	500		0
00745	Total Revenues from Local Sources	0	12,972	12,972	4,972	Under	8,000
00770	Total Revenues from State Sources	294,600	10,470	305,070	230,475	Under	74,595
00830	Total Revenues from Federal Sources	572,000	143,797	715,797	266,594	Under	449,203
	Total	866,600	167,739	1,034,339	502,541		531,798
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	38,300	40,982	79,282	39,097	24,145	16,040
84100	Local Projects	0	12,972	12,972	11,986	828	158
88000	Nonpublic Textbooks	16,200	(2,074)	14,126	0	11,473	2,653
88020	Nonpublic Auxiliary Services	110,100	0	110,100	28,909	0	81,191
88040	Nonpublic Handicapped Services	89,500	0	89,500	44,107	0	45,393
88060	Nonpublic Nursing Services	29,500	(3,504)	25,996	20,797	5,199	0
88080	Nonpublic Technology Initiative	11,000	(1,352)	9,648	9,523	0	125
88740	Total Federal Projects	572,000	120,715	692,715	508,678	100,792	83,245
	Total	866,600	167,739	1,034,339	663,095	142,438	228,806



Starting date 7/1/2019 Ending date 4/30/2020 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	500	500	500		0
00740 20-1___ Other Revenue from Local Sources	0	12,972	12,972	4,972	Under	8,000
00765 20-32___ Other Restricted Entitlements	294,600	10,470	305,070	230,475	Under	74,595
00775 20-441[1-6] Title I	120,000	60,506	180,506	46,661	Under	133,845
00780 20-445[1-5] Title II	27,500	7,591	35,091	16,200	Under	18,891
00785 20-449[1-4] Title III	11,500	24,168	35,668	1,521	Under	34,147
00790 20-447[1-4] Title IV	8,000	9,810	17,810	1,440	Under	16,370
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	405,000	41,722	446,722	200,772	Under	245,950
Total	866,600	167,739	1,034,339	502,541		531,798

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	38,300	40,982	79,282	39,097	24,145	16,040
84100 20-___-___-___ Local Projects	0	12,972	12,972	11,986	828	158
88000 20-___-___-___ Nonpublic Textbooks	16,200	(2,074)	14,126	0	11,473	2,653
88020 20-___-___-___ Nonpublic Auxiliary Services	110,100	0	110,100	28,909	0	81,191
88040 20-___-___-___ Nonpublic Handicapped Services	89,500	0	89,500	44,107	0	45,393
88060 20-___-___-___ Nonpublic Nursing Services	29,500	(3,504)	25,996	20,797	5,199	0
88080 20-___-___-___ Nonpublic Technology Initiative	11,000	(1,352)	9,648	9,523	0	125
88500 20-___-___-___ Title I	120,000	60,506	180,506	121,264	20,076	39,166
88520 20-___-___-___ Title II	27,500	7,591	35,091	26,941	2,536	5,615
88540 20-___-___-___ Title III	11,500	20,168	31,668	10,214	8,711	12,743
88560 20-___-___-___ Title IV	8,000	9,810	17,810	4,102	309	13,399
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	405,000	22,640	427,640	346,158	69,161	12,322
Total	866,600	167,739	1,034,339	663,095	142,438	228,806

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 30 Capital Projects Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$38,602.09
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	\$16,286.00	
141	Intergovernmental - State	\$2,269,673.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$2,285,959.00

**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	(\$87.85)	(\$87.85)

**Total assets and resources**

\$2,324,473.24

Starting date 7/1/2019 Ending date 4/30/2020 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		\$6,225,000.00

**Total liabilities**

**\$6,225,000.00**

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
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	(\$3,900,526.76)	
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$3,900,526.76)
	Total liabilities and fund equity		<u>\$2,324,473.24</u>

Starting date 7/1/2019 Ending date 4/30/2020 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	(\$87.85)	\$87.85
Subtotal	<u>\$0.00</u>	<u>(\$87.85)</u>	<u>\$87.85</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>(\$87.85)</u>	<u>\$87.85</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>(\$87.85)</u>	<u>\$87.85</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>(\$87.85)</u>	<u>\$87.85</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$87.85)</u>	<u>\$87.85</u>

Prepared and submitted by :

Dina Mesery  
Board Secretary

6/12/20  
Date

Starting date 7/1/2019 Ending date 4/30/2020 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	88		(88)
Total	0	0	0	88		(88)

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	88		(88)
Total	0	0	0	88		(88)

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 40 Debt Service Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$70,106.67
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	\$1,014,742.00	
302	Less revenues	(\$1,014,742.00)	\$0.00

**Total assets and resources**

\$70,106.67

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 40 Debt Service 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	\$16,286.00

**Total liabilities**

**\$16,286.00**

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		\$57,140.64
601	Appropriations	\$1,018,538.00	
602	Less: Expenditures	(\$1,018,061.97)	
	Less: Encumbrances	\$0.00	(\$1,018,061.97)
	Total appropriated		\$57,616.67

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$3,796.00)

**Total fund balance**

**\$53,820.67**

**Total liabilities and fund equity**

**\$70,106.67**



Starting date 7/1/2019 Ending date 4/30/2020 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,018,538.00	\$1,018,061.97	\$476.03
Revenues	(\$1,014,742.00)	(\$1,014,742.00)	\$0.00
Subtotal	<u>\$3,796.00</u>	<u>\$3,319.97</u>	<u>\$476.03</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>\$3,796.00</u>	<u>\$3,319.97</u>	<u>\$476.03</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>\$3,796.00</u>	<u>\$3,319.97</u>	<u>\$476.03</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>\$3,796.00</u>	<u>\$3,319.97</u>	<u>\$476.03</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,796.00</u>	<u>\$3,319.97</u>	<u>\$476.03</u>

Prepared and submitted by :

  
Board Secretary

\_\_\_\_\_ Date

Starting date 7/1/2019 Ending date 4/30/2020 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	216,228		0
Total		1,014,742	0	1,014,742	1,014,742		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	1,018,538	0	1,018,538	1,018,062	0	476
Total		1,018,538	0	1,018,538	1,018,062	0	476

Starting date 7/1/2019 Ending date 4/30/2020 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	216,228		0
Total				1,014,742	0	1,014,742	1,014,742		0

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds		283,538	0	283,538	283,062	0	476
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	1,018,062	0	476

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 60 Enterprise Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$744,429.22
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**

\$5,018.00

**Resources:**

301	Estimated revenues	\$965,007.51	
302	Less revenues	(\$805,855.82)	\$159,151.69

**Total assets and resources**

**\$908,598.91**

Starting date 7/1/2019 Ending date 4/30/2020 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	\$17,008.00
	Other current liabilities	\$0.00

**Total liabilities** **\$17,008.00**

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$159,832.69
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	(\$634,941.33)	
	Less: Encumbrances	(\$154,819.93)	(\$789,761.26)
	Total appropriated		\$340,091.70

Unappropriated:

770	Fund balance, July 1	\$556,511.97
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$5,012.76)
	Total fund balance	\$891,590.91
	<b>Total liabilities and fund equity</b>	<b><u>\$908,598.91</u></b>

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$970,020.27	\$789,761.26	\$180,259.01
Revenues	(\$965,007.51)	(\$805,855.82)	(\$159,151.69)
Subtotal	<u>\$5,012.76</u>	<u>(\$16,094.56)</u>	<u>\$21,107.32</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>(\$16,094.56)</u>	<u>\$21,107.32</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>(\$16,094.56)</u>	<u>\$21,107.32</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>(\$16,094.56)</u>	<u>\$21,107.32</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$5,012.76</u>	<u>(\$16,094.56)</u>	<u>\$21,107.32</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2019 Ending date 4/30/2020 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	805,856	Under	159,152
Total		0	965,008	965,008	805,856		159,152
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	970,020	970,020	634,941	154,820	180,259
Total		0	970,020	970,020	634,941	154,820	180,259

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	965,008	965,008	805,856	Under	159,152
Total	0	965,008	965,008	805,856		159,152
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	20,000	20,000	18,000	27,000	(25,000)
99999	0	950,020	950,020	616,941	127,820	205,259
Total	0	970,020	970,020	634,941	154,820	180,259



Starting date 7/1/2019 Ending date 4/30/2020 Fund: 95 STUDENT ACTIVITY

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Assets and Resources

**Assets:**

101	Cash in bank		\$155,093.71
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	\$232,825.45	
302	Less revenues	(\$147,272.43)	\$85,553.02

**Total assets and resources**

**\$240,646.73**

Starting date 7/1/2019 Ending date 4/30/2020 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
	<b>Total liabilities</b>		<b>\$0.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$12,987.00
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	\$232,825.45	
602	Less: Expenditures	(\$97,962.34)	
	Less: Encumbrances	(\$12,987.00)	(\$110,949.34)
	<b>Total appropriated</b>		<b>\$134,863.11</b>

Unappropriated:

770	Fund balance, July 1		\$105,783.62
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$240,646.73</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$240,646.73</u></b>

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$232,825.45	\$110,949.34	\$121,876.11
Revenues	(\$232,825.45)	(\$147,272.43)	(\$85,553.02)
Subtotal	<u>\$0.00</u>	<u>(\$36,323.09)</u>	<u>\$36,323.09</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>(\$36,323.09)</u>	<u>\$36,323.09</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>(\$36,323.09)</u>	<u>\$36,323.09</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>(\$36,323.09)</u>	<u>\$36,323.09</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$36,323.09)</u>	<u>\$36,323.09</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		93,640	139,186	232,825	147,272	Under	85,553
Total		93,640	139,186	232,825	147,272		85,553
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		93,640	139,186	232,825	97,962	12,987	121,876
Total		93,640	139,186	232,825	97,962	12,987	121,876

Starting date 7/1/2019 Ending date 4/30/2020 Fund: 95 STUDENT ACTIVITY

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	93,640	139,186	232,825	147,272	Under	85,553
Total	93,640	139,186	232,825	147,272		85,553

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	93,640	139,186	232,825	97,962	12,987	121,876
Total	93,640	139,186	232,825	97,962	12,987	121,876

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

April 30, 2020

ATTACHMENT 

	Cash Balance 4/1/2020	Cash Receipts April-20	Cash Disbursements April-20	Cash Balance 4/30/2020
General Fund - 10	2,180,038.47	1,849,385.43	(1,908,400.96)	2,121,022.94
Special Revenue Fund - 20	(59,496.69)	20,443.00	(24,271.58)	(63,325.27)
Capital Projects Fund - 30	38,601.83	0.26	0.00	38,602.09
Debt Service Fund - 40	70,106.67	0.00	0.00	70,106.67
Enterprise Fund - 60	737,135.13	10,506.20	(3,212.11)	744,429.22
<b>Total</b>	<b>2,966,385.41</b>	<b>1,880,334.89</b>	<b>(1,935,884.65)</b>	<b>2,910,835.65</b>
Payroll Account	446.00	1,024,917.82	(1,024,917.82)	446.00
Payroll Agency Account	(98.58)	876,747.23	(868,460.02)	8,188.63
Unemployment Account	66,350.31	16,679.73	(87.35)	82,942.69
Summer Escrow Account	255,620.60	34,735.44	(310.02)	290,046.02
Flexible Spending Account	859.63	90.04	0.00	949.67
<b>Grand Total</b>	<b>3,289,563.37</b>	<b>3,833,505.15</b>	<b>(3,829,659.86)</b>	<b>3,293,408.66</b>

Chief School Administrator

6/12/20  
Date

Month / Year:

Apr 30, 2020

06/12/20

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) 4/30/2020	% Change 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	(199,074)	-1.93%	830,685	1,228,833
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	5,284,387	90	5,284,477	528,448	4,149	0.08%	532,597	524,299
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	(4,940)	-0.59%	79,230	89,110
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	145,763	5.31%	420,352	128,826
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	2,157,123	129	2,157,252	215,725	1,000	0.05%	216,725	214,725
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	191,054	129.97%	205,754	(176,354)
45300	Support Serv. - General Admin	11-000-230-XXX	567,197	0	567,197	56,720	24,000	4.23%	80,720	32,720
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	25,000	0.71%	379,275	329,275
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	798,652	0	798,652	79,865	67,380	8.44%	147,245	12,485
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,914,530	0	5,914,530	591,453	(339,609)	-5.74%	251,844	931,062
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	(85,277)	-0.25%	3,321,983	3,492,537
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	20,466	18,769	39,235	3,923	18,651	47.54%	22,574	(14,728)

ATTACHMENT

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) 4/30/2020	% 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	1,232,500	552	1,233,052	123,305	66,626	5.40%	189,931	56,679
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		1,255,766	19,320	1,275,086	127,509	85,277	6.69%	212,786	42,232
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		34,732,692	614,994	35,347,686	3,534,769	0	0.00%	3,534,769	3,534,769

School Business Administrator Signature

6/12/20

Date



[illegible]

**Hasbrouck Heights Public Schools  
Department of Special Services  
379 Boulevard  
Hasbrouck Heights, New Jersey 07604**

**ESY Staff 2020**

**Not to exceed 4.5 hours per day**

**Teachers: \$37 per hour** Jaclyn Musco

Mary Centrella

Frank Avella

Jessica Dugan

Victoria Zarrella

Tia Miller

Shannon Valenti

Shannon Rodenberg

**Reading Specialist \$37 per hour**

Aundrea Georgatos

**Speech: \$ 37 per hour**

Courtney Tacinelli

Roseanne Kammerer

Kristin Costello

<b>2020</b>	<b>Current Rate</b>	<b>July 1st Rate</b>	<b>Approved Hrs not to exceed</b>
Ciraco, Lisa	\$86.59	\$87.42	50
Johnson-Gallo, Suzanne	\$87.10	\$87.94	50
Baptista, Katie	\$77.60	\$86.69	50
Montalto-Philp, Maria	\$66.69	\$71.81	50
Pizzute, Linda	\$87.10	\$87.94	50

Teacher Name	Course	Number of hours		Cost
Van Dam	AP Literature	10	"Introduction to AP Literature and Composition Class" The first day would introduce the four tested elements and cover the writing of a thesis; the second day would introduce the poetry FRQ and a sample poem/thesis; day three would introduce the prose FRQ and a prose sample/thesis; day four would include summer reading and the FRQ#3 with a sample/thesis and day five would introduce the eight types of multiple choice questions on the AP LIT test along with a student sample to take/scored. Each of the days would have students working	\$370.00
Pope	AP Language	10	"Introduction to AP Language and Composition Class" This class will delineate the exam, with stress on the FRQs. The emphasis of the class will be placed on rhetorical analysis as the central element in all other aspects of the exam, flowing into the other two FRQs and multiple choice questions. Students will become familiar with exam rubrics, and will have experience preparing and grading writing samples. Each session will involve virtual face to face	\$370.00
Pope	Writer's Workshop Grade 11	30	In this class, we spend time studying the structure and nature of successful college entrance essays using concrete examples. While some part of each session is focused on reviewing exemplars and noting replicable elements, the emphasis of the class as a whole is personal, and dedicated to helping each student through his or her individual college application process. As all students begin the process at different points and since application processes for different institutions often vary, an important aspect of this class is analyzing student	\$1,100
Avella	Pre-Algebra	25	Group 1 Mon/Tues 1-2 Group 2 Wed/Thur 1-2 Indiv Consult Fri July 6-31st	\$825
Roman	Algebra 1	30	Group 1 Mon, Tue, Wed 9-10 Group 2, Mon, Tues, Wed 10:30-11:30 13,14,15 July 20,21,22 July 27,28,29	\$1,100
Balestra	Italian	30	I propose supplemental instruction for two groups of students, one group from Italian 1 and another group from Italian 2. I would like to develop listening comprehension activities to perform with the students with accompanying written activities to assist in ear training. The students who participate from Italian 1 should be students who plan to continue to Italian 2 in the fall, and students who participate from Italian 2 should be students who plan to continue to Italian 3 in the fall. Building vocabulary and developing proper sentence structure will also play a part. Readings can also be selected to help in developing fluency. I propose five weeks of supplemental instruction and three hours a week for each group meeting on Monday, Wednesday, and Friday beginning the week of Monday, June 22.	\$1,100

ATTACHMENT H

\$4,865.00

**Hasbrouck Heights Public Schools  
Department of Special Services  
379 Boulevard  
Hasbrouck Heights, New Jersey 07604**

**Summer 2020**

**Teachers available for meetings at a rate of \$32 per hour**

**Regular Ed**

Danielle Reynolds  
Lori Bothe  
Betty Chiu  
Heather Pope  
Kim Caputo  
Allison Daly  
Eileen LaTorre  
Donna Dussault  
Mike Stillman  
Zachary Cocozza  
Kim DiMartino  
Danielle Kroncke  
Paula Jacobs  
Jenn Martello

**Special Ed Teachers**

Shannon Valenti  
Mary Centrella  
Jennifer Lopera  
Melissa Rad  
Viktoria Tsakelova  
Lori Bothe  
Jaclyn Musco  
Alyssa Zito  
Jessica Dugan

**Middle School Summer Curriculum Writing**

<b>Course Title</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>	<b>Teacher</b>
Honors 6 Social Studies Addendum	5	\$32.00	\$160.00	N/A
Honors 6 Science Addendum	5	\$32.00	\$160.00	Dave Rispoli
Honors 6 Reading Addendum	5	\$32.00	\$160.00	Tina DiLascio
Honors 6 Writing Addendum	5	\$32.00	\$160.00	Jesse Coffey
Honors 6 Math Algebra Addendum	5	\$32.00	\$160.00	N/A
Honors 6 Math Topics Addendum	5	\$32.00	\$160.00	Amanda Minervini
Honors 7 Social Studies Addendum	5	\$32.00	\$160.00	Zach Cocozzo
Honors 7 Science Addendum	5	\$32.00	\$160.00	Kathy Toy
Honors 7 Reading Addendum	5	\$32.00	\$160.00	Kim DiMartino
Honors 7 Writing Addendum	5	\$32.00	\$160.00	Betty Shelley
Honors 7 Math Algebra Addendum	5	\$32.00	\$160.00	N/A
Honors 7 Math Topics Addendum	5	\$32.00	\$160.00	Carolynne Healey
Honors 8 Social Studies Addendum	5	\$32.00	\$160.00	Liz McGinty
Honors 8 Science Addendum	5	\$32.00	\$160.00	Dave Cassiere
Honors 8 ELA Addendum	5	\$32.00	\$160.00	Betty Shelley
<b>Total</b>	<b>75</b>		<b>\$2,400.00</b>	

**High School Summer Curriculum Writing**

<b>Course Title</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total</b>	
Graphic Design 2 (Commercial Graphic Design)	15	\$32.00	\$480.00	Dawn Massa
Entrepreneurship	15	\$32.00	\$480.00	Vanessa McCue
Nutrition and Wellness	15	\$32.00	\$480.00	Maria Abatiello
Business Law	15	\$32.00	\$480.00	Matthew O'Brien
Business Management	15	\$32.00	\$480.00	Matthew O'Brien
Sports/Entertainment Marketing	15	\$32.00	\$480.00	Matthew O'Brien
Exploring Computer Science	15	\$32.00	\$480.00	Anthony Dinallo
Java Programming	15	\$32.00	\$480.00	Anthony Dinallo
Computer Gaming and Design	15	\$32.00	\$480.00	Anthony Dinallo

Economics	15	\$32.00	\$480.00	Matthew O'Brien
Information Technology/U.S. Ethnic and Gender Studies	15	\$32.00	\$480.00	Michael Warren
Total	165		\$4,800.00	

**2020-2021 STIPENDS****ADVISORS AND CLUBS**

		<b>Stipend</b>
504 OFFICER - MSHS	Barbara Christianson/Mary Neumann	\$500.00 each
<b>LINCOLN SCHOOL</b>		
504 OFFICER - LS (ALL GRADES)	Kim Kane/ Danielle Reynolds (50/50 split)	\$250.00 each
<b>EUCLID SCHOOL</b>		
504 OFFICER - ES (ALL GRADES)	Lesia Brinker/Jolanta Czajkowski (50/50 split)	\$250.00 each
<b>DISTRICT WIDE</b>		
AFFIRMATIVE ACTION OFFICER	Joseph Colangelo	\$ 500.00
HIB - ANTI BULLYING COORDINATOR	Janine Gribbin	\$ 1,500.00
SAFETY SPECIALIST	Frank D'Amico	\$ 1,000.00
SAFETY SPECIALIST	Michael Sickels	\$ 1,000.00
KEYS PROGRAM COORDINATOR	Joan Catapane	\$ 6,000.00
SCHOOL BUS SUPERVISOR	John Amorosi	\$ 1,230.00
PROF DEVELOPMENT COORD	Vincent Aiello	\$ 250.00
	Vincenzo Barchini	\$ 250.00
	Joseph Colangelo	\$ 250.00
	Frank D'Amico	\$ 250.00
	Nicole DeBonis	\$ 250.00
	Janine Gribbin	\$ 250.00
	Jacquelyn Mansfield	\$ 250.00
	Joseph Mastropietro	\$ 250.00
	Michael Sickels	\$ 250.00
	Linda Simmons	\$ 250.00
SUPPLY RM CUST - MS/HS	Jorge Cruz 50/50 split	\$ 725.00
SUPPLY RM CUST - MS/HS	Dom DePalma 50/50 split	\$ 725.00
LEAD CUSTODIAN - MS/HS	Dom DePalma	\$ 1,200.00
LEAD CUSTODIAN - ES	William Jones	\$ 1,200.00
LEAD CUSTODIAN - LS	Michael Luterzo	\$ 1,200.00
SPORTS PHYSICIAN	Dr. Taylor	\$ 7,000.00
MEDICAL INSPECTOR	Dr. Taylor	\$ 2,000.00
SUBSTITUTE CALLER	Deb Steimel	\$ 4,500.00
RESIDENCY OFFICERS	Corey Lange	\$ 2,500.00
RESIDENCY OFFICERS	Alan Lustmann	\$ 2,500.00
TESTING COORDINATOR	Vincenzo Barchini	\$ 15,000.00



# BYLAW GUIDE

BYLAWS  
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Board Officers  
Mar 20

[See POLICY ALERT Nos. 181, 205, and 219]

## 0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.

Voting shall take place by written ballot after nominations are closed **for each position, President and Vice President. Each** Board members will be provided a ~~blank piece of paper~~ **ballot after nominations are closed for each position. Each Board member** and shall write the name of **one Board member** the person they wish to **vote for** see-elected on the ~~piece of paper~~ **ballot. Each Board member must print and sign their name on their paper ballot.** The ballots shall be **read aloud** tallied by the Board Secretary **identifying the Board member and their vote.** and The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote ~~of the members~~ of the Board **members** present and constituting a quorum, the procedure shall **be repeated** ~~continue~~ until someone receives a majority vote **of those Board members present and constituting a quorum.**

A President or Vice President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of the Board members present and constituting a quorum. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Revised (First Reading): June 18, 2020



# POLICY GUIDE

ADMINISTRATION

1581/page 1 of 4

~~Victim of Domestic or Sexual Violence Leave~~

Mar 20

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[See POLICY ALERT Nos. 202 and 219]

## 1581 ~~VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE~~

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

### A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.



# POLICY GUIDE

## ADMINISTRATION

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### ~~Victim of Domestic or Sexual Violence Leave~~

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

- B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in



# POLICY GUIDE

## ADMINISTRATION

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### ~~Victim of Domestic or Sexual Violence Leave~~

N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.



# POLICY GUIDE

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~~Victim of Domestic or Sexual Violence Leave~~

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic  
Violence Policy

Revised (First Reading): June 18, 2020



# REGULATION GUIDE

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Domestic Violence

Mar 20

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[See **POLICY ALERT No. 219**]

## R 1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's (Civil Service Commission) Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the provisions of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

### A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

#### 1. Definitions

The following terms are defined solely for the purposes of N.J.S.A. 11A:2-6a and Policy and Regulation 1581:

“Domestic Violence” - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.



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“Abuser/Perpetrator” - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone’s peace, or destroying someone’s property.

“Human Resources Officer (HRO)” - An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

“Intimate Partner” - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

“Temporary Restraining Order (TRO)” - A civil court order issued by a judge to protect the life, health, or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim’s home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately ten business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

“Victim” - A person who is eighteen years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person,



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regardless of age, who has been subjected to domestic violence by one of the following factors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

“Workplace-Related Incidents” - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization’s physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to: facilities; work sites; equipment; vehicles; or while on work-related travel.

2. Persons Covered Under N.J.S.A. 11A:2-6a and Policy and Regulation 1581

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. A State of New Jersey public employer is any State, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers, and temporary employees of any public employer at any workplace location are also covered under N.J.S.A. 11A:2-6a and Regulation 1581 – Section A.

3. Responsibility of Employer to Designate a Human Resources Officer (HRO)

- a. All public employers shall designate an HRO to assist employees who are victims of domestic violence.





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- b. The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with Policy and Regulation 1581 – Section A. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to Policy and Regulation 1581.
  - c. Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.
    - (1) The name and contact information of the designated HRO must be provided to all employees.
  - d. Policy and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.
    - (1) For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.
4. Domestic Violence Reporting Procedure
- a. Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO.



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Domestic Violence

- b. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.
- c. Nothing in Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.
- d. Each designated HRO shall:
  - (1) Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
  - (2) Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
  - (3) Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
  - (4) Refer the employee to the provisions and protections of the New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in Regulation 1581 - Section B.



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- (5) In cases where domestic violence involved a sexual touching or sexual assault between State employees, the HRO is also required to report the incident to their agency's Equal Employment Opportunity (EEO) Officer or Title IX Officer, as appropriate.
- (6) If there is a report of sexual assault or abuse, the victim should be offered the services of the New Jersey State Sexual Assault Response Team.
- (7) Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to A.5. below.
- (8) Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

## 5. Confidentiality Policy

- a. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.
- b. No provision of Policy and Regulation 1581 – Section A. shall supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.



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- c. Policy 1581 and Regulation 1581 – Section A.5. shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace.
    - (1) When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law.
    - (2) The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere.
    - (3) The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure.
      - (a) For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.
  - d. Policy 1581 and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.
6. Confidentiality of Employee Records
- a. To ensure confidentiality and accuracy of information Policy and Regulation 1581 – Section A.6. requires the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.



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- b. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

## 7. Public Employer Domestic Violence Action Plan

- a. Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:
  - (1) Designate an HRO with responsibilities pursuant to A.3. and A.4. above.
  - (2) Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
  - (3) Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure; or other accommodation approved by the employer.
  - (4) Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.



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- (5) Commit to adherence of the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in Policy and Regulation 1581 – Section A., if the victim provides notice to their human resources office of the status or if the human resources office has reason to believe an employee is a victim of domestic violence.
- (6) Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to Policy and Regulation 1581 - Section B. of the civil right of action under the NJ SAFE Act.
  - (a) Advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer, and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act, or the New Jersey Law Against Discrimination and corresponding policies.
- (7) Employers, their designated HRO, and employees should familiarize themselves with Policy and Regulation 1581. Policy and Regulation 1581 shall be provided to all employees upon Board approval and to all new employees upon hiring.
- (8) Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.



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## 8. Resources

Resources and program information will be readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

## 9. Distribution of Policy

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute a Uniform Domestic Violence Policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to the Uniform Domestic Violence Policy, as changes occur.

## 10. Other Applicable Requirements

In addition to Policy and Regulation 1581, the HRO and the public employer's appointing authority, if applicable, must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in Policy and Regulation 1581 conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

## 11. Policy Modification and Review

- a. A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set out in the Uniform Domestic Violence Policy.
- b. The Civil Service Commission will review and modify their Uniform Domestic Violence Policy periodically and as needed.



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## 12. Policy Enforceability

The provisions of the Uniform Domestic Violence Policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

## 13. Policy Inquiries and Effective Date

Any questions concerning the interpretation or implementation of the Uniform Domestic Violence Policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. The Uniform Domestic Violence Policy and Policy and Regulation 1581 shall be enforceable upon the HRO's completion of training on the Uniform Domestic Violence Policy and Policy and Regulation 1581.

## B. NJ SAFE Act – (N.J.S.A. 34:11C-1 et seq.)

1. The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

### 2. Definitions (N.J.S.A. 34:11C-2)

The following terms are defined solely for the purpose of N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act:

“Employee” means a person who is employed for at least twelve months by an employer, with respect to whom benefits are sought under the NJ SAFE Act, for not less than 1,000 base hours during the immediately preceding twelve-month period. Any time, up to a maximum of ninety calendar days, during which a person is laid off or furloughed by an employer due to that employer curtailing operations because of a state of emergency declared after October 22, 2012, shall be regarded as time in which the person is employed for the purpose of determining eligibility for leave time under the NJ SAFE Act. In making the determination, the base hours per week during the layoff or furlough shall be deemed to be the same as the average number of hours worked per week during the rest of the twelve-month period.





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“Employer” means a person or corporation, partnership, individual proprietorship, joint venture, firm or company, or other similar legal entity which engages the services of an employee and employs twenty-five or more employees for each working day during each of twenty or more calendar work weeks in the then current or immediately preceding calendar year. “Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

3. Regulations Relative to Unpaid Leave for Employees and Family Members Affected by Certain Offenses (N.J.S.A. 34:11C-3)
  - a. Any employee of an employer in the State of New Jersey who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

For purposes of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided that the employee has not exhausted the allotted twenty days for the twelve-month period.



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The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;
- (2) Obtaining services from a victim services organization for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;
- (3) Obtaining psychological or other counseling for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;



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- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, from future domestic or sexual violence or to ensure economic security;
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
- (6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim.



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- b. An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.

In such case, any paid leave provided by the employer, and accrued pursuant to established policies of the employer, or family temporary disability leave benefits, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-3.a and Regulation 1581 - Section B.3.a. and, accordingly, the employee shall receive pay pursuant to the employer's applicable paid leave policy, or family temporary disability leave benefits, during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-3.a and the "Family Leave Act," N.J.S.A. 34:11B-1 et seq. or the Federal "Family and Medical Leave Act of 1993," 29 U.S.C. § 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. shall not conflict with any rights pursuant to the "Family Leave Act," the "Temporary Disability Benefits Law," N.J.S.A. 43:21-25 et al, or the Federal "Family and Medical Leave Act of 1993."

- c. Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.



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- d. Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B. shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave.

If the employer requires the documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

- (1) A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
- (2) A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- (3) Documentation of the conviction of a person for the domestic violence or sexually violent offense;
- (4) Medical documentation of the domestic violence or sexually violent offense;
- (5) Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, is a victim of domestic violence or a sexually violent offense; or



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- (6) Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, in dealing with the domestic violence or sexually violent offenses.

For the purpose of N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.:

- (1) "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals;
- (2) "Designated Domestic Violence Agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the Division for the express purpose of providing the services.
- (3) "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.



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- e. An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act, in such form and manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.
- f. No provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as requiring or permitting an employer to reduce employment benefits provided by the employer or required by a collective bargaining agreement which are in excess of those required by the NJ SAFE Act. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by the NJ SAFE Act. N.J.S.A. 34:11C-3.e and Regulation 1581 – Section B.3.f. shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as permitting an employer to:

- (1) Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to the NJ SAFE Act commenced; or
- (2) Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to Regulation 1581 – Section B.3.a.



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- g. All information provided to an employer pursuant to N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d. above and any information regarding a leave taken pursuant to N.J.S.A. 34:11C-3.c and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

## 4. Certain Actions by Employer Prohibited (N.J.S.A. 34:11C-4)

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act and Regulation 1581 – Section B.3. or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f and Regulation 1581 – Section B.3.g.

## 5. Violations; Penalties (N.J.S.A. 34:11C-5)

- a. Upon a violation of any of the provisions of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., or N.J.S.A. 34:11C-4 and Regulation 1581 - Section B.4., an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the following relief:

- (1) An assessment of a civil fine of not less than \$1,000 and not more than \$2,000 for the first violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4 and not more than \$5,000 for each subsequent violation;





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- (2) An injunction to restrain the continued violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4;
  - (3) Reinstatement of the employee to the same position or to a position equivalent to that which the employee held prior to unlawful discharge or retaliatory action;
  - (4) Reinstatement of full fringe benefits and seniority rights;
  - (5) Compensation for any lost wages, benefits, and other remuneration;
  - (6) Payment of reasonable costs and attorney's fees.
- b. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation.
  - c. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of N.J.S.A. 34:11C-1 et seq.

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[See POLICY ALERT Nos. 102, 139, 161, 172, 208, 217 and 219]

## 2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.



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7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.



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16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. **History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.**
18. **Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.**
179. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of



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Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31;~~18A:35-5~~; ~~18A:35-7~~; ~~18A:35-8~~

Revised (First Reading): June 18, 2020



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[See POLICY ALERT No. 219]

## 3421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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### Postnatal Accommodations

the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.  
Patient Protection and Affordable Care Act – P.L. 111-148  
N.J.S.A. 26:4C-1 through 26:4C-3

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## SUPPORT STAFF MEMBERS

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[See POLICY ALERT No. 219]

### 4421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to





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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.  
Patient Protection and Affordable Care Act – P.L. 111-148  
N.J.S.A. 26:4C-1 through 26:4C-3

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[See POLICY ALERT Nos. 125, 133, 144, 145, 157, 173, 179,  
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## 5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine **and hydrocortisone sodium succinate** in an emergency pursuant to N.J.S.A. 18A:40-12.5, ~~and 12.6, 12.29, and 12.30.~~

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, ~~or~~ a life threatening allergic reaction, **or adrenal insufficiency** is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

~~Medication no longer required must be promptly removed by the parent.~~

The school nurse shall have the primary responsibility for the administration of epinephrine **and hydrocortisone sodium succinate to the student.** However, the ~~certified~~ school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism **and the administration of hydrocortisone sodium succinate** using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health ~~and Senior Services~~ when the school nurse is not physically present at the scene.



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In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician **or an advanced practice nurse** providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 **and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29**, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 **and N.J.S.A. 18A:40-12.29**, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d **and N.J.S.A. 18A:40-12.33**. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction **or an emergency requiring the administration of hydrocortisone sodium succinate**. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine **or hydrocortisone sodium succinate** to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student. **and In addition**, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis **and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency** is effective for the school year it is granted and must be renewed for each subsequent school year.



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Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with ~~State Department of Education~~ **NJDOE** regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;  
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;  
18A:40-12.8; **18A:40-12.29 through 12.33**

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

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[See POLICY ALERT Nos. 125, 133, 144, 145, 157, 173, 179,  
206, 209 and 219]

## R 5330 ADMINISTRATION OF MEDICATION

### A. Definitions

1. “Medication” means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. “Administration” means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. “Self-administration” means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses, ~~or~~ life-threatening allergic reaction, **or adrenal insufficiency**.
4. “Life-threatening illness” means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, ~~i.e. adrenaline injection in anaphylaxis~~.
5. “A pre-filled auto-injector mechanism containing epinephrine” is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. “Noncertified ~~school~~ nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the **New Jersey** Department of Education (**NJDOE**).
7. “Substitute school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9B-7.6.



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8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds a current ~~certification~~ **license** as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related ~~events~~ **sponsored events functions** will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451.
3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
  - a. The student's name;
  - b. The name of the medication;
  - c. The purpose of its administration to the student for whom the medication is intended;



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- d. The proper timing and dosage of medication;
  - e. Any possible side effects of the medication;
  - f. The time when the medication will be discontinued;
  - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
  - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the ~~Principal~~ **Superintendent or designee** prior to any administration of medication or delivery of the medication to the school. The ~~Principal~~ **Superintendent or designee** may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
- a. An approved request will be signed by the ~~Principal~~ **Superintendent or designee** and given to the school nurse and the student's parent.
  - b. The parent will be informed of ~~the a~~ reason for a denied request; ~~a denied request may be appealed to the Superintendent.~~
- C. Administration of Epinephrine to Students
1. **In accordance with N.J.S.A. 18A:40-12.5,** ~~t~~The parent may provide the Superintendent **or designee** authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
- a. The parent provides the Superintendent **or designee** a written authorization for the administration of epinephrine ~~with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;~~



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- b. **The parent of the student provides the Superintendent or designee with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;**
- ~~b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).~~
- c. **The parent ~~must be~~ is informed in writing by the Board of Education or Superintendent or designee that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.;**
- d. **The parent ~~must~~ signs a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.;**
- e. **The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.;**





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**f. The Superintendent or designee requires:**

- ~~f. (1)~~ ~~The school nurse shall be responsible for T~~the placement of the student's prescribed epinephrine ~~to be~~ in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed-;
- ~~g. (2)~~ The school nurse or trained designee shall ~~to~~ be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction-; **and**
- ~~h. (3)~~ ~~The school nurse or trained designee shall arrange for T~~the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

**g. The Superintendent or designee shall also:**

- ~~i. (1)~~ ~~In accordance with the provisions of N.J.S.A. 18A:40-12.5.f,~~ **Permit** the school nurse or a designated employee trained **designee** to administer epinephrine via a pre-filled auto-injector mechanism ~~is permitted to administer epinephrine via a pre-filled auto-injector mechanism~~ to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above in **Regulation 5330 – Section C.1.a., b., and d. and has not received the notice required in Regulation 5330 – Section C.1.c.** when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction-; **and**



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~~j.~~ (2) **Require** Each school in the district to will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician **or advanced practice nurse**, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

2. **In accordance with N.J.S.A. 18A:40-12.6, the school nurse shall have the primary responsibility for the administration of the epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis when the nurse is not physically present at the scene. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not constitute a violation of the "Athletic Training Licensure Act," P.L.1984, c.203 (C.45:9-37.35 et seq.).**

a. **The school nurse shall determine that:**

- (1) **The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the NJDOE in consultation with the Department of Health;**
- (2) **The parent of the student consented in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;**
- (3) **The Board or Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the student;**



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- (4) The parent of the student signed a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student; and
  - (5) The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections 2.a.(1) through 2.a.(4) above.
3. The NJDOE, in consultation with the Department of Health, shall require trained designees for students enrolled in a school who may require the emergency administration of epinephrine for anaphylaxis when the school nurse is not available.
4. Nothing in N.J.S.A. 18A:40-12.6 and Regulation 5330 – Section C. shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.3(a)(1) when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication, or when the epinephrine is administered pursuant to N.J.S.A. 18A:40-12.5.f.



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5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.6c(b).
6. No school employee, including a school nurse, or any other officer or agent of a Board of Education, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5.f and Regulation 5330 – Section C.1.g., shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 et seq., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

## **D. Administration of Hydrocortisone Sodium Succinate to Students**

1. In accordance with the provisions of N.J.S.A. 18A:40-12.29, the Board will permit the emergency administration of hydrocortisone sodium succinate through appropriate delivery devices and equipment to a student for adrenal insufficiency provided that:
  - a. The parent of the student provides the Superintendent or designee a written authorization for the administration of hydrocortisone sodium succinate;
  - b. The parent of the student provides the Superintendent or designee written orders from the physician or an advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;
  - c. The Superintendent or designee informs the parent of the student in writing that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate;



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- d. The parent of the student signs a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and
  - e. The permission for the administration of hydrocortisone sodium succinate is effective for the school year for which it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
2. In accordance with the provisions of N.J.S.A. 18A:40-12.29.b:
- a. The placement of the student's prescribed hydrocortisone sodium succinate shall be in a secure, but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the prescribed hydrocortisone sodium succinate shall be indicated on the student's emergency care plan. Back-up hydrocortisone sodium succinate, provided by the student's parent, shall also be available at the school if needed;
  - b. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency; and
  - c. The student shall be transported to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.



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3. **In accordance with N.J.S.A. 18A:40-12.30, the school nurse has the primary responsibility for the administration of hydrocortisone sodium succinate.**

**The school nurse shall designate, in consultation with the Superintendent or designee, additional employees of the school district who volunteer to administer hydrocortisone sodium succinate to a student when the school nurse is not physically present at the scene.**

**In the event that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not constitute a violation of the “Athletic Training Licensure Act” - N.J.S.A. 45:9-37.35 et seq.**

**The school nurse shall determine that:**

- a. **The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the NJDOE in consultation with the Department of Health;**
- b. **The parent of the student consented in writing to the administration of hydrocortisone sodium succinate by the designee(s);**
- c. **The Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student;**
- d. **The parent of the student signed a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and**



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- e. **The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in N.J.S.A. 18A:40-12.30 and D.3.a through d above.**
4. **Nothing in N.J.S.A. 18A:40-12.30 and D.3. above shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.30 and D.3. above when the student is authorized to self-administer hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.3.**
5. **The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.32(b).**
6. **No school employee, including a school nurse, or any other officer or agent of a Board of Education shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.29 et al., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.30. Good faith shall not include willful misconduct, gross negligence, or recklessness, in accordance with N.J.S.A. 18A:40-12.33.**

## **DE. Permission for Self-Administration of Medication**

**In accordance with N.J.S.A. 18A:40-12.3, the Board shall permit the ~~Permission for~~ self-administration of medication ~~of by a student with for~~ asthma, ~~or~~ other potentially life-threatening illnesses, ~~or~~ a life-threatening allergic reaction, ~~or~~ adrenal insufficiency may be granted under the following conditions provided that:**

1. **The pParent of the student must provides the Board or Superintendent or designee written authorization for the self-administration of medication;**



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2. The parent of the student ~~must also~~ provides the Board **or Superintendent or designee** with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness, ~~or~~ is subject to a life-threatening allergic reaction, **or has adrenal insufficiency** and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
  - a. The student's name;
  - b. The name of the medication;
  - c. The purpose of its administration to the student for whom the medication is intended;
  - d. The proper timing and dosage of medication;
  - e. Any possible side effects of the medication;
  - f. The time when the medication will be discontinued, **if applicable**;
  - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
  - h. A statement the medication must be administered during the school day or the student would not be able to attend school.
3. **The Board or the Superintendent or designee informs the parent of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student;**
34. The parent of the student ~~have signed~~ a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;





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45. The parent's written authorization and the physician's written certification ~~shall be~~ is reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
- a. The request will be signed by the Principal and given to the school nurse and the student's parent;
  - b. The parent will be informed of the a reason for a denied request; ~~a denied request may be appealed to the Superintendent.~~
56. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
67. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in E.1. through E.46. above.

## EF. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
- a. All medications must be delivered to the school by the parent.
  - b. All medications must be in the original container, with the prescription information affixed.
  - c. The school nurse shall be custodian of students' medication, which will be properly secured.
  - d. Any unused medication must be picked up by the student's parent.



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- e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
- a. Time being of the essence in cases of asthma, **or** other potentially life threatening illnesses, or a life-threatening allergic reaction, **or adrenal insufficiency**, all medications to be self-administered by a student must be kept in the student's possession.
  - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal **or designee** and a record of the medication is on file in the office of the school nurse.
  - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.
  - d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
  - e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, **or prescribed medication for adrenal insufficiency**, at all times, provided the student does not endanger himself/**herself** or other persons through misuse.



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## FG. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored **event function** except as permitted by Board **Ppolicy 5330** and this **Rregulation**.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 ~~and 12.4~~, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6 **and to administer hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.29 and 12.30.**
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored **event function** at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the **event function**.

## GH. Emergencies



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1. Any medical emergency requiring medication of students will be handled in accordance with Policy 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3) **and after the administration of hydrocortisone sodium succinate in accordance with N.J.S.A. 18A:40-12.29.b.(3).**
2. ~~Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.~~

## III. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and



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5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

## **IJ.** Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Revised (First Reading): June 18, 2020



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[See POLICY ALERT No. 219]

## 8220 SCHOOL DAY

The Board of Education shall **annually approve** ~~determine~~ the times that school(s) will be in session, ~~for the purpose of providing adequate time for students to profit from the educational program of the district~~ **including the starting and ending time of a shortened day.** A school day shall be in accordance with N.J.A.C. 6A:32-8.3.

The schools of the district will be in session for students on those days ~~specified~~ **and times recommended by the Superintendent and annually approved** by the Board ~~and at the following times:~~.

Grades: \_\_\_\_\_ Time in Session: \_\_\_\_\_

_____	_____
_____	_____
_____	_____

The Superintendent may close ~~the~~ schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members **or other good cause.** A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any **delayed opening or emergency school closing** ~~of the schools.~~

~~Students shall regularly be permitted to enter school \_\_\_\_\_ minutes before the start of class and, during inclement weather, shall be permitted to enter school \_\_\_\_\_ minutes before the start of class.~~

N.J.A.C. 6A:32-8.3

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[See POLICY ALERT No. 219]

## R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and Building Principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules ~~shall should be reported~~ **approved promptly to** by the Superintendent.

### A. Notification Provisions

1. **The Superintendent or designee shall notify media outlets and/or activate an emergency call system when a decision is made for an unscheduled closing of school for the entire school day, the delayed opening of school, or the early closing of school. Notice to television and radio stations shall be by telephone call, with appropriate code, to the following stations. The media outlets may include, but not be limited to, radio, television stations, and internet websites as listed below:**

~~Television and/or Radio Station~~

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2. ~~Parent(s) or legal guardian(s) will be notified at the beginning of each school year that they will be notified of an emergency school closing day by means of announcements over the media outlets radio stations listed above. The notice will include the call numbers of each station, its location on the AM or FM band, and the time(s) at which the announcement will be carried. Parent(s) or legal guardian(s) will be cautioned not to attempt to telephone the radio station.~~



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3. — The Principal of each school building will, in cooperation with the \_\_\_\_\_ ~~(list appropriate organization of parents or volunteers)~~, prepare an emergency call chain for the prompt notification of parent(s) or legal guardian(s) that children will be sent home early.
- a. — The parent call chain will list the telephone number of the parent or legal guardian of each child in the school. The chain will be reviewed and updated annually. Each parent(s) or legal guardian(s) is responsible for supplying his/her telephone number or other information that will permit the notification of a person responsible for the child.
- b. — A copy of the complete parent call chain will be maintained by the Principal and will be kept as a confidential document. An additional copy will be kept in the office of the Superintendent.
- c. — Portions of the parent call chain will be released to volunteer callers as necessary for the integrity and efficient operation of the call chain process.
4. — The Principal of each school building shall prepare an emergency call chain for the prompt notification of all teaching staff members and support staff members who regularly report to that school.
- a. — The staff call chain will be reviewed and updated annually. Each staff member is responsible for supplying the telephone number at which he/she can be reached for notification of the closing or delayed opening of school.
- b. — A copy of the complete staff call chain will be maintained by the Principal and will be kept as a confidential document.
- c. — Portions of the staff call chain will be released to staff members as necessary for the integrity and efficient operation of the call chain process.
5. — The \_\_\_\_\_ will prepare and administer a staff call chain for central office employees.





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6. ~~The \_\_\_\_\_ will prepare and administer a staff call chain for \_\_\_\_\_ employees.~~
7. ~~Each staff call chain should be so organized as to ensure that the first called are those staff members who live farthest from the school, office, or facility to which they regularly report.~~

## B. All Day Closing

1. The decision to close schools for the day will be made in accordance with Policy No. 8220 and no later than \_\_\_\_\_ a.m. As soon as the decision is made, the **Superintendent or designee \_\_\_\_\_** will promptly notify:
  - a. ~~Television and radio stations (see paragraph A1)~~ **The media outlets identified in A.1. above;;**
  - b. ~~All Building Principals;~~ **school staff members;**
  - e. ~~The Director of Transportation (or transportation contractor);~~
  - d. \_\_\_\_\_ ~~(other individuals or offices to be notified);~~
  - ec. \_\_\_\_\_ ~~(private schools to which transportation is provided for district children);~~ ; and
  - fd. \_\_\_\_\_ ~~Police Departments;~~ **(municipalities that are affected by decision or that provide school crossing guards);**
  - e. **Board of Education President; and**
  - f. **Any other individuals or organizations the Superintendent or designee determines the need to be notified.**
2. ~~Each Building Principal and other person responsible for a call chain will promptly institute the process of notifying staff members of the closing by means of the staff call chain. Every effort should be made to notify staff members as soon as practicable.~~



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3. ~~In the event a staff member cannot be reached by telephone, the caller will report that fact to the Building Principal or other person responsible for the call chain.~~

42. **Notwithstanding a provision in a collective bargaining agreement, if applicable, u**Unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report for work on an emergency closed day. ~~It is the intention of this rule that all school offices be uniformly closed or open on a day when the schools are closed for emergency.~~

## C. Delayed Opening

1. ~~When circumstances are such as to require the late opening of school, the school day will ordinarily be delayed by two hours. All beginning schedules will be in effect, modified only by the two hour delay.~~

21. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B. **above**.

32. **Notwithstanding a provision in a collective bargaining agreement, u**Unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time **if the opening of school is delayed**.

43. If weather conditions **change** deteriorate after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.1. **above**.

54. The Principal of each school will modify the school's schedule to accommodate the shorter day. ~~Morning schedules may be eanceled.~~ After-school and athletic events may be canceled.

6. ~~Lunch will be served as usual, but may be delayed.~~



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## D. Early Dismissal

1. **The A decision by the Superintendent or designee to close school early will be promptly relayed to the media outlets, school staff members, and the people or organizations listed in B.1. above:**
  - a. ~~Building Principals in the affected schools,~~
  - b. ~~The Director of Transportation (or transportation contractor),~~
  - c. ~~\_\_\_\_\_ (other individuals or offices to be notified),~~
  - d. ~~\_\_\_\_\_ (private schools to which transportation is provided for district children), and~~
  - e. ~~\_\_\_\_\_ Police Departments (municipalities that are affected by decision or that provide school crossing guards).~~
2. Building Principals in the affected schools will promptly notify all **school** staff members of the early closing, using appropriate building procedures.
3. Parents~~(s)~~ or legal guardian~~(s)~~ **may** will be notified of an early dismissal through by an emergency call system, district or school website, a telephone communication chain, or any other method or process deemed appropriate the emergency parent call chain. Each caller will report to a person designated by the Principal the names of any parent~~(s)~~ or legal guardian~~(s)~~ who cannot be reached by telephone.
4. ~~Buses may be loaded as soon as they arrive at the school and may depart as soon as all students assigned to the bus have boarded.~~
54. A parent~~(s)~~ or legal guardian~~(s)~~ may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy and Regulation 5230 regarding the person(s) to whom a child may be released.



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65. The Principal ~~may will~~ designate a safe and secure location in the school building to which may be assigned students whose parent or temporary caretaker could not be reached by telephone or other means **or the student was unable to be released from school early for good reason.**
- a. A teaching staff member will be assigned to supervise the students who remain in the school.
  - b. ~~Students who have remained in the school will be released at the time school regularly closes, by whatever means of transportation they would have taken were the school not closed early.~~
  - e. ~~The Principal may arrange for a late bus or transportation by private vehicle for students retained at the school.~~

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[See POLICY ALERT Nos. 94, 97, 100, 106, 133, 169, 180,  
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## 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, N.J.S.A. 9:6-8.10, and N.J.A.C. 6A:22-4.1(d).

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

**The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.**

**The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.**



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### Reporting Potentially Missing or Abused Children

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates **the Student Assistance Counselor** as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.



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## Reporting Potentially Missing or Abused Children

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. **18A:33-28**; 18A:36-24; 18A:36-25 et seq.  
N.J.A.C. 6A:16-11.1

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[See POLICY ALERT Nos. 168, 175 and 219]

## 8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the school district.

The Board shall ~~determine~~ annually **approve** the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than **one hundred eighty** ~~(one hundred eighty or more)~~ days of instruction **in accordance with N.J.S.A. 18A:7F-9**. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

**A half-day class or shortened school day shall be considered the equivalent of a full day only if school is in session for four or more hours, exclusive of recess periods or lunch periods.**

A school day shall consist of not less than four hours, ~~of actual instruction~~, except that ~~in an approved Kindergarten~~, one continuous session of two and one-half hours may be considered a full day **for Kindergarten in accordance with N.J.A.C. 6A:32-8.3(b)**. ~~A half day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.~~

### **[Optional for Districts Operating a Kindergarten Program**

An approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c).]

The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16

N.J.S.A. 18A:54-25 **[vocational districts]**

N.J.A.C. 6A:32-8.3

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[See POLICY ALERT No. 219]

## 7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the **Supervisor of Buildings and Grounds** be responsible for the supervision of all building construction in this school district. Supervision shall include field inspection of the **construction** contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The **Business Administrator** shall report periodically to the Board **on the progress of that by his/her personal knowledge** the work of the construction contractor(s) ~~and the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.~~

The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school



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employee or an employee of any contract service provider and take

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**appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.**

A change order involving additional cost will be submitted to by the \_\_\_\_\_ for Board for review and approval.

N.J.S.A. **18A:6-7.1 et seq.**; 18A:18A-16; 18A:18A-43; 18A:18A-44

N.J.S.A. 18A:54-30 [**vocational districts**]

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