

## June Board Approval

Local ID	Attending School	ESY Tuition	Tuition SY 20/21
1002306	Reed Academy	\$16,711.50	\$100,269.00
1002036	David Gregory School	\$8,391.00	\$50,346.00
1000710	Felician School for Exceptional Children	\$7,128.44	\$59,295.66
1001558	Peter Cooper School	\$12,835.00	\$85,563.00
1001962	SBJC Maywood Annex	\$3,700.00	\$44,400.00
273	Ridgefield Memorial H.S.	\$6,538.00	\$41,940.00
1000806	David Gregory School	\$8,391.00	\$50,346.00
7006	Leonia H.S.	-	\$46,066.00
487	BCSS Springboard	\$5,300.00	\$61,740.00
1000485	Hewitt School REALM Program	\$12,835.00	\$85,563.00
20642	Forum School	\$8,525.79	\$73,078.20
1000074	Forum School	\$8,525.79	\$73,078.20
1002255	High Point School	\$7,794.70	\$62,696.50
5375	BCSS Springboard	-	\$61,740.00
1001448	SBJC Lodi Annex	\$3,700.00	\$57,200.00
1001476	Roy W. Brown M.S.	\$7,158.50	\$71,585.00
1106	Ridgefield Memorial H.S.	\$6,538.00	\$41,940.00
1001444	Highpoint starting	\$7,794.70	\$62,696.50
1001267	Bleshman School	\$5,300.00	\$76,860.00
1001944	Moonachie Annex	\$3,700.00	\$44,400.00
1001906	SBJC Maywood Annex	\$3,700.00	\$58,950.00
286	Alpine Learning Group	\$15,496.80	\$92,980.80
5311	Capri Training Center added 10/29/20	-	\$6,450.00
1001609	Windsor Learning Center	\$9,660.00	\$57,960.00
6939	Leonia M.S.	-	\$46,066.00
1000091	Windsor Learning Center	\$9,660.00	\$57,960.00
1000077	Sage Day High School	\$3,600.00	\$64,620.00
20746	SBJC Lodi Annex	\$3,700.00	\$69,100.00
1000554	Windsor Learning Center	\$9,660.00	\$57,960.00
1000620	SBJC Lodi Annex	\$3,700.00	\$57,200.00
7251	The Community School	-	\$45,300.60
1002483	SBJC Maywood Campus	-	\$69,100.00
1000323	Sage Day Middle School	-	\$64,620.00

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

**5/6/21**

Please appoint the following medical doctors on a fee basis for the 2021/22 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

Basic Student Consultation	\$875
Complex Student Consultation	\$1,600
Cancellation less than 2 days prior to	\$450
Missed Appointment	\$875

904 B2-908 A2 Pompton Ave

Cedar Grove, NJ 07009-1262

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

[drplatt@plattpsych.com](mailto:drplatt@plattpsych.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:	\$715
Emergency less than 24hrs:	\$775
Miss eval or cancellation under 24hrs:	\$310

**Neurologists**

Dr. Batul Ladak: Evaluation: \$600  
Cancellation: \$200  
50 Market St # 5, Saddle Brook, NJ 07663  
Secretary: LeeAnn Murphy [leeannmurph@gmail.com](mailto:leeannmurph@gmail.com)  
Phone: (201) 843-8200

Dr. Peter L. Heilbroner: Neuro Eval: \$550 Cancellation: \$100  
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: \$800  
Other language: \$850  
354 Old Hook Rd # 104, Westwood, NJ 07675  
Email: [developmentaldiagnosics@gmail.com](mailto:developmentaldiagnosics@gmail.com)  
Phone: (201) 358-8801

**Kireker Center for Child Development – Valley Health System**

140 East Ridgewood Avenue, Paramus, NJ 07652  
(201) 612-1006  
Developmental Pediatrics  
Neurodevelopmental Evaluations: \$675

HS Sport	Level	Fee
Baseball	ALL	\$ 120.00
Basketball	ALL	\$ 120.00
Basketball (JV/Varisty)		\$ 220.00
Basketball (9th/JV/Varisty)		\$ 315.00
Field Hockey	ALL	\$ 120.00
Football (game only)	Varisty	\$ 225.00
Football (game only)	Sub varsity	\$ 175.00
Football (w/ prep - early arrival and pregame taping)	Varisty	\$ 375.00
Gymnastics-Duel Meet	ALL	\$ 150.00
Gymnastics-Invitational	ALL	\$ 55.00/HR/AT
Ice Hockey	ALL	\$ 120.00
Indoor Track	ALL	\$ 275.00
Lacrosse	ALL	\$ 120.00
Outdoor Track	ALL	\$ 275.00
Soccer	ALL	\$ 120.00
Softball	ALL	\$ 120.00
Swimming	ALL	\$ 160.00
Tennis (match)	ALL	\$ 160.00
Tennis (Tournament)	ALL	\$ 55.00/HR/AT
Volleyball (Single Match)		\$ 120.00
Volleyball (JV/V)		\$ 220.00
Volleyball (9th/JV/V)		\$ 315.00
Wrestling (Single)		\$ 120.00
Wrestling (Single JV/Varsity)		\$ 185.00
Wrestling (Tri)		\$ 335.00
Wrestling (Quad)		\$ 375.00
XC	ALL	\$ 170.00
Athletic Training-Practices only	HIGH SCHOOL	\$55/HR (3 hr Minimum)

Middle School Sports

ALL

\$100

# Hasbrouck Heights School District

## Athletic Department

**Michael Scuilla**

Director of Athletics

### EXPENDITURES FOR GAME PERSONNEL

#### FALL SEASON

20-21

Head Ticket	\$75.00
Assistant Ticket (2)	\$45.00
Announcer	\$50.00
Videotaping	\$55.00
Timer	VARSITY OR JV FEE BY RULE OR \$45 IF NON OFFICIAL
Chains (3)	\$50.00
Site Director (Other than AD)	\$70.00
Security	\$75.00
Crowd Control (outdoor)	\$60.00
Athletic Trainer Services (per game)	\$100
Substitute Coach	\$55
Team Bus Supervision (coop sports only)	\$32/hr
Live Stream Event Personnel	\$75.00

#### WINTER SEASON

20-21

Head Ticket	\$45.00
Announcer	\$25.00
Timer (Per Match)	\$45.00
JV Timer (if not full match)	\$20.00
Security	\$75.00
Site Director (Other than AD)	\$70.00
Crowd Control (indoor)	\$60.00
Athletic Trainer Services (per game)	\$100
Substitute Coach	\$55
Team Bus Supervision (coop sports only)	\$32/hr
Live Stream Event Personnel	\$75.00

#### SPRING SEASON

20-21

Track meet Officials Assistant	\$50
Team Bus Supervision (coop sports only)	\$32/hr
Athletic Trainer Services (per game)	\$100
Live Stream Event Personnel	\$75.00
Substitute Coach	\$55

Revised: 5.4.21

Check Journal  
Rec and Unrec checks

Hasbrouck Heights Board of Ed.  
Hand and Machine checks

ATTACHMENT 

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Starting date 3/1/2021

Ending date 3/31/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
021427	03/01/21		2070	STANS SPORTS CENTER		220.00
021428	03/01/21		4429	TYCO TEES		642.00
021429	V 03/02/21	03/05/21	2070	STANS SPORTS CENTER		
021430	03/05/21		2070	STANS SPORTS CENTER		594.00
021431	03/23/21		4429	TYCO TEES		839.00
021432	03/31/21		6855	CRAIG MESSERY		34.11
030521	H 03/05/21		1159	STATE OF NJ HEALTH BENEFITS	FEB & MAR	733,621.77
031821	03/18/21		1170	STATE OF NEW JERSEY	NON PUBLIC REIMBURSEMENT	50,535.00
033121	03/31/21		PAY	HASBROUCK HEIGHTS PAYROLL		1,952,392.81
033221	H 03/31/21		7269	HASBROUCK HEIGHTS PR AGENCY	MARCH TPAF FICA	108,865.91
033321	H 03/31/21		7269	HASBROUCK HEIGHTS PR AGENCY	MARCH FICA	34,318.69
033421	H 03/31/21		7269	HASBROUCK HEIGHTS PR AGENCY	MAR ADJUST	(0.28)
033521	03/31/21		0271	PRUDENTIAL RETIREMENT(DCRP)		2,540.68
065202	03/02/21		1627	BAYADA HOME HEALTH CARE, INC.		1,485.00
065203	03/02/21		0179	RUTGERS, THE STATE UNIVERSITY		900.00
065205	H 03/03/21		6351	COSTCO		447.13
065208	03/04/21		1150	DELTA DENTAL		51,230.32
065209	03/05/21		1600	CDWG GOVERNMENT, INC.		12,153.48
065210	03/05/21		1849	AMAZON.COM		231.43
065211	03/11/21		2388	4 DIAMOND TRANSPORTATION LLC		2,408.91
065212	03/16/21		3020	MASCHIO'S FOOD SERVICE, INC.		22,739.80
065213	03/17/21		1708	AATSP		65.00
065214	03/18/21		0132	A.N.D.SERVICES, INC.		1,235.50
065215	03/18/21		2222	AIR GROUP LLC		3,755.00
065216	03/18/21		1701	ALPINE LEARNING GROUP, INC.		19,629.28
065217	03/18/21		1849	AMAZON.COM		53.95
065218	03/18/21		0075	AMERICAN PAPER & SUPPLY COMPANY		6,671.87
065219	03/18/21		2525	AT HOME MEDICAL		20.00
065220	03/18/21		1627	BAYADA HOME HEALTH CARE, INC.		300.00
065221	03/18/21		0180	BERGEN COUNTY SPECIAL SERVICES		63,605.83
065222	03/18/21		1626	BERGEN COUNTY TECHNICAL SCHOOLS		193,793.25
065223	03/18/21		1770	BSN SPORTS LLC/VARSITY BRANDS HOLDING CO		903.71
065224	03/18/21		9024	CABLEVISION LIGHTPATH		16,301.44
065225	03/18/21		O599	CANON FINANCIAL SERVICES, INC		5,051.05
065226	03/18/21		Y106	CONSTELLATION NEW ENERGY, INC		793.10
065227	03/18/21		1505	DAVID GREGORY SCHOOL, INC.		36,012.60
065228	03/18/21		Z393	DIANDERAS, VALERIA		47.00
065229	03/18/21		0446	EDUCATIONAL DATA SERVICES, INC		2,000.00
065230	03/18/21		B695	EI US, LLC		250.04

Starting date 3/1/2021 Ending date 3/31/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
065231	03/18/21		L383	FILE BANK INC		261.08
065232	03/18/21		1480	FORUM SCHOOL		30,043.26
065233	03/18/21		G829	FRONTLINE TECHNOLOGIES GROUP LLC		4,328.69
065234	03/18/21		2255	FUN FIT THERAPY LLC		1,567.50
065235	03/18/21		4338	HIGH POINT SCHOOL OF BERGEN COUNTY		25,756.40
065236	03/18/21		0716	HOME DEPOT		1,646.10
065237	03/18/21		I846	HOWARD TECHNOLOGY SOLUTIONS		18,735.44
065238	03/18/21		1555	IMPALLI, EDNA		770.50
065239	03/18/21		C131	IN-LINE AIR CONDITIONING CO, INC		10,167.27
065240	03/18/21		0865	INVO HEALTHCARE ASSOC, LLC		9,018.00
065241	03/18/21		4037	JOSTENS DIPLOMA PRODUCT COORDINATOR		749.91
065242	03/18/21		2369	KIDSPEACE CORPORATION		245.19
065243	03/18/21		0874	LEONIA BOARD OF EDUCATION		1,657.50
065244	03/18/21		7385	MACHADO LAW GROUP, LLC		7,977.60
065245	03/18/21		1958	MAGIC TOUCH CONSTRUCTION CO., INC		68,076.69
065246	03/18/21		0058	MATGUARD USA		1,414.00
065247	03/18/21		4644	MESSERY, DINA		50.00
065248	03/18/21		1391	MONTANEZ, PABLO		208.99
065249	03/18/21		1584	NAPA AUTO PARTS		55.11
065250	03/18/21		1004	NASSOR ELECTRIC SUPPLY CO., INC.		61.25
065251	03/18/21		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		600.00
065252	03/18/21		1147	NJ SCHOOLS BOARDS ASSOC		249.00
065253	03/18/21		1889	NJSHA/NJIDA CONFERENCE		115.00
065254	03/18/21		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGI		382.50
065255	03/18/21		4336	OPTIMUM		179.80
065256	03/18/21		1245	PARAMOUNT EXTERMINATING		1,027.00
065257	03/18/21		0646	PERENNIAL SERVICES, LLC		3,375.00
065258	03/18/21		7069	PKF OCONNOR DAVIES, LLP		13,875.00
065259	03/18/21		2328	PSE & GCO		33,893.49
065260	03/18/21		5556	R&J CONTROL, INC.		913.88
065261	03/18/21		1358	RIDGEFIELD BOARD OF EDUCATION		26,354.33
065262	03/18/21		1069	RINGWOOD BOARD OF EDUCATION		17,112.60
065263	03/18/21		2066	S & S ARTS & CRAFTS INC		1,552.35
065264	03/18/21		2000	SCHOOL HEALTH CORP.		98.84
065265	03/18/21		1579	SCHOOL SPECIALTY, INC.		652.08
065266	03/18/21		M232	SCIENTIFIC BOILER WATER CONDITION CO,INC		557.00
065267	03/18/21		0800	SHAW'S COMPLETE SECURITY		243.00
065268	03/18/21		2024	SHERWIN WILLIAMS CO.		556.18
065269	03/18/21		2322	SOUTH BERGEN JOINTURE COMM.		293,025.64

Starting date 3/1/2021

Ending date 3/31/2021

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
065270	03/18/21		2775	STAPLES ADVANTAGE		873.42
065271	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#065275 Stub	
065272	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#065275 Stub	
065273	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#065275 Stub	
065274	V 03/18/21	03/18/21		00.0 \$ Multi Stub Void	#065275 Stub	
065275	03/18/21		L336	STAPLES CONTRACT & COMM, INC/ED DATA		12,373.75
065276	03/18/21		0311	SUCCESS ADVERTISING, INC		2,578.10
065277	03/18/21		0639	SUEZ WATER OF NEW JERSEY		2,956.39
065278	03/18/21		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN		4,536.28
065279	03/18/21		D957	UNITED ART AND EDUCATION		167.20
065280	03/18/21		2156	VANDERBECK, C.J. & SON INC		345.00
065281	03/18/21		4454	VERIZON		4,850.26
065282	03/18/21		2588	VERIZON WIRELESS		819.85
065283	03/18/21		4427	W.B. MASON CO., INC.		614.93
065284	03/18/21		2691	WINDSOR LEARNING CENTER, INC		14,490.00
065285	03/18/21		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS		570.00
065286	03/22/21		3021	A.T. &T		170.03
065298	03/25/21		D328	CONRAD, JEANINE		700.00
065299	03/25/21		0716	HOME DEPOT		1,398.78
065300	03/29/21		0075	AMERICAN PAPER & SUPPLY COMPANY		285.83
065301	03/29/21		1173	AMOROSI; JOHN M.		150.00
065302	03/29/21		1524	BH SECURITY		1,019.00
065303	03/29/21		1770	BSN SPORTS LLC		336.10
065304	03/29/21		N369	CAPRI INSTITUTE OF HAIR DESIGN		2,787.50
065305	03/29/21		4396	CAROLINA BIOLOGICAL SUPPLY CO.		106.70
065306	03/29/21		1487	CCL THERAPY, LLC		5,890.00
065307	03/29/21		0340	COMMUNITY SCHOOL		9,815.13
065308	03/29/21		0343	COMPLETE SAW SERVICE OF		630.70
065309	03/29/21		Y106	CONSTELLATION NEW ENERGY, INC		740.69
065310	03/29/21		1427	COSKEYS ELECTRONIC SYSTEMS INC.		950.48
065311	03/29/21		0981	DRC/CTB		131.08
065312	03/29/21		0419	EJG Sports, LLC		1,140.00
065313	03/29/21		C131	IN-LINE AIR CONDITIONING CO, INC		460.80
065314	03/29/21		0865	INVO HEALTHCARE ASSOC, LLC		8,802.00
065315	03/29/21		2904	JAYPRO SPORTS, I L.L.C.		64.84
065316	03/29/21		Y598	JGB SPORTS, LLC/SAM YIP		1,791.00
065317	03/29/21		R384	KEY WORLD/DBA ROMER SECURITY, LLC		97.37
065318	03/29/21		0874	LEONIA BOARD OF EDUCATION		227.50
065319	03/29/21		0514	MIHALITSIANOS, GERASIMOS		50.00



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Rec and Unrec checks

Hasbrouck Heights Board of Ed.  
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Starting date 3/1/2021

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
065320	03/29/21		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		600.00
065321	03/29/21		2070	STANS SPORTS CENTER		3,480.00
065322	03/29/21		2775	STAPLES ADVANTAGE		477.90
065323	03/29/21		E753	STERILASER LLC		3,090.00
065324	03/29/21		2588	VERIZON WIRELESS		742.28
065325	03/29/21		0526	WAGE WORKS INC		55.25
065326	03/30/21		0382	NEW JERSEY MOTOR VEHICLE COMMISSION		100.00
112700	V 03/10/21	03/18/21	1873	BILL OSHEAS FLORIST		
116100	H 03/10/21		1918	PETALOUS PUBLISHING LLC		250.00
213050	H 03/03/21		0674	KISTNER; ROBERT		50.00

Starting date 3/1/2021

Ending date 3/31/2021

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Fund Totals		
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10	General Funds	\$108,865.91
11	GENERAL FUND	\$3,692,450.42
12	Capital Outlay	\$8,899.00
20	Special Revenue Fund	\$137,085.77
60	Enterprise Fund	\$46,077.48
95	STUDENT ACTIVITY	\$2,629.11
Total for all checks listed		\$3,996,007.69

Prepared and submitted by: \_\_\_\_\_

Board Secretary

\_\_\_\_\_ Date

Report of the Secretary to the Board of Education  
Hasbrouck Heights Board of Ed.

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Funds

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Assets and Resources

**Assets:**

101	Cash in bank		\$6,205,689.42
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		\$7,672,700.50

**Accounts Receivable:**

132	Interfund	\$0.00	
141	Intergovernmental - State	\$947,592.69	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$947,592.69

**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	\$34,095,923.00	
302	Less revenues	(\$33,765,757.79)	\$330,165.21

**Total assets and resources**

**\$15,158,347.82**

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		(\$1,265.62)
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$36,147.40
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$34,881.78</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$11,588,636.63
761	Capital reserve account - July	\$1,313,748.03	
604	Add: Increase in capital reserve	\$3,000.00	
307	Less: Bud. w/d cap. reserve eligible costs	(\$700,000.00)	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$616,748.03
764	Maintenance reserve account - July	\$200,000.00	
606	Add: Increase in maintenance reserve	\$500.00	
310	Less: Bud. w/d from maintenance reserve	(\$53,790.00)	\$146,710.00
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		\$956,885.25
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$35,423,804.90	
602	Less: Expenditures	(\$22,782,374.28)	
	Less: Encumbrances	(\$11,211,044.73)	(\$33,993,419.01)
	<b>Total appropriated</b>		<b>\$14,739,365.80</b>

Unappropriated:

770	Fund balance, July 1		\$961,692.14
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$577,591.90)
	<b>Total fund balance</b>		<b>\$15,123,466.04</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$15,158,347.82</u></b>

Report of the Secretary to the Board of Education  
Hasbrouck Heights - Board of Ed.

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$35,423,804.90	\$33,993,419.01	\$1,430,385.89
Revenues	(\$34,095,923.00)	(\$33,765,757.79)	(\$330,165.21)
Subtotal	<u>\$1,327,881.90</u>	<u>\$227,661.22</u>	<u>\$1,100,220.68</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$3,000.00	(\$1,313,748.03)	\$1,316,748.03
Less - Withdrawal from reserve	(\$700,000.00)	(\$700,000.00)	\$0.00
Subtotal	<u>\$630,881.90</u>	<u>(\$1,786,086.81)</u>	<u>\$2,416,968.71</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$500.00	(\$200,000.00)	\$200,500.00
Less - Withdrawal from reserve	(\$53,790.00)	(\$53,790.00)	\$0.00
Subtotal	<u>\$577,591.90</u>	<u>(\$2,039,876.81)</u>	<u>\$2,617,468.71</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>\$577,591.90</u>	<u>(\$2,039,876.81)</u>	<u>\$2,617,468.71</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$577,591.90</u>	<u>(\$1,786,086.81)</u>	<u>\$2,416,968.71</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	31,089,563	0	31,089,563	31,042,137	Under	47,426
00520	SUBTOTAL – Revenues from State Sources	3,039,865	(53,790)	2,986,075	2,717,817	Under	268,258
00570	SUBTOTAL – Revenues from Federal Sources	19,785	0	19,785	5,803	Under	13,982
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		34,149,713	(53,790)	34,095,923	33,765,758		330,165

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,472,925	(262,674)	10,210,251	6,992,730	3,043,113	174,408
10300	Total Special Education - Instruction	3,008,933	213,396	3,222,329	2,236,629	984,166	1,534
11160	Total Basic Skills/Remedial – Instruct.	198,450	12,800	211,250	147,798	63,280	172
12160	Total Bilingual Education – Instruction	178,190	0	178,190	124,175	52,872	1,143
17100	Total School-Sponsored Co/Extra Curricul	252,000	0	252,000	96,294	132,434	23,272
17600	Total School-Sponsored Athletics – Instr	552,191	7,167	559,358	335,372	187,229	36,758
20620	Total Summer School	83,500	(15,899)	67,601	39,257	24,276	4,067
29180	Total Undistributed Expenditures - Instr	3,387,461	(273,018)	3,114,443	1,913,752	1,067,656	133,035
29680	Total Undistributed Expenditures – Atten	125,034	0	125,034	93,926	31,108	0
30620	Total Undistributed Expenditures – Healt	346,844	0	346,844	188,293	105,918	52,633
40580	Total Undistributed Expend – Speech, OT,	1,080,335	0	1,080,335	449,617	131,818	498,900
41080	Total Undist. Expend. – Other Supp. Serv	599,343	0	599,343	372,643	153,651	73,049
41660	Total Undist. Expend. – Guidance	620,079	58,336	678,415	479,532	197,141	1,741
42200	Total Undist. Expend. – Child Study Team	882,975	0	882,975	605,060	269,141	8,773
43200	Total Undist. Expend. – Improvement of I	241,154	0	241,154	179,005	60,125	2,024
43620	Total Undist. Expend. – Edu. Media Serv.	367,684	0	367,684	257,234	96,505	13,946
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	315	2,750	4,935
45300	Support Serv. - General Admin	588,660	30,670	619,330	466,790	121,290	31,250
46160	Support Serv. - School Admin	1,230,166	0	1,230,166	890,088	306,350	33,729
47200	Total Undist. Expend. – Central Services	538,877	0	538,877	459,048	76,507	3,321
47620	Total Undist. Expend. – Admin. Info. Tec	136,702	27,500	164,202	124,451	34,052	5,699
51120	Total Undist. Expend. – Oper. & Maint. O	2,582,671	490,454	3,073,125	2,105,622	949,072	18,430
52480	Total Undist. Expend. – Student Transpor	946,999	165,518	1,112,517	642,101	411,369	59,047
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,560,715	(99,170)	5,461,545	3,540,644	1,672,411	248,490
75880	TOTAL EQUIPMENT	20,467	21,562	42,029	41,997	0	32
76260	Total Facilities Acquisition and Constr	1,035,858	950	1,036,808	0	1,036,808	0
Total		35,046,213	377,592	35,423,805	22,782,374	11,211,045	1,430,386

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		30,874,428	0	30,874,428	30,874,428		0
00190	10-1300	Total Tuition		0	0	0	24,104		(24,104)
00300	10-1___	Unrestricted Miscellaneous Revenues		212,135	0	212,135	143,605	Under	68,530
00340	10-1___	Interest Earned on Capital Reserve Funds		3,000	0	3,000	0	Under	3,000
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		1,565,729	0	1,565,729	1,565,729		0
00460	10-3176	Equalization Aid		877,240	(53,790)	823,450	823,450		0
00470	10-3177	Categorical Security Aid		185,508	0	185,508	185,508		0
00540	10-4200	Medicaid Reimbursement		19,785	0	19,785	5,803	Under	13,982
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				34,149,713	(53,790)	34,095,923	33,765,758		330,165

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers		520,750	(46,030)	474,720	332,614	142,106	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,226,162	(23,941)	3,202,221	2,235,991	965,680	550
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		2,419,856	(31,806)	2,388,050	1,674,514	713,536	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,301,648	(178,024)	3,123,624	2,066,497	1,057,127	0
02160	11-140-100-101	Salaries of Teachers		6,000	0	6,000	2,405	3,595	0
03020	11-190-1___-320	Purchased Professional – Educational Ser		146,729	(66,471)	80,258	47,452	25,600	7,206
03040	11-190-1___-340	Purchased Technical Services		258,780	1,473	260,253	120,091	14,109	126,053
03060	11-190-1___-4-5	Other Purchased Services (400-500 series		278,000	59,071	337,071	299,374	22,203	15,494
03080	11-190-1___-610	General Supplies		244,000	59,670	303,670	186,658	98,593	18,420
03100	11-190-1___-640	Textbooks		55,000	(34,600)	20,400	19,289	0	1,111
03120	11-190-1___-8__	Other Objects		16,000	(2,016)	13,984	7,845	564	5,575
04500	11-204-100-101	Salaries of Teachers		158,130	(23,290)	134,840	94,245	40,595	0
04520	11-204-100-106	Other Salaries for Instruction		72,099	0	72,099	50,469	21,630	0
04600	11-204-100-610	General Supplies		1,000	196	1,196	826	0	370
04620	11-204-100-640	Textbooks		500	(196)	304	0	0	304
07000	11-213-100-101	Salaries of Teachers		2,031,965	187,625	2,219,590	1,558,985	660,605	0
07020	11-213-100-106	Other Salaries for Instruction		437,594	24,033	461,627	329,147	132,480	0
07100	11-213-100-610	General Supplies		8,000	4,132	12,132	12,124	0	8
07140	11-213-100-8__	Other Objects		0	234	234	233	0	1
08500	11-216-100-101	Salaries of Teachers		122,480	44,330	166,810	116,767	50,043	0
08520	11-216-100-106	Other Salaries for Instruction		120,165	(24,033)	96,132	67,292	28,840	0
08600	11-216-100-6__	General Supplies		2,000	365	2,365	1,511	3	851
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	5,030	49,970	0
11000	11-230-100-101	Salaries of Teachers		197,950	12,800	210,750	147,470	63,280	0
11100	11-230-100-610	General Supplies		500	0	500	328	0	172
12000	11-240-100-101	Salaries of Teachers		176,490	0	176,490	123,618	52,872	0
12100	11-240-100-610	General Supplies		1,500	0	1,500	557	0	943
12120	11-240-100-640	Textbooks		200	0	200	0	0	200

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
17000	11-401-100-1__	Salaries	227,000	0	227,000	95,243	131,757	0
17040	11-401-100-6__	Supplies and Materials	16,000	0	16,000	986	277	14,737
17060	11-401-100-8__	Other Objects	5,000	0	5,000	0	400	4,600
17080	11-401-100-930	Transfers to Cover Deficit (Custodial)	4,000	0	4,000	65	0	3,935
17500	11-402-100-1__	Salaries	355,191	0	355,191	198,276	156,915	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	55,000	0	55,000	23,344	14,228	17,429
17540	11-402-100-6__	Supplies and Materials	105,000	7,667	112,667	98,358	12,586	1,723
17560	11-402-100-8__	Other Objects	37,000	(500)	36,500	15,394	3,500	17,606
20000	11-422-100-101	Salaries of Teachers	40,000	0	40,000	33,724	6,276	0
20020	11-422-100-106	Other Salaries of Instruction	18,000	0	18,000	0	18,000	0
20080	11-422-100-3__	Purchased Professional & Technical Servi	25,000	(15,899)	9,101	5,534	0	3,567
20120	11-422-100-610	General Supplies	500	0	500	0	0	500
29000	11-000-100-561	Tuition to Other LEAs within the State -	15,000	0	15,000	0	0	15,000
29020	11-000-100-562	Tuition to Other LEAs within the State -	826,163	(314,196)	511,967	331,591	178,988	1,389
29040	11-000-100-563	Tuition to County Voc. School District-R	706,917	13,155	720,072	430,419	289,653	0
29060	11-000-100-564	Tuition to County Voc. School District-S	368,550	(13,155)	355,395	160,500	109,500	85,395
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	225,918	0	225,918	63,862	155,079	6,977
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,082,619	58,678	1,141,297	826,094	313,282	1,921
29160	11-000-100-569	Tuition – Other	162,294	(17,500)	144,794	101,287	21,154	22,353
29500	11-000-211-1__	Salaries	125,034	0	125,034	93,926	31,108	0
30500	11-000-213-1__	Salaries	272,344	0	272,344	176,641	95,703	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	60,000	0	60,000	4,725	8,215	47,060
30580	11-000-213-6__	Supplies and Materials	11,000	(518)	10,482	5,057	0	5,425
30600	11-000-213-8__	Other Objects	3,500	518	4,018	1,870	2,000	148
40500	11-000-216-1__	Salaries	248,335	0	248,335	173,835	74,501	0
40520	11-000-216-320	Purchased Professional – Educational Ser	825,000	0	825,000	272,233	55,000	497,767
40540	11-000-216-6__	Supplies and Materials	6,000	0	6,000	3,549	2,317	133
40560	11-000-216-8__	Other Objects	1,000	0	1,000	0	0	1,000
41000	11-000-217-1__	Salaries	361,495	0	361,495	219,400	94,029	48,066
41020	11-000-217-320	Purchased Professional – Educational Ser	237,848	0	237,848	153,242	59,622	24,983
41500	11-000-218-104	Salaries of Other Professional Staff	617,329	58,336	675,665	478,524	197,141	0
41580	11-000-218-390	Other Purchased Professional & Technical	500	(28)	472	0	0	472
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	250	0	250	0	0	250
41620	11-000-218-6__	Supplies and Materials	750	28	778	134	0	644
41640	11-000-218-8__	Other Objects	1,250	0	1,250	875	0	375
42000	11-000-219-104	Salaries of Other Professional Staff	757,809	0	757,809	517,111	240,698	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	112,166	0	112,166	84,124	28,042	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	4,000	0	4,000	174	0	3,826
42160	11-000-219-6__	Supplies and Materials	7,000	0	7,000	2,355	402	4,243
42180	11-000-219-8__	Other Objects	2,000	0	2,000	1,295	0	705
43020	11-000-221-104	Salaries of Other Professional Staff	235,654	0	235,654	176,741	58,913	0



Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	210	1,212	1,578
43180	11-000-221-8__	Other Objects	2,500	0	2,500	2,054	0	446
43500	11-000-222-1__	Salaries	347,984	0	347,984	251,539	96,446	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580	11-000-222-6__	Supplies and Materials	13,000	0	13,000	5,565	59	7,376
43600	11-000-222-8__	Other Objects	700	0	700	130	0	570
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	8,000	0	8,000	315	2,750	4,935
45000	11-000-230-1__	Salaries	295,144	0	295,144	221,358	73,786	0
45040	11-000-230-331	Legal Services	75,000	4,095	79,095	70,944	8,150	0
45060	11-000-230-332	Audit Fees	36,750	12,500	49,250	47,688	0	1,563
45100	11-000-230-339	Other Purchased Professional Services	0	14,075	14,075	2,575	11,500	0
45120	11-000-230-340	Purchased Technical Services	15,050	0	15,050	0	0	15,050
45140	11-000-230-530	Communications/Telephone	66,502	0	66,502	39,633	23,215	3,654
45160	11-000-230-585	BOE Other Purchased Services	2,500	0	2,500	199	0	2,301
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	61,615	0	61,615	55,477	3,219	2,919
45200	11-000-230-610	General Supplies	7,000	0	7,000	1,207	1,419	4,373
45260	11-000-230-890	Miscellaneous Expenditures	15,849	0	15,849	15,722	0	127
45280	11-000-230-895	BOE Membership Dues and Fees	13,250	0	13,250	11,987	0	1,263
46000	11-000-240-103	Salaries of Principals/Assistant Princip	789,678	0	789,678	592,259	197,419	0
46020	11-000-240-104	Salaries of Other Professional Staff	133,304	0	133,304	99,978	33,326	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	254,184	0	254,184	178,751	75,433	0
46120	11-000-240-6__	Supplies and Materials	40,000	0	40,000	13,310	172	26,519
46140	11-000-240-8__	Other Objects	13,000	0	13,000	5,790	0	7,210
47000	11-000-251-1__	Salaries	374,592	0	374,592	301,997	72,595	0
47040	11-000-251-340	Purchased Technical Services	11,500	5,450	16,950	13,580	3,370	0
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	500	0	500	0	0	500
47100	11-000-251-6__	Supplies and Materials	10,000	(5,450)	4,550	2,757	543	1,251
47160	11-000-251-836	Interest on Bond Anticipation Notes (BAN	139,285	0	139,285	139,284	0	1
47180	11-000-251-890	Other Objects	3,000	0	3,000	1,430	0	1,570
47500	11-000-252-1__	Salaries	63,702	0	63,702	59,315	4,387	0
47540	11-000-252-340	Purchased Technical Services	4,000	1,000	5,000	5,000	0	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	34,250	8,500	42,750	39,099	3,125	526
47580	11-000-252-6__	Supplies and Materials	34,250	17,500	51,750	20,225	26,539	4,986
47600	11-000-252-8__	Other Objects	500	500	1,000	812	0	188
48500	11-000-261-1__	Salaries	112,504	0	112,504	85,503	27,001	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	210,000	559,991	769,991	635,734	126,761	7,496
48540	11-000-261-610	General Supplies	15,000	(3,000)	12,000	6,339	0	5,661
48560	11-000-261-8__	Other Objects	500	0	500	0	0	500
49000	11-000-262-1__	Salaries	1,038,119	(25,000)	1,013,119	659,801	353,088	230
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	125,000	(69,000)	56,000	46,165	9,120	715
49120	11-000-262-490	Other Purchased Property Services	48,000	0	48,000	19,023	28,977	0

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49140	11-000-262-520	Insurance	152,658	16,144	168,802	168,802	0	0
49160	11-000-262-590	Miscellaneous Purchased Services	5,138	611	5,749	4,499	1,250	0
49180	11-000-262-610	General Supplies	160,000	18,389	178,389	157,173	20,535	681
49200	11-000-262-621	Energy (Natural Gas)	125,000	0	125,000	35,663	89,337	0
49220	11-000-262-622	Energy (Electricity)	240,000	0	240,000	119,696	120,001	302
49280	11-000-262-8__	Other Objects	16,000	(6,663)	9,337	9,329	0	8
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	65,000	28,626	93,626	39,499	53,088	1,039
50060	11-000-263-610	General Supplies	1,000	(500)	500	0	0	500
50080	11-000-263-8__	Other Objects	250	1,000	1,250	1,059	0	191
51000	11-000-266-1__	Salaries	81,752	0	81,752	57,772	23,980	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	130,500	(16,144)	114,356	28,568	85,432	356
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	55,000	(26,600)	28,400	17,933	10,003	464
51060	11-000-266-610	General Supplies	1,000	12,600	13,600	13,063	500	37
51080	11-000-266-8__	Other Objects	250	0	250	0	0	250
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	40,000	0	40,000	22,410	17,590	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	5,000	0	5,000	1,377	3,623	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	15,000	0	15,000	7,159	725	7,116
52220	11-000-270-504	Contract Serv–Aid in Lieu Pymts–Charter	8,000	0	8,000	1,300	0	6,700
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	60,000	0	60,000	13,827	3,668	42,506
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	18,863	(18,863)	0	0	0	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	789,136	189,381	978,517	594,456	384,061	0
52440	11-000-270-615	Transportation Supplies	10,000	(5,000)	5,000	1,297	1,703	2,000
52460	11-000-270-8__	Other objects	1,000	0	1,000	276	0	725
71020	11-000-291-220	Social Security Contributions	365,000	0	365,000	225,243	139,757	0
71060	11-000-291-241	Other Retirement Contributions - PERS	356,166	0	356,166	22,365	333,801	0
71140	11-000-291-250	Unemployment Compensation	30,000	(16,170)	13,830	0	0	13,830
71160	11-000-291-260	Workmen's Compensation	145,000	(31,281)	113,719	113,628	0	91
71180	11-000-291-270	Health Benefits	4,514,631	(83,000)	4,431,631	3,041,611	1,198,682	191,338
71200	11-000-291-280	Tuition Reimbursement	50,000	(3,565)	46,435	3,282	0	43,153
71220	11-000-291-290	Other Employee Benefits	99,918	34,846	134,764	134,515	171	78
75680	12-000-252-73__	Undistributed Expenditures – Admin. Info	0	8,899	8,899	8,899	0	0
75720	12-000-262-73__	Undist. Expend. – Custodial Services	0	12,663	12,663	12,632	0	31
75800	12-000-270-733	School Buses - Regular	20,467	0	20,467	20,466	0	1
76080	12-000-400-450	Construction Services	1,029,000	0	1,029,000	0	1,029,000	0
76180	12-000-400-780	Infrastructure	0	950	950	0	950	0
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	6,858	0
Total			35,046,213	377,592	35,423,805	22,782,374	11,211,045	1,430,386

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 20 Special Revenue Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$113,608.23
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	(\$1.43)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	(\$1,000.00)	(\$1,001.43)

**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	\$1,312,888.22	
302	Less revenues	(\$716,276.70)	\$596,611.52

**Total assets and resources**

**\$709,218.32**

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

**Liabilities:**

411	Intergovernmental accounts payable - state		\$0.28
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$8,934.87
	Other current liabilities		\$9,937.42
	<b>Total liabilities</b>		<b>\$18,872.57</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$365,439.14
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	\$1,312,888.22	
602	Less: Expenditures	(\$622,542.47)	
	Less: Encumbrances	(\$365,439.14)	(\$987,981.61)
	<b>Total appropriated</b>		<b>\$690,345.75</b>

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$690,345.75</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$709,218.32</u></b>

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,312,888.22	\$987,981.61	\$324,906.61
Revenues	(\$1,312,888.22)	(\$716,276.70)	(\$596,611.52)
Subtotal	<u>\$0.00</u>	<u>\$271,704.91</u>	<u>(\$271,704.91)</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>\$271,704.91</u>	<u>(\$271,704.91)</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>\$271,704.91</u>	<u>(\$271,704.91)</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>\$271,704.91</u>	<u>(\$271,704.91)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$271,704.91</u>	<u>(\$271,704.91)</u>

Prepared and submitted by :

Dina Messey 5/18/21

Board Secretary

Date

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	50,575	50,575	50,575		0
00770	Total Revenues from State Sources	235,680	(5,340)	230,340	152,095	Under	78,245
00830	Total Revenues from Federal Sources	574,692	457,281	1,031,973	513,607	Under	518,367
Total		810,372	502,516	1,312,888	716,277		596,612
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		12,400	123,871	136,271	40,049	50,826	45,396
88000	Nonpublic Textbooks	11,300	5,988	17,288	15,795	0	1,493
88020	Nonpublic Auxiliary Services	88,080	0	88,080	32,602	0	55,478
88040	Nonpublic Handicapped Services	71,600	0	71,600	23,639	0	47,961
88060	Nonpublic Nursing Services	20,800	7,233	28,033	20,266	7,416	351
88080	Nonpublic Technology Initiative	7,800	(7,800)	0	0	0	0
88740	Total Federal Projects	598,392	373,224	971,616	490,191	307,197	174,228
Total		810,372	502,516	1,312,888	622,542	365,439	324,907

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	50,575	50,575	50,575		0
00765 20-32__ Other Restricted Entitlements	235,680	(5,340)	230,340	152,095	Under	78,245
00775 20-441[1-6] Title I	112,576	51,168	163,744	65,798	Under	97,946
00780 20-445[1-5] Title II	23,748	20,965	44,713	4,400	Under	40,313
00785 20-449[1-4] Title III	18,368	6,074	24,442	602	Under	23,840
00790 20-447[1-4] Title IV	10,000	10,385	20,385	0	Under	20,385
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	410,000	121,237	531,237	234,393	Under	296,844
00825 20-4__ Other	0	247,452	247,452	208,414	Under	39,039
Total	810,372	502,516	1,312,888	716,277		596,612

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	12,400	123,871	136,271	40,049	50,826	45,396
88000 20-501-__-__ Nonpublic Textbooks	11,300	5,988	17,288	15,795	0	1,493
88020 20-50[-2-5]__ Nonpublic Auxiliary Services	88,080	0	88,080	32,602	0	55,478
88040 20-50[-6-8]__ Nonpublic Handicapped Services	71,600	0	71,600	23,639	0	47,961
88060 20-509-__-__ Nonpublic Nursing Services	20,800	7,233	28,033	20,266	7,416	351
88080 20-510-__-__ Nonpublic Technology Initiative	7,800	(7,800)	0	0	0	0
88500 20-__-__-__ Title I	112,576	51,168	163,744	92,104	41,424	30,216
88520 20-__-__-__ Title II	23,748	20,965	44,713	4,400	18,600	21,713
88540 20-__-__-__ Title III	18,368	(4,612)	13,756	407	1,936	11,413
88560 20-__-__-__ Title IV	10,000	(1,450)	8,550	0	0	8,550
88620 20-__-__-__ I.D.E.A. Part B (Handicapped)	410,000	101,883	511,883	250,266	206,591	55,026
88678 20-477-__-__ CARES Act Education Stabilization Fund	0	26,400	26,400	0	0	26,400
88700 20-__-__-__ Other	0	189,998	189,998	130,704	38,386	20,909
88707 20-482-__-__ Nonpublic Technology - CRF	23,700	(11,128)	12,572	12,311	260	1
Total	810,372	502,516	1,312,888	622,542	365,439	324,907

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 30 Capital Projects Fund

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**Assets and Resources**

**Assets:**

101	Cash in bank		\$2,224,393.04
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	(\$59,829.00)	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$59,829.00)

**Loans Receivable:**

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

**Other Current Assets**

(\$6,065,000.00)

**Resources:**

301	Estimated revenues	\$0.00	
302	Less revenues	(\$2.42)	(\$2.42)

**Total assets and resources**

**(\$3,900,438.38)**



Starting date 7/1/2020 Ending date 3/31/2021 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		\$88.00
	<b>Total liabilities</b>		<b>\$88.00</b>

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		(\$3,900,526.38)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		(\$3,900,526.38)
	<b>Total liabilities and fund equity</b>		<b>(\$3,900,438.38)</b>

Starting date 7/1/2020 Ending date 3/31/2021 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	(\$2.42)	\$2.42
Subtotal	<u>\$0.00</u>	<u>(\$2.42)</u>	<u>\$2.42</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>(\$2.42)</u>	<u>\$2.42</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>(\$2.42)</u>	<u>\$2.42</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>(\$2.42)</u>	<u>\$2.42</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$2.42)</u>	<u>\$2.42</u>

Prepared and submitted by :

Dina Messery 5/18/21  
Board Secretary Date

Starting date 7/1/2020 Ending date 3/31/2021 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	2		(2)
Total	0	0	0	2		(2)

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 30 Capital Projects Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	2		(2)
Total	0	0	0	2		(2)

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 40 Debt Service Fund

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**Assets and Resources**

**Assets:**

101	Cash in bank		\$475.67
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	\$88.00	
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	\$88.00

**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	\$798,305.00	
302	Less revenues	(\$798,305.00)	\$0.00

**Total assets and resources**

**\$563.67**

Starting date 7/1/2020 Ending date 3/31/2021 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		\$0.00

**Total liabilities**

**\$0.00**

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$0.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$53,907.67
601	Appropriations	\$851,050.00	
602	Less: Expenditures	(\$851,650.00)	
	Less: Encumbrances	\$0.00 (\$851,650.00)	\$0.00
	Total appropriated		\$53,907.67

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$53,345.00)

**Total fund balance**

**\$562.67**

**Total liabilities and fund equity**

**\$562.67**

Report of the Secretary to the Board of Education  
Hasbrouck Heights Board of Ed.

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Starting date 7/1/2020 Ending date 3/31/2021 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$851,650.00	\$851,650.00	\$0.00
Revenues	(\$798,305.00)	(\$798,305.00)	\$0.00
Subtotal	<u>\$53,345.00</u>	<u>\$53,345.00</u>	<u>\$0.00</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>\$53,345.00</u>	<u>\$53,345.00</u>	<u>\$0.00</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>\$53,345.00</u>	<u>\$53,345.00</u>	<u>\$0.00</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>\$53,345.00</u>	<u>\$53,345.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$53,345.00</u>	<u>\$53,345.00</u>	<u>\$0.00</u>

Prepared and submitted by :

*Aina Messey* 5/18/21  
Board Secretary Date

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	591,393	0	591,393	591,393		0
0093A	Other	206,912	0	206,912	206,912		0
Total		798,305	0	798,305	798,305		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	851,650	0	851,650	851,650	0	0
Total		851,650	0	851,650	851,650	0	0



Starting date 7/1/2020 Ending date 3/31/2021 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	591,393	0	591,393	591,393		0
00890	40-3160	Debt Service Aid Type II	206,912	0	206,912	206,912		0
Total			798,305	0	798,305	798,305		0

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	91,650	0	91,650	91,650	0	0
89620	40-701-510-910	Redemption of Principal	760,000	0	760,000	760,000	0	0
Total			851,650	0	851,650	851,650	0	0

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 Enterprise Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$575,253.07
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

\$8,239.00

**Resources:**

301	Estimated revenues	\$584,000.00	
302	Less revenues	(\$102,899.07)	\$481,100.93

**Total assets and resources**

**\$1,064,593.00**

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$594.00
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>\$594.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$198,565.78
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	\$584,000.00	
602	Less: Expenditures	(\$164,945.99)	
	Less: Encumbrances	(\$198,565.78)	(\$363,511.77)
	<b>Total appropriated</b>		<b>\$419,054.01</b>

Unappropriated:

770	Fund balance, July 1		\$644,944.99
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$1,063,999.00</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$1,064,593.00</u></b>

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$584,000.00	\$363,511.77	\$220,488.23
Revenues	(\$584,000.00)	(\$102,899.07)	(\$481,100.93)
Subtotal	<u>\$0.00</u>	<u>\$260,612.70</u>	<u>(\$260,612.70)</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>\$260,612.70</u>	<u>(\$260,612.70)</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>\$260,612.70</u>	<u>(\$260,612.70)</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>\$260,612.70</u>	<u>(\$260,612.70)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$260,612.70</u>	<u>(\$260,612.70)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	584,000	584,000	102,899	Under	481,101
Total		0	584,000	584,000	102,899		481,101
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	584,000	584,000	164,946	198,566	220,488
Total		0	584,000	584,000	164,946	198,566	220,488

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	584,000	584,000	102,899	Under	481,101
Total	0	584,000	584,000	102,899		481,101
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999	0	584,000	584,000	164,946	198,566	220,488
Total	0	584,000	584,000	164,946	198,566	220,488

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 95 STUDENT ACTIVITY

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Assets and Resources

**Assets:**

101	Cash in bank		\$127,917.26
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	\$157,732.85	
302	Less revenues	(\$24,689.21)	\$133,043.64

**Total assets and resources**

**\$260,960.90**

Starting date 7/1/2020 Ending date 3/31/2021 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		\$3,363.11
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	\$157,732.85	
602	Less: Expenditures	(\$43,820.72)	
	Less: Encumbrances	(\$3,363.11)	(\$47,183.83)
	<b>Total appropriated</b>		<b>\$113,912.13</b>

Unappropriated:

770	Fund balance, July 1		\$147,048.77
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$260,960.90</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$260,960.90</u></b>



Starting date 7/1/2020 Ending date 3/31/2021 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$157,732.85	\$47,183.83	\$110,549.02
Revenues	(\$157,732.85)	(\$24,689.21)	(\$133,043.64)
Subtotal	<u>\$0.00</u>	<u>\$22,494.62</u>	<u>(\$22,494.62)</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>\$22,494.62</u>	<u>(\$22,494.62)</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>\$22,494.62</u>	<u>(\$22,494.62)</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>\$22,494.62</u>	<u>(\$22,494.62)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$22,494.62</u>	<u>(\$22,494.62)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		134,893	22,840	157,733	24,689	Under	133,044
Total		134,893	22,840	157,733	24,689		133,044
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		134,893	22,840	157,733	43,821	3,363	110,549
Total		134,893	22,840	157,733	43,821	3,363	110,549

Starting date 7/1/2020 Ending date 3/31/2021 Fund: 95 STUDENT ACTIVITY

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	134,893	22,840	157,733	24,689	Under	133,044
Total	134,893	22,840	157,733	24,689		133,044

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	134,893	22,840	157,733	43,821	3,363	110,549
Total	134,893	22,840	157,733	43,821	3,363	110,549

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

March 31, 2021

	Cash Balance 3/1/2021	Cash Receipts March-21	Cash Disbursements March-21	Cash Balance March-21
General Fund - 10	6,930,403.79	3,087,068.02	(3,811,782.39)	6,205,689.42
Special Revenue Fund - 20	211,368.00	59,950.32	(157,710.09)	113,608.23
Capital Projects Fund - 30	(105,109.25)	2,329,502.29	0.00	2,224,393.04
Debt Service Fund - 40	475.67	0.00	0.00	475.67
Enterprise Fund - 60	596,357.19	25,234.21	(46,338.33)	575,253.07
<b>Total</b>	<b>7,633,495.40</b>	<b>5,501,754.84</b>	<b>(4,015,830.81)</b>	<b>9,119,419.43</b>
Payroll Account	446.00	1,163,625.79	(1,163,625.79)	<b>446.00</b>
Payroll Agency Account	24,698.63	935,647.33	(922,006.89)	<b>38,339.07</b>
Unemployment Account	70,402.87	3.23	(2.74)	<b>70,403.36</b>
Summer Escrow Account	239,198.91	39,867.74	(8.33)	<b>279,058.32</b>
Flexible Spending Account	1,890.21	200.05	(900.00)	<b>1,190.26</b>
<b>Grand Total</b>	<b>7,970,132.02</b>	<b>7,641,098.98</b>	<b>(6,102,374.56)</b>	<b>9,508,856.44</b>

  
Chief School Administrator

5/18/21  
Date


Month / Year: Mar 31, 2021

05/14/21

ATTACHMENT F

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	10,472,925	21,858	10,494,783	1,049,478	(284,532)	-2.71%	764,946	1,334,010
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	5,065,251	0	5,065,251	506,525	226,196	4.47%	732,721	280,329
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 School-Sponsored Athletics - Instr, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	887,691	7,167	894,858	89,486	(15,899)	-1.78%	73,587	105,385
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	3,387,461	0	3,387,461	338,746	(273,018)	-8.06%	65,728	611,764
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	2,342,616	0	2,342,616	234,262	58,336	2.49%	292,598	175,926
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	249,154	0	249,154	24,915	0	0.00%	24,915	24,915
45300	Support Serv. - General Admin	11-000-230-XXX	588,660	14,500	603,160	60,316	16,170	2.68%	76,486	44,146
46160	Support Serv. - School Admin	11-000-240-XXX	1,230,166	0	1,230,166	123,017	0	0.00%	123,017	123,017
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	675,579	0	675,579	67,558	27,500	4.07%	95,058	40,058
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,582,671	333,117	2,915,788	291,579	157,337	5.40%	448,916	134,242
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	946,999	0	946,999	94,700	165,518	17.48%	260,218	(70,818)
71260	TOTAL PERSONNEL SERVICES - EMPLOYEE	11-XXX-XXX-2XX	5,560,715	0	5,560,715	556,072	(99,170)	-1.78%	456,902	655,242
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120 72122	Transfer of Property Sale Proceeds Res., Transfer of Property Sale Proceeds CDL	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 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		33,990,388	376,642	34,367,030	3,436,703	(21,562)	-0.06%	3,415,141	3,458,265

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data 3/31/2021	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	20,467	0	20,467	2,047	21,562	105.35%	23,609	(19,515)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	1,035,858	950	1,036,808	103,681	0	0.00%	103,681	103,681
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 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	3,000	0	3,000	300	0	0.00%	300	300
76400	TOTAL CAPITAL OUTLAY		1,059,325	950	1,060,275	106,028	21,562	2.03%	127,590	84,466
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss 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		35,049,713	377,592	35,427,305	3,542,730	0	0.00%	3,542,730	3,542,730



School Business Administrator Signature

5/18/21

Date

[illegible]

\* \* \* \* \*

Board Member \_\_\_\_\_ introduced and moved the adoption of the following resolution and Board Member \_\_\_\_\_ seconded the motion:

RESOLUTION AUTHORIZING THE PUBLICATION, PRINTING AND DISTRIBUTION OF A NOTICE OF SALE AND THE PUBLICATION OF A SUMMARY NOTICE OF SALE AND PRESCRIBING THE FORMS THEREOF FOR \$3,895,000 SCHOOL BONDS, DATED JULY 1, 2021, APPROVING THE PREPARATION, DISTRIBUTION AND EXECUTION OF A PRELIMINARY AND A FINAL OFFICIAL STATEMENT FOR SUCH BONDS, UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE OF FINANCIAL INFORMATION, COVENANTING TO COMPLY WITH THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, DESIGNATING SUCH BONDS AS "QUALIFIED TAX-EXEMPT OBLIGATIONS" FOR PURPOSES OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, AND AUTHORIZING VARIOUS MATTERS IN CONNECTION WITH ELECTRONIC BIDDING FOR THE BONDS

WHEREAS, The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, New Jersey (the "Board" or the "School District"), desires to make further provision for the issuance of \$3,895,000 School Bonds (the "Bonds"), which are to be issued pursuant to a bond resolution heretofore adopted by a majority of legal voters of the School District voting thereon at a special school election held on March 8, 2016 (the "Bond Resolution"); NOW, THEREFORE,



BE IT RESOLVED by The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, as follows:

Section 1. A Notice of Sale (the "Full Notice of Sale") shall be published and printed and inserted in the Preliminary Official Statement (as hereinafter defined) for distribution in substantially the following form:

NOTICE OF SALE

THE BOARD OF EDUCATION OF THE  
BOROUGH OF HASBROUCK HEIGHTS,  
IN THE COUNTY OF BERGEN, NEW JERSEY

\$3,895,000 School Bonds

(Book-Entry Only) (Bank-Qualified)  
(Callable) (Parity Bid)

dated  
July 1, 2021

The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, a school district of the State of New Jersey, (the "Board" or the "School District"), hereby invites ELECTRONIC BIDS VIA PARITY AND SEALED PROPOSALS for the purchase of its \$3,895,000 School Bonds, dated July 1, 2021 (the "Bonds").

ELECTRONIC BIDS VIA PARITY AND SEALED PROPOSALS will be received and publicly opened and announced by the School Business Administrator/Board Secretary at the Hasbrouck Heights Board of Education Office, 379 Boulevard, Hasbrouck Heights, New Jersey 07604, on June 24, 2021, at 11:00 A.M. (local time).

The Bonds comprise an issue of bonds payable on August 15 in each year as follows:

\$125,000 in each of the years 2022 and 2023,  
\$250,000 in each of the years 2024 to 2037, inclusive, and  
\$145,000 in the year 2038.

To the extent any instructions or directions set forth in PARITY conflict with this Notice of Sale, the terms of this Notice of Sale shall control. For further information about PARITY, potential bidders may contact Ipreo at 1359 Broadway, 2nd Floor, New York, NY 10018, telephone (212) 849-5021.

The Bonds shall be issued in registered form by means of a book-entry system with no physical distribution of bond certificates made to the public. One bond certificate for each maturity will be issued to The Depository Trust Company, New York, New York ("DTC") and immobilized in its custody. The book-entry system will evidence ownership of the Bonds in the

principal amount of \$5,000 or any integral multiple thereof, with transfers of ownership effected on the records of DTC and its participants pursuant to rules and procedures established by DTC and its participants. The successful bidder, as a condition to delivery of the Bonds, shall be required to deposit the bond certificates with DTC, registered in the name of Cede & Co., its nominee. Interest on the Bonds will be payable on each February 15 and August 15, commencing February 15, 2022 (each, an "Interest Payment Date"), in each year until maturity or prior redemption and principal of the Bonds will be payable, at maturity, by payment of immediately available funds by the Bond Registrar/Paying Agent to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest to participants of DTC will be the responsibility of DTC. Transfer of principal and interest to beneficial owners will be the responsibility of the DTC participants and other nominees of the beneficial owners. The Board will not be responsible or liable for such transfers of payments or for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants.

In the event (a) DTC determines not to continue to act as securities depository for the Bonds or (b) the Board determines that continuation of the book-entry system of evidence and transfer of ownership of the Bonds would adversely affect the interests of the beneficial owners of the Bonds, the Board will discontinue the book-entry system with DTC. If the Board fails to identify another qualified securities depository to replace DTC, the Board will deliver replacement bonds in the form of fully registered certificates.

The Bonds maturing on or before August 15, 2028 are not subject to redemption prior to their stated maturities. The Bonds maturing on or after August 15, 2029 are subject to redemption at the option of the Board prior to maturity, in whole on any date or in part on any Interest Payment Date on or after August 15, 2028, upon notice as hereinafter set forth at the redemption price of 100% of the principal amount being redeemed, plus accrued interest to the date fixed for redemption.

If the Board determines to optionally redeem a portion of the Bonds prior to maturity, such Bonds so redeemed shall be in such maturities as determined by the Board, and within any maturity, by lot; provided, however that the portion of any Bond to be redeemed shall be in the principal amount of \$5,000 or

some multiple thereof and that in selecting Bonds for redemption, the Bond Registrar/Paying Agent shall treat each Bond as representing that number of Bonds which is obtained by dividing the principal amount of such Bond by \$5,000.

Notice of redemption shall be given by first class mail in a sealed envelope with postage prepaid to the registered owners of the Bonds at their respective addresses as they last appear on the registration books kept for that purpose by the Bond Registrar/Paying Agent at least thirty (30) but not more than sixty (60) days before the date fixed for redemption. Such mailing is not a condition precedent to redemption, and the failure to mail or to receive any redemption notice will not affect the validity of the redemption proceedings. If any Bond subject to redemption is a part of a greater principal amount of the Bonds not to be redeemed, such entire amount shall be surrendered to the Bond Registrar/Paying Agent and for that portion of the Bond not to be redeemed, a new Bond shall be issued in the name of the registered owner in an amount equal to the principal amount of the Bond surrendered less the amount to be redeemed.

The Bonds are general obligations of the Board and are secured by a pledge of the full faith and credit of the Board for the payment of the principal thereof and the interest thereon. The Bonds are payable, if not paid from other sources, from ad valorem taxes to be levied upon all the real property taxable within the School District without limitation as to rate or amount. The Bonds are also secured under the provisions of the New Jersey School Bond Reserve Act, P.L. 1980, c. 72, as amended, and the Bonds will bear the legend required by said Act.

Each proposal submitted must name the rate or rates of interest per annum to be borne by the Bonds bid for, and the rate or rates named must be a multiple of 1/8th or 1/20th of one percentum (1%). The interest payable with respect to each Bond on any one date will be evidenced by a single rate of interest. Not more than one rate may be named for Bonds of the same maturity. There is no limitation on the number of rates that may be named. If more than one rate of interest is named, no interest rate named for any maturity may be less than the interest rate named for any prior maturity. Each proposal submitted must be for all of the Bonds offered and the purchase price specified must not be less than \$3,895,000 nor more than \$3,896,000. The Bonds will be awarded to the bidder on whose

bid the total loan may be made at the lowest net interest cost, such net interest cost shall be computed, as to each bid, by adding to the total principal amount of Bonds bid for (which shall be all of the Bonds offered) the total interest cost to maturity in accordance with such bid and by deducting therefrom the amount of premium, if any, bid, which premium shall not exceed \$1,000. No proposal shall be considered which offers to pay an amount less than the principal amount of Bonds offered for sale or under which the total loan is made at an interest cost higher than the lowest net interest cost to the Board under any legally acceptable proposal. The Board reserves its right to reject all bids, and any bid not complying with the material terms of this notice will be rejected. The Board reserves the right to waive defects it deems non-material, in its sole discretion.

The successful bidder must pay accrued interest from the date of the Bonds to the date of delivery. No interest will be paid upon the deposit made by the successful bidder. The Bonds will be authenticated by the School Business Administrator/Board Secretary, acting as Bond Registrar/Paying Agent for the Bonds.

Sealed proposals should be addressed to the undersigned School Business Administrator/Board Secretary, and enclosed in a sealed envelope marked on the outside "Proposal for Bonds". A good faith deposit (the "Deposit") in the form of a cash wire or a certified, treasurer's or cashier's check drawn upon a bank or trust company in the amount of \$77,900, payable to the order of HASBROUCK HEIGHTS BOARD OF EDUCATION, is required for each bid to be considered. If a cash wire is used, the wire must be received by the Board no later than 11:00 A.M. on June 24, 2021. If a cash wire is utilized, each bidder must notify the Board of its intent to use such cash wire prior to 11:00 A.M. on June 24, 2021, and must provide proof of electronic transfer of such cash wire prior to 11:00 A.M. on June 24, 2021 (with return wiring instructions). Wire instructions for the Board can be obtained by contacting the Board's bond counsel (Steven Rogut or Peter Calhoun (908) 931-1150 at Rogut McCarthy LLC, Cranford, New Jersey (the "Bond Counsel")) or its municipal advisor (Sherry Tracey (609) 291-0130 at Phoenix Advisors, LLC, Bordentown, New Jersey (the "Municipal Advisor")). If a check is used, it must accompany the bid or be received by the undersigned School Business Administrator/Board Secretary prior to the opening of bids. Each bidder accepts responsibility for delivering such cash wire or check on time and the Board is not responsible for any cash wire or check that is not received on time. Checks or

wires of unsuccessful bidders will be returned upon the award of the Bonds. No interest on the Deposit will accrue to the successful bidder. The Deposit will be applied in part payment for the Bonds or to partially secure the Board from any loss resulting from the failure of the successful bidder to comply with the terms of its bid.

Award of the Bonds to the successful bidder or rejection of all bids is expected to be made within two hours after opening of the bids, but such successful bidder may not withdraw its proposal until after 3:00 p.m. (local time) of the day of such bid-opening and then only if such award has not been made prior to the withdrawal.

It is anticipated that CUSIP identification numbers will be printed on the Bonds, but neither the failure to print such number on any Bond nor any error with respect thereto shall constitute cause for a failure or refusal by the successful bidder thereof to accept delivery of and pay for the Bonds in accordance with its contractual obligations arising from the acceptance of its proposal for the purchase of the Bonds. All expenses in relation to the printing of CUSIP numbers on the Bonds shall be paid for by the Board; provided, however, that the request for the assignment of CUSIP identification numbers shall be the responsibility of the Municipal Advisor and the CUSIP Service Bureau charge therefor shall be the responsibility of and shall be paid for by the successful bidder. CUSIP numbers must be communicated to Bond Counsel within 24 hours of the award of the Bonds in order to have the CUSIP numbers printed on the Bonds.

The Bonds shall be delivered on or about July 8, 2021 at the office of Bond Counsel, or at such other place as may be determined by the successful bidder and the Board. PAYMENT FOR THE BONDS AT THE TIME OF ORIGINAL ISSUANCE AND DELIVERY SHALL BE IN IMMEDIATELY AVAILABLE FUNDS.

A preliminary Official Statement has been prepared and is available at [www.i-DealProspectus.com](http://www.i-DealProspectus.com) or may be obtained from the undersigned, School Business Administrator/Board Secretary, Hasbrouck Heights Board of Education, 379 Boulevard, Hasbrouck Heights, New Jersey 07604, Telephone No. (201) 393-8198. The preliminary Official Statement is deemed to be a "final official statement", as of its date, within the meaning of Rule 15c2-12 of the Securities and Exchange Commission ("Rule 15c2-12"), but is subject to (a) completion with certain pricing and other

information to be made available by the successful bidder for the Bonds and (b) amendment. The preliminary Official Statement, as so revised, will constitute the "final official statement". By the submission of a bid for the Bonds, the successful bidder contracts for the receipt of a reasonable number of copies of the final Official Statement within seven business days of the award of the Bonds. In order to complete the final Official Statement, the successful bidder must furnish on behalf of the underwriters of the Bonds the following information to Bond Counsel and the Board by facsimile transmission or overnight delivery received by Bond Counsel and the Board within 24 hours after the award of the Bonds: (a) initial offering prices or yields (expressed as percentages), (b) selling compensation (aggregate total anticipated compensation to the underwriters expressed in dollars), (c) the identity of the underwriters if the successful bidder is part of a group or syndicate and (d) any other material information necessary for the final Official Statement, but not known to the Board (such as the bidder's purchase of credit enhancement). It shall also be the obligation of the successful bidder to furnish to DTC an underwriter's questionnaire and the denominations of the Bonds not less than seventy-two (72) hours prior to the delivery of the Bonds.

Concurrently with the delivery of the Bonds, the officials of the Board who will have executed the final Official Statement will deliver to the purchaser of the Bonds a certificate stating that, to the best of their knowledge, the preliminary Official Statement did not as of its date and as of the sale date, and the final Official Statement did not as of its date and does not as of the date of delivery of the Bonds, contain an untrue statement of a material fact or omit to state a material fact required to be included therein for the purpose for which the preliminary Official Statement or the final Official Statement is to be used or necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, provided such certificate shall not include consideration of information supplied by, or which should have been supplied by, the successful bidder for the Bonds.

The Board has agreed in its bond resolution adopted on May 20, 2021 to provide or cause to be provided, in accordance with the requirements of Rule 15c2-12, (i) not later than seven months after the end of the Board's fiscal year (presently June 30) certain annual financial information and operating data, including audited financial statements for the preceding fiscal

year (commencing with the fiscal year ending June 30, 2021), (ii) timely notice of the occurrence of certain material events with respect to the Bonds and financial obligations of the Board and (iii) timely notice of a failure by the Board to provide the required annual financial information on or before the date specified in (i) above.

The successful bidder's obligation to purchase the Bonds shall be conditioned upon its receiving, at or prior to the delivery of the Bonds, in form and substance reasonably satisfactory to the successful bidder, evidence that the Board has made the continuing disclosure undertaking set forth above in a written agreement or contract for the benefit of the Bondholders and the beneficial owners of the Bonds.

The approving legal opinion of Bond Counsel will be furnished without cost to the purchaser. The preliminary Official Statement contains a discussion of the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), with respect to the exclusion from gross income for Federal income tax purposes of the interest on the Bonds and a description of the opinion of Bond Counsel with respect thereto. The Board has covenanted, to the extent permitted by the Constitution and laws of the State of New Jersey, to comply with the provisions of the Code required to preserve the exclusion from gross income of interest on the Bonds for Federal income tax purposes. There will also be furnished the usual closing papers.

The Board has designated the Bonds "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code and will represent that it reasonably expects that neither it nor its subordinate entities will issue more than \$10,000,000 of new money tax-exempt obligations in the current calendar year.

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of a bidder, any purchase of such insurance or commitment therefor shall be at the sole option and expense of the bidder and any increased costs of issuance of the Bonds resulting by reason of such insurance, unless otherwise paid, shall also be paid by such bidder. Any failure of the Bonds to be so insured or of any such policy of insurance to be issued, shall not in any way relieve the purchaser of its contractual obligations arising from the acceptance of its proposal for the purchase of the Bonds.



## ISSUE PRICE DETERMINATION UNDER INTERNAL REVENUE CODE

If the "competitive sale requirements" are not satisfied, the winning bidder shall have the option to designate whether the "10% test" or the "hold-the-offering-price rule" shall apply to all the Bonds.

The following paragraphs contain the terms for the determination of issue price.

(a) The winning bidder shall assist the Board in establishing the issue price of the Bonds and shall execute and deliver to the Board at closing an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the Bonds, together with the supporting pricing wires or equivalent communications. A form of issue price certificate is available upon request to Steven L. Rogut, Bond Counsel, (908) 931-1150 or [slr@roqutmccarthy.com](mailto:slr@roqutmccarthy.com).

(b) The Board intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the Bonds) will apply to the initial sale of the Bonds (the "competitive sale requirements") because:

- (1) the Board shall disseminate this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
- (2) all bidders shall have an equal opportunity to bid;
- (3) the Board may receive bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
- (4) the Board anticipates awarding the sale of the Bonds to the bidder who submits a firm offer to purchase the Bonds at the highest price (or lowest interest cost), as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the Bonds, as specified in the bid. Bids will not be subject to cancellation in the event that the competitive sale requirements are not satisfied. Unless the bidder intends to hold the Bonds for its own account with no intention to offer the Bonds to the public, the bidder, by submitting a bid, represents to the Board that the bidder has an established industry reputation for underwriting new issuances of municipal bonds.

(c) In the event that the competitive sale requirements are not satisfied, the Board shall so advise the winning bidder. In that case, the winning bidder shall have the option to designate (by 5:00 P.M. Prevailing Time on the sale date) whether the issue price will be calculated upon either (a) the first price at which 10% of each maturity of the Bonds (the "10% test") is sold to the public as the issue price of that maturity, applied on a maturity-by-maturity basis, or (b) a commitment to neither offer nor sell any of the Bonds of any maturity to any person at a price that is higher than the initial offering price to the public as of the sale date (the "initial offering price") during the holding period (as defined herein).

(d) If the 10% test is selected, the winning bidder shall advise the Board if any maturity of the Bonds satisfies the 10% test as of the date and time of the award of the Bonds, and bidders should prepare their bids on the assumption that all of the maturities of the Bonds will be subject to the 10% test in order to establish the issue price of the Bonds. If the competitive sale requirements are not satisfied and the 10% test is selected, then until the 10% test has been satisfied as to each maturity of the Bonds, the winning bidder agrees to promptly report to the Board the prices at which the unsold Bonds of that maturity have been sold to the public. That reporting obligation shall continue, whether or not the Closing Date has occurred, until either (i) all Bonds of that maturity have been sold or (ii) the 10% test has been satisfied as to the Bonds of that maturity, provided that, the winning bidder's reporting obligation after the Closing Date may be at reasonable periodic intervals or otherwise upon request of the Board or Bond Counsel.

(e) In the event the "hold-the-offering-price" method is selected, for each maturity of the Bonds the winning bidder

shall (a) neither offer nor sell any of the Bonds of such maturity to any person at a price that is higher than the initial offering price for such maturity during the holding period for such maturity (the "hold-the-offering-price rule"), and (b) verify that any selling group agreement shall contain the agreement of each dealer who is a member of the selling group, and any third-party distribution agreement shall contain the agreement of each broker-dealer who is a party to the third-party distribution agreement, to comply with the hold-the-offering-price rule. Pursuant to such agreement, no underwriter (as defined below) shall offer or sell any maturity of the Bonds at a price that is higher than the respective initial offering price for that maturity of the Bonds during the holding period.

(f) By submitting a bid, each bidder confirms that: (i) any agreement among underwriters, any selling group agreement and each third-party distribution agreement (to which the bidder is a party) relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such third-party distribution agreement, as applicable, to (A) either comply with the hold-the-offering-price limitations stated herein or to report the prices at which it sells to the public the unsold Bonds of each maturity allocated to it, whether or not the Closing Date has occurred, until either all Bonds of that maturity allocated to it have been sold or it is notified by the winning bidder that the 10% test has been satisfied as to the Bonds of that maturity, provided that, the reporting obligation after the Closing Date may be at reasonable periodic intervals or otherwise upon request of the winning bidder, depending upon whether the hold-the-offering-price method or the 10% test is selected by the winning bidder, (B) to promptly notify the winning bidder of any sales of Bonds that, to its knowledge, are made to a purchaser who is a related party to an underwriter participating in the initial sale of the Bonds to the public (each such term being used as defined below), and (C) to acknowledge that, unless otherwise advised by the underwriter, dealer or broker-dealer, the winning bidder shall assume that each order submitted by the underwriter, dealer or broker-dealer is a sale to the public, and (ii) any agreement among underwriters or selling group agreement relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter or dealer that is a party to a third-party distribution agreement to be

employed in connection with the initial sale of the Bonds to the public to require each broker-dealer that is a party to such third-party distribution agreement to either comply with the hold-the-offering-price limitations stated herein or to report the prices at which it sells to the public the unsold Bonds of each maturity allocated to it, whether or not the Closing Date has occurred, until either all Bonds of that maturity allocated to it have been sold or it is notified by the winning bidder or such underwriter that the 10% test has been satisfied as to the Bonds of that maturity, provided that, the reporting obligation after the Closing Date may be at reasonable periodic intervals or otherwise upon request of the winning bidder or such underwriter, depending upon whether the hold-the-offering-price method or the 10% test is selected by the winning bidder.

(g) Sales of any Bonds to any person that is a related party to an underwriter participating in the initial sale of the Bonds to the public (each such term being used as defined below) shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

- (i) "public" means any person other than an underwriter or a related party,
- (ii) "underwriter" means (A) any person that agrees pursuant to a written contract or otherwise with the Board (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the Bonds to the public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the Bonds to the public),
- (iii) a purchaser of any of the Bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (A) more than 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (B) more than 50% common ownership of their capital interests or

profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (C) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other),

- (iv) "sale date" means the date that the Bonds are awarded by the Board to the winning bidder,
- (v) "holding period" means, for each maturity of the Bonds, the period starting on the sale date and ending on the earlier of (i) the close of the fifth business day after the sale date, or (ii) the date on which the Underwriter has sold at least 10% of each maturity to the Public at prices that are no higher than the Initial Offering Price for such maturity, and
- (vi) "maturity" means Bonds with the same credit and payment terms. Bonds with different maturity dates, or Bonds with the same maturity date but different stated interest rates, are treated as separate maturities.

By order of The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, New Jersey.

Dated: June 10, 2021

/s/ Dina Messery

School Business Administrator/  
Board Secretary

The Board of Education of the  
Borough of Hasbrouck Heights, in the  
County of Bergen, New Jersey

Section 2. A Summary Notice of Sale ("Summary Notice of Sale") shall be published in substantially the following form:

SUMMARY NOTICE OF SALE

THE BOARD OF EDUCATION OF  
THE BOROUGH OF HASBROUCK HEIGHTS,  
IN THE COUNTY OF BERGEN, NEW JERSEY

\$3,895,000 School Bonds

(Book-Entry Only) (Bank-Qualified)  
(Callable) (Parity Bid)

dated  
July 1, 2021

ELECTRONIC BIDS VIA PARITY AND SEALED PROPOSALS will be received by the School Business Administrator/Board Secretary of The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, New Jersey (the "Board"), at the Hasbrouck Heights Board of Education Office, 379 Boulevard, Hasbrouck Heights, New Jersey 07604, on

June 24, 2021

at 11:00 A.M. (local time) at which time they will be publicly opened and announced, for the purchase of the Board's \$3,895,000 School Bonds dated July 1, 2021 and payable on August 15 in each year as follows:

\$125,000 in each of the years 2022 and 2023,  
\$250,000 in each of the years 2024 to 2037, inclusive, and  
\$145,000 in the year 2038.

The Bonds shall be issued in book-entry only form through the book-entry system operated by The Depository Trust Company, New York, New York. The full Notice of Sale (the "Notice of Sale") and Proposal for Bonds to be made available to interested persons should be reviewed by potential bidders for additional terms and conditions of the sale of the Bonds prior to bidding on the Bonds. To the extent any instructions or directions set forth in PARITY conflict with the Notice of Sale, the terms of the Notice of Sale shall control. For further information about PARITY, potential bidders may contact Ipreo at 1359 Broadway, 2nd Floor, New York, NY 10018, telephone (212) 849-5021.

The Bonds will bear interest from their date at a rate or rates of interest in multiples of 1/8th or 1/20th of 1% per

annum (same or ascending rates and only one rate per maturity) specified by the successful bidder payable on each February 15 and August 15, commencing February 15, 2022, in each year until maturity. The purchase price specified must not be less than \$3,895,000 nor more than \$3,896,000. Each proposal must be for all the Bonds offered. As further described in the Notice of Sale, bidders must, at the time of making their bids, make a wire transfer or deposit a certified, cashier's or treasurer's check drawn upon a bank or trust company in the amount of \$77,900 to the order of the Board. The Bonds will be sold to the bidder specifying the lowest net interest cost in accordance with the terms set forth in the Notice of Sale. The Board will furnish the Bonds and the approving legal opinion of Rogut McCarthy LLC, Cranford, New Jersey, Bond Counsel.

The Bonds will be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Copies of the Preliminary Official Statement, the Notice of Sale and the Proposal for Bonds, are available at [www.i-DealProspectus.com](http://www.i-DealProspectus.com) or by contacting the undersigned School Business Administrator/Board Secretary at the Hasbrouck Heights Board of Education, 379 Boulevard, Hasbrouck Heights, New Jersey 07604, Telephone No. (201) 393-8198.

By order of The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, New Jersey.

Dated: June 10, 2021

/s/ Dina Messery  
School Business Administrator/  
Board Secretary  
The Board of Education of the  
Borough of Hasbrouck Heights, in the  
County of Bergen, New Jersey



Section 3. The School Business Administrator/Board Secretary is hereby authorized and directed to publish (A) the Summary Notice of Sale in The Bond Buyer, which is a publication carrying municipal bond notices and devoted primarily to the subject of State and municipal bonds, and is published in New York City, and (B) the Full Notice of Sale in the The Record, a newspaper of general circulation published in the County of Bergen and having a substantial circulation in the School District. Said Summary Notice of Sale and Full Notice of Sale shall be published in each publication not later than one week before the date of the sale of said Bonds.

Section 4. The preparation of and distribution to potential bidders for the Bonds of a Preliminary Official Statement to be dated on or about June 10, 2021 is hereby approved. Such Preliminary Official Statement is hereby deemed to be a "final official statement", as of its date, within the meaning of Rule 15c2-12 of the Securities and Exchange Commission ("Rule 15c2-12").

Section 5. The preparation of an Official Statement in connection with the sale of the Bonds to be dated on or about June 24, 2021 is hereby approved. Such Official Statement is hereby deemed to be a "final official statement", as of its date, within the meaning of Rule 15c2-12.

Section 6. The execution of the Official Statement by the School Business Administrator/Board Secretary on behalf of the Board, the distribution of same to the successful bidder and the successful bidder's subsequent distribution of the Official Statement to purchasers or prospective purchasers of the Bonds are hereby authorized.

Section 7. The Board hereby agrees to undertake for the benefit of the Bondholders and the beneficial owners of the Bonds to provide certain secondary market disclosure information pursuant to Rule 15c2-12 to the Municipal Securities Rulemaking Board (the "MSRB") in an electronic format, as prescribed by the MSRB. Specifically, the Board will do the following for the benefit of the holders of the Bonds and the beneficial owners thereof:

(A) Not later than seven months after the end of the Board's fiscal year (presently June 30), commencing with the report for the fiscal year ending June 30, 2020, provide or cause to be provided, annual financial information with respect to the Board consisting of (i) audited financial statements (or unaudited financial statements if audited financial statements are not then available by the date of filing, which audited financial statements will be delivered when and if available) of the Board and (ii) certain financial information and operating data consisting of (a) information concerning the Board's debt

and overlapping indebtedness, including a schedule of outstanding debt issued by the Board, (b) property valuation information, and (c) tax rate, levy and collection data. The audited financial statements will be prepared in accordance with generally accepted accounting principles, as modified by governmental accounting standards as may be required by New Jersey law in effect from time to time. Audited financial statements if not available by the filing date will be submitted separately when available.

(B) Provide or cause to be provided in a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events with respect to the Bonds or financial obligations of the Board:

- (1) Principal or interest payment delinquencies;
- (2) Non-payment related defaults, if material;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;

- (7) Modifications to the rights of Bondholders, if material;
- (8) Bond calls, if material, and tender offers;
- (9) Defeasances;
- (10) Release, substitution or sale of property which secures the repayment of the Bonds, if material;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership or similar event of the Board (the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Board in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Board, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Board);
- (13) The consummation of a merger, consolidation, or acquisition involving the Board or the sale of all or substantially all of the assets of the Board, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (15) Incurrence of a financial obligation of the Board, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Board, any of which affect Bondholders, if material; and
- (16) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Board, any of which reflect financial difficulties. The Board intends the words used in paragraphs (15) and (16) and the definition of "financial obligation" to have the meanings ascribed to them in SEC Release No. 34-83885 (August 20, 2018).

(C) Provide or cause to be provided, in a timely manner, notice of a failure of the Board to provide required annual financial information on or before the date specified above.

Section 8. All documents provided to the MSRB shall be accompanied by identifying information as prescribed by the MSRB.

Section 9. If the Board fails to comply with the undertaking described above, any Bondholder or beneficial owner of the Bonds may pursue an action for specific performance to enforce the rights of all Bondholders and beneficial owners with respect to such undertaking; provided, however, that failure to comply with such undertaking shall not be an event of default and shall not result in any acceleration of payment of the Bonds

or any liability by the Board for monetary damages. All actions shall be instituted, had and maintained in the manner provided in this paragraph for the benefit of all Bondholders and beneficial owners of the Bonds.

Section 10. The Board reserves the right to terminate its obligation to provide annual financial information and notice of material events, as set forth above, if and when the Board no longer remains an "obligated person" with respect to the Bonds within the meaning of Rule 15c2-12.

Section 11. The undertaking may be amended by the Board from time to time, without the consent of the Bondholders or the beneficial owners of the Bonds, in order to make modifications required in connection with a change in legal requirements or change in law, or change in the identity, nature, type of operation, or status of the Board, which in the opinion of nationally recognized bond counsel complies with Rule 15c2-12 and does not, in such bond counsel's opinion, materially impair the interest of the Bondholders and the beneficial owners of the Bonds.

Section 12. The Board hereby covenants, to the extent permitted by the Constitution and the laws of the State of New Jersey, to do and perform all acts and things permitted by law and necessary to assure that interest paid on the Bonds be and remain excluded from gross income of the owners thereof for

Federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").

Section 13. The Board hereby designates the Bonds as "qualified tax-exempt obligations" for the purpose of Section 265(b)(3) of the Code. It is hereby determined and stated that (1) the Bonds are not "private activity bonds" as defined in the Code and (2) the Board and its subordinate entities, if any, do not reasonably anticipate issuing in excess of \$10 million of new money tax-exempt obligations (other than private activity bonds) during the calendar year 2021. The Board will, to the best of its ability, attempt to comply with respect to the limitations on issuance of tax-exempt obligations pursuant to Section 265(b)(3) of the Code; however, the Board does not covenant to do so, and expressly states that a covenant is not made hereby.

Section 14. The President, Vice President, School Business Administrator/Board Secretary and Assistant Board Secretary are hereby authorized and directed to execute and deliver such other documents and to take such other action as they determine to be necessary or appropriate in order to effectuate the issuance and sale of the Bonds including, without limitation, the execution and delivery of all closing documents and certificates.

Section 15. The School Business Administrator/Board Secretary, the Bond Counsel, the Auditor, the Municipal Advisor

and other School District officials and representatives are hereby authorized to take all necessary actions to allow for (A) the submission of electronic bids for the bonds, (B) the electronic posting of the Preliminary Official Statement, the Full Notice of Sale and the bid form and (C) the submission by bidders of a wire transfer in lieu of a good faith check.

Section 16. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the following roll call vote:

AYES:

NAYS:

[SEAL]

ATTEST: \_\_\_\_\_  
School Business Administrator/  
Board Secretary



\*\*\*\*\*

Board Member \_\_\_\_\_ introduced and moved the adoption of the following resolution and Board Member \_\_\_\_\_ seconded the motion:

RESOLUTION PRESCRIBING THE DETAILS AND BOND FORM  
THEREOF FOR \$3,895,000 SCHOOL BONDS  
DATED JULY 1, 2021 OF THE BOARD OF EDUCATION  
OF THE BOROUGH OF HASBROUCK HEIGHTS,  
IN THE COUNTY OF BERGEN, NEW JERSEY

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WHEREAS, the bond resolution hereinafter described has been duly adopted and it is necessary to provide for the issuance of the bonds authorized by such bond resolution; NOW, THEREFORE,

BE IT RESOLVED by The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, New Jersey (the "Board" or "School District"), as follows:

Section 1. There shall be issued at this time \$3,895,000 of the bonds authorized pursuant to a bond resolution adopted by a majority of legal voters of the School District voting thereon at a special school election held on March 8, 2016 (the "Bond Resolution"). The bonds are issued to finance the following improvements in the School District: undertaking of heating and ventilation system improvements at Hasbrouck Heights Middle School/High School, Euclid Elementary School and Lincoln Elementary School (including related improvements and

equipment). The maximum period of maturity of the bonds based upon the project to be financed by such bonds is a period of 20 years computed from the date of such bonds.

Section 2. The bonds authorized by the Bond Resolution shall be issued as a single issue of bonds, aggregating \$3,895,000, consisting of an issue of bonds of the denomination of \$5,000 each or any integral multiple thereof, numbered in the order of their maturity. In the event that the purchaser of the bonds elects to take bonds in the last maturity which are not in multiples of \$5,000, or, if there are any such bonds herein, such bonds shall be in the denomination of \$1,000 or any integral multiple thereof, numbered upwards from the last numbered \$5,000 bond. Said issue shall be payable in annual installments on August 15 in each year as follows, viz:

\$125,000 in each of the years 2022 and 2023,  
\$250,000 in each of the years 2024 to 2037, inclusive, and  
\$145,000 in the year 2038.

Said bonds shall be designated "School Bonds".

Section 3. All of said bonds shall be dated July 1, 2021, and shall bear interest from their date until their respective maturities at the rates per annum named in the proposal accepted. Such rates of interest shall be determined at the time said bonds are sold. Such interest shall be payable on each February 15 and August 15, commencing February 15, 2022

(each, an "Interest Payment Date") in each year until maturity or prior redemption.

Section 4. The bonds maturing on or before August 15, 2028 are not subject to redemption prior to their stated maturities. The bonds maturing on or after August 15, 2029 are subject to redemption at the option of the Board prior to maturity, in whole on any date or in part on any Interest Payment Date, on or after August 15, 2028, upon notice as hereinafter set forth at the redemption price of 100% of the principal amount being redeemed, plus accrued interest to the date fixed for redemption.

If the Board determines to optionally redeem a portion of the bonds prior to maturity, such bonds so redeemed shall be in such maturities as determined by the Board, and within any maturity, by lot; *provided, however,* that the portion of any bond to be redeemed shall be in the principal amount of \$5,000 or some multiple thereof and that, in selecting bonds for redemption, the Bond Registrar/Paying Agent (as hereinafter defined) shall treat each bond as representing that number of bonds that is obtained by dividing the principal amount of such bond by \$5,000.

Section 5. Notice of redemption shall be given by first class mail in a sealed envelope with postage prepaid to the registered owners of the bonds at their respective addresses

as they last appear on the registration books kept for that purpose by the Bond Registrar/Paying Agent at least thirty (30) but not more than sixty (60) days before the date fixed for redemption. Such mailing is not a condition precedent to redemption, and the failure to mail or to receive any redemption notice will not affect the validity of the redemption proceedings. If any bond subject to redemption is a part of a greater principal amount of the bonds not to be redeemed, such entire amount shall be surrendered to the Bond Registrar/Paying Agent and, for that portion of the bond not to be redeemed, a new bond shall be issued in the name of the registered owner in an amount equal to the principal amount of the bond surrendered less the amount to be redeemed.

Section 6. The bonds will be issued in fully registered form by means of a book-entry system with no physical distribution of bond certificates made to the public. One bond certificate for each maturity will be issued to The Depository Trust Company, New York, New York ("DTC"), and immobilized in its custody. The book-entry system will evidence ownership of the bonds in the principal amounts of \$5,000 or whole multiples thereof, with transfers of beneficial ownership effected on the records of DTC and its participants pursuant to rules and procedures established by DTC. Interest on the bonds will be payable at the times stated in Section 3 hereof, and principal of the bonds will be paid annually on August 15, as set forth in

the maturity schedule hereinbefore stated, in immediately available funds to DTC or its nominee as registered owner of the bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of such participants and other nominees of beneficial owners. Interest will be payable to owners of bonds shown on the records of DTC as of the last business day of the month preceding the month in which such Interest Payment Date occurs. The Board will not be responsible or liable for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants.

In the event that (a) DTC determines not to continue to act as securities depository for the bonds, or (b) the Board determines that continuation of the book-entry system of evidence and transfer of ownership of the bonds would adversely affect the interests of the beneficial owners of the bonds, the Board will discontinue the book-entry system with DTC. If the Board fails to identify another qualified securities depository to replace DTC, the Board will authenticate and deliver replacement bonds in the form of fully registered certificates.

The principal of and the interest on the bonds shall be payable in any coin or currency of the United States of America which is legal tender for the payment of public and private debts on the respective dates of payment thereof.

Section 7. The School Business Administrator/Board Secretary is hereby authorized to sell and award the bonds in accordance with the terms of the notice of sale, such terms to be determined by a resolution of the Board to be hereafter adopted. The School Business Administrator/Board Secretary shall report in writing to the Board at the next meeting after the sale of the bonds as to the principal amount, interest rates and maturities of the bonds sold, the price obtained and the name of the purchaser.

Section 8. All of said bonds shall be signed by the President or Vice President of the Board by manual or facsimile signature, and the corporate seal of said Board shall be affixed, imprinted or reproduced thereon and such seal shall be attested by the School Business Administrator/Board Secretary or Assistant Board Secretary by manual signature. The bonds will be authenticated by the manual signature of the Bond Registrar/Paying Agent.

Section 9. Each of said Bonds shall be issued in substantially the following form:

[Form of Bond]

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC"), to the issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or such other name as requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

No. R-\_\_

\$\_\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF NEW JERSEY  
THE BOARD OF EDUCATION  
OF THE BOROUGH OF HASBROUCK HEIGHTS  
IN THE COUNTY OF BERGEN  
SCHOOL BOND

INTEREST  
RATE PER  
ANNUUM

MATURITY DATE

DATED DATE

CUSIP

AUGUST 15, 20\_\_

JULY 1, 2021

REGISTERED OWNER: CEDE & CO.

PRINCIPAL  
DOLLARS

SUM:\_\_\_\_\_

The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, a school district of the State of New Jersey (hereinafter referred to as the "Board" or "School District"), for value received hereby acknowledges itself indebted and promises to pay to the REGISTERED OWNER named above, on the MATURITY DATE stated above, upon surrender hereof,

the PRINCIPAL SUM stated above and to pay to the REGISTERED OWNER hereof interest thereon from the DATED DATE of this Bond until it shall mature at the INTEREST RATE PER ANNUM specified above, payable on each February 15 and August 15, commencing February 15, 2022 (each, an "Interest Payment Date") of each year until maturity or prior redemption. The principal hereof is payable at the office of the School Business Administrator/Board Secretary, Hasbrouck Heights Board of Education, 379 Boulevard, Hasbrouck Heights, New Jersey 07604 (the "Bond Registrar/Paying Agent"). The interest so payable on any such Interest Payment Date will be paid to the person in whose name this Bond is registered on the record date for such interest, which shall be the last business day of the month preceding the month in which such Interest Payment Date occurs. Both the principal of and the interest on this Bond shall be paid in any coin or currency of the United States of America which at the time of payment is legal tender for the payment of public and private debts.

This Bond is one of an issue of Bonds of like date and tenor except as to number, interest rate, denomination and maturity, issued pursuant to Chapters 22 and 24 of Title 18A, Education of the New Jersey Statutes, as amended, and pursuant to a resolution duly adopted by a majority of the legal voters of the School District voting at a special school election held



on March 8, 2016 and resolutions adopted by said Board of Education on May 20, 2021.

The Bonds maturing on or before August 15, 2028 are not subject to redemption prior to their stated maturities. The Bonds maturing on or after August 15, 2029 are subject to redemption at the option of the Board prior to maturity, in whole on any date or in part on any Interest Payment Date, on or after August 15, 2028, upon notice as hereinafter set forth at the redemption price of 100% of the principal amount being redeemed, plus accrued interest to the date fixed for redemption.

If the Board determines to optionally redeem a portion of the Bonds prior to maturity, such Bonds so redeemed shall be in such maturities as determined by the Board, and within any maturity, by lot; *provided, however,* that the portion of any Bond to be redeemed shall be in the principal amount of \$5,000 or some multiple thereof and that, in selecting Bonds for redemption, the Bond Registrar/Paying Agent shall treat each Bond as representing that number of Bonds that is obtained by dividing the principal amount of such Bond by \$5,000.

Notice of redemption shall be given by first class mail in a sealed envelope with postage prepaid to the registered owners of the Bonds at their respective addresses as they last appear on the registration books kept for that purpose by the Bond Registrar/Paying Agent at least thirty (30) but not more

than sixty (60) days before the date fixed for redemption. Such mailing is not a condition precedent to redemption, and the failure to mail or to receive any redemption notice will not affect the validity of the redemption proceedings. If any Bond subject to redemption is a part of a greater principal amount of the Bonds not to be redeemed, such entire amount shall be surrendered to the Bond Registrar/Paying Agent and, for that portion of the Bond not to be redeemed, a new Bond shall be issued in the name of the registered owner in an amount equal to the principal amount of the Bond surrendered less the amount to be redeemed.

The Bond Registrar/Paying Agent shall keep at its office the books of the Board for the registration of transfer of Bonds. The transfer of this Bond may be registered only upon such books and as otherwise provided in the resolution upon the surrender hereof to the Bond Registrar/Paying Agent together with an assignment duly executed by the registered owner hereof or his attorney or legal representative in such form as shall be satisfactory to the Bond Registrar/Paying Agent. Upon any such registration of transfer, the Bond Registrar/Paying Agent shall deliver in exchange for this Bond a new bond or bonds, registered in the name of the transferee, of authorized denomination, in an aggregate principal amount equal to the unredeemed principal amount of this Bond, of the same maturity and bearing interest at the same rate.

It is hereby certified and recited that all conditions, acts and things required by the Constitution or statutes of the State of New Jersey, to exist, be performed or happen precedent to or in the issuance of this Bond exist, have been performed and have happened, and that this Bond together with all other indebtedness of the School District, is within every debt and other limit prescribed by the Constitution or statutes of said State.

The full faith and credit of the School District are hereby pledged irrevocably to the punctual payment of the principal of and interest on this Bond in accordance with its terms.

Payment of this obligation is secured under the provisions of the "New Jersey School Bond Reserve Act" in accordance with which an amount equal to 1% of the aggregate outstanding bonded indebtedness (but not to exceed the moneys available in the fund), of New Jersey counties, municipalities and school districts for school purposes as of September 15 of each year, is held within the State Fund for the Support of Free Public Schools as a school bond reserve pledged by law to secure payments of principal and interest due on such bonds in the event of the inability of the issuer to make payment.

This Bond shall not be valid or become obligatory for any purpose until the Certification of Authentication hereon shall have been signed by the Bond Registrar/Paying Agent.

IN WITNESS WHEREOF, the Board has caused this Bond to be signed by its President or Vice President by manual or facsimile signature and its seal to be affixed, imprinted or reproduced hereon and said seal to be attested by its School Business Administrator/Board Secretary or Assistant Board Secretary by manual signature and this Bond to be dated July 1, 2021.

[SEAL]

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(Vice) President,  
Board of Education

ATTEST:

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School Business Administrator/  
Board Secretary

AUTHENTICATION DATE: JULY 8, 2021

CERTIFICATION OF AUTHENTICATION

This Bond is one of the Bonds described in the within-mentioned resolutions and is one of the School Bonds dated July 1, 2021 of The Board of Education of the Borough of Hasbrouck Heights, in the County of Bergen, State of New Jersey.

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School Business Administrator/  
Board Secretary,  
as Bond Registrar/Paying Agent

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells,  
assigns and transfers unto \_\_\_\_\_  
, the within Bond and irrevocably appoints  
\_\_\_\_\_, attorney-in-fact, to transfer the  
within Bond on the books kept for registration thereof, with  
full power of substitution in the premises.

Dated: \_\_\_\_\_

NOTICE: The signature to this  
assignment must correspond with the  
name as it appears upon the face of  
the within Bond in every particular,  
without any alteration whatsoever.

Signature Guaranteed:

\_\_\_\_\_

[End of Form of Bond]

Section 10. Bonds may, upon surrender thereof at the office of the Bond Registrar/Paying Agent together with an assignment duly executed by the registered owner or his attorney or legal representative in such form as shall be satisfactory to the Bond Registrar/Paying Agent and, at the option of the registered owner thereof, be exchanged for an equal aggregate principal amount of bonds of the same maturity, of any denomination or denominations authorized by this resolution and bearing interest at the same rate.

The transfer of any bond may be registered only upon the registration books of the Board upon the surrender thereof to the Bond Registrar/Paying Agent together with an assignment duly executed by the registered owner or his attorney or legal representative in such form as shall be satisfactory to the Bond Registrar/Paying Agent. Upon any such registration of transfer, the Bond Registrar/Paying Agent shall authenticate and deliver in exchange for such bond a new bond or bonds, registered in the name of the transferee, of any denomination or denominations authorized by this resolution, in an aggregate principal amount equal to the unredeemed principal amount of such bond so surrendered, of the same maturity and bearing interest at the same rate.

In all cases in which bonds shall be exchanged or the transfer of bonds shall be registered hereunder, the Bond



Registrar/Paying Agent shall authenticate and deliver at the earliest practicable time bonds in accordance with the provisions of this resolution. All bonds surrendered in any such exchange or registration of transfer shall forthwith be canceled by the Bond Registrar/Paying Agent. The Board or the Bond Registrar/Paying Agent may make a charge for shipping and out-of-pocket costs for every such exchange or registration of transfer of bonds sufficient to reimburse it for any tax or other governmental charge required to be paid with respect to such exchange or registration of transfer, but no other charge shall be made for exchanging or registering the transfer of bonds under this resolution.

As to any bond, the person in whose name the same shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of or on account of the principal of any such bond and the interest on any such bond shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such bond, including interest thereon, to the extent of the sum or sums so paid.

The Board shall appoint such registrars, transfer agents, depositories or other agents and make such other arrangements as may be necessary for the registration,

registration of transfer and exchange of bonds within a reasonable time according to the then commercial standards and for the timely payment of principal and interest with respect to the bonds. The School Business Administrator/Board Secretary is hereby appointed registrar and paying agent for the Bonds (the "Bond Registrar/Paying Agent") subject to the right of the Board to appoint another Bond Registrar/Paying Agent, and, as such, shall keep at the Hasbrouck Heights Board of Education, 379 Boulevard, Hasbrouck Heights, New Jersey 07604, the books of the Board for the registration, registration of transfer, exchange and payment of the bonds.

Section 11. The President, Vice President, School Business Administrator/Board Secretary and Assistant Board Secretary are hereby authorized and directed to cause said Bonds to be prepared and to execute and deliver said Bonds upon payment of the purchase price therefor.

Section 12. This resolution shall take effect immediately upon its adoption.

The foregoing resolution was adopted by the following roll call vote:

AYES: -

NAYS:

[SEAL]

ATTEST: \_\_\_\_\_  
School Business Administrator/  
Board Secretary

2021-2022	DISTRICT TAX REQUIREMENT		
At a meeting of the Board of Education of the Borough of Hasbrouck Heights held on the 17TH day of June 2021, the following resolution was adopted:			
RESOLVED that the amount of district taxes needed to meet the obligations of this Board for the 2021-2022 school year is \$31,909,132 and that the Borough of Hasbrouck Heights is hereby requested to place in the hands of the School Business Administrator that amount as per the following schedule in accordance with the statutes relating thereto as per the following schedule:			
		Dina Messery Board Secretary	
2021-2022	REQUEST FOR TAXES		
CURRENT EXPENSES		\$31,246,281.00	
DEBT SERVICE		\$662,851.00	
TOTALS		\$31,909,132.00	
<u>DATE</u>	<u>GENERAL FUND</u>	<u>DEBT</u>	<u>TOTAL</u>
7/15/2021	\$2,603,857.00	\$25,000.00	\$2,628,857.00
8/15/2021	\$2,603,857.00	\$306,425.00	\$2,910,282.00
9/15/2021	\$2,603,857.00		\$2,603,857.00
10/15/2021	\$2,603,857.00		\$2,603,857.00
11/15/2021	\$2,603,857.00		\$2,603,857.00
12/15/2021	\$2,603,857.00		\$2,603,857.00
Sub-Total	\$15,623,142.00	\$331,425.00	\$15,954,567.00
1/15/2022	\$2,603,857.00	\$25,000.00	\$2,628,857.00
2/15/2022	\$2,603,857.00	\$306,426.00	\$2,910,283.00
3/15/2022	\$2,603,857.00		\$2,603,857.00
4/15/2022	\$2,603,857.00		\$2,603,857.00
5/15/2022	\$2,603,857.00		\$2,603,857.00
6/15/2022	\$2,603,854.00		\$2,603,854.00
Sub-Total	\$15,623,139.00	\$331,426.00	\$15,954,565.00
	\$31,246,281.00	\$662,851.00	\$31,909,132.00

## 2021-2022 TETERBORO TAX REQUIREMENT

At a meeting of the Board of Education of the Borough of Hasbrouck Heights held on the 17th day of June 2021, the following resolution was adopted:

RESOLVED that the amount of district taxes needed to meet the obligations of this Board for the 2021-2022 school year is \$250,847 and that the Borough of Teterboro is hereby requested to place in the hands of the School Business Administrator that amount as per the following schedule in accordance with the statutes relating thereto as per the following schedule:

Dina Messery  
Board Secretary

2021-2022	REQUEST FOR TAXES	
CURRENT EXPENSES		\$245,636.00
DEBT SERVICE		<u>\$5,211.00</u>
TOTALS		<u>\$250,847.00</u>

<u>DATE</u>	<u>GENERAL FUND</u>	<u>TOTAL</u>
8/15/2021	\$125,423.50	\$125,423.50
2/15/2022	\$125,423.50	\$125,423.50
	<u>\$250,847.00</u>	<u>\$250,847.00</u>

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

**ESY Staff 2021**

**Teachers: \$37 per hour**

Frank Avella

Patrick Dennehy

Karen Young

Eric Strumph

Shannon Rodenberg

**Nurse: \$37 per hour**

Kim Kane

**Paras: \$22.76 per hour**

Ann DePalma - early shift

Melissa Wexler

Bonnie Dallara

Maureen Garden

Caitlin Riordan

Jennifer Warren

Rula Nazeh

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

**Summer 2021  
Rate per hour \$32  
Teachers available for meetings:**

**Regular Ed**

Danielle Reynolds  
Phil Cassano  
Karen Felicetti  
Danielle Kroncke  
Diane Robertson  
Maryann Pagano  
Betty Chiu  
Cathy Cassidy  
Kim Caputo  
Sandy Claus  
Heather Pope  
Allison Daly  
Jennifer Martello  
Betty Shelly

**Special Ed Teachers**

Shannon Valenti  
Mary Centrella  
Jennifer Lopera c  
Kiristin Krysz  
Melissa Rad  
Frank Avella  
Alyssa Zito  
Jessica Dugan  
Patrick Dennehy  
Pat McShane  
Eric Strumph

## 2530 – RESOURCE MATERIALS (Policy)

The Board of Education shall provide resource materials to implement district and school educational goals and objectives as pupil needs dictate and district resources permit. Such materials include reference books, other supplementary titles, maps, library print and non-print materials, and other sources of information for use by pupils that are not designated as textbooks.

**Preview of Materials****Procedure:**

- 1. Staff members must meet with the building administrator, Director of Curriculum or Supervisor of Instruction before requesting materials from vendors.**
- 2. If approved by an administrator, a plan for preview will be created.**
- 3. Only administrators will contact sales representatives/vendors to order samples and request quotes.**

The Superintendent shall be responsible for the selection and maintenance of all resource materials, in accordance with the following standards:

1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served;
2. Wherever possible, materials will provide major opposing views on controversial issues so that pupils may develop under guidance the practice of critical reading and thinking;
3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage;
4. Materials will be factually accurate and of genuine literary or artistic value;
5. Materials will be of a quality and durability appropriate to their intended uses and longevity;
6. Materials will relate to, support, and enrich the courses of study adopted by the Board.

The Superintendent will develop regulations for the selection of resource materials that provide for the effective consultation of teaching staff members at all appropriate levels; ensure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program and the district; and ensure an inventory of resource materials that is well balanced and well rounded in coverage of subject, types of materials, and variety of content.

The Superintendent will evaluate the continuing effectiveness and utility of resource materials and recommend to the Board the removal of those materials that no longer meet the standards set forth in this policy. Any request for the removal of resource materials will be governed by Policy No. 9130 on public complaints.

Adopted: 20 November 2014

Revised (First Reading): April 29, 2021

Revised (Second Reading): May 20, 2021



### 2624 GRADING SYSTEM/POLICY

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board, therefore, directs the instructional program of this school district include a system of grading that measures progress toward the ~~New Jersey Core Curriculum Content and Common Core Standards~~ **New Jersey Student Learning Standards (NJSLS)** and the educational goals of the district.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Principal. A pupil classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

Adopted: 20 November 2014  
Revised (First Reading): April 29, 2021  
Revised (Second Reading): May 20, 2021



## 6421 - PURCHASES BUDGETED (Regulation)

### A. Definitions

1. "Purchasing agent" means the School Business Administrator/Board Secretary or the Business Manager of the Board of Education duly assigned the authority, responsibility and accountability for the purchasing activity of the Board and having the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, but if there be no School Business Administrator/Board Secretary or Business Manager, such officer, committees or employees to whom such power has been delegated by the Board.
2. "Extraordinary unspecifiable services" means services which are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor.
3. "Professional services" means services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor.
4. "Aggregate" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.
5. "Bid threshold" means the dollar amount set in N.J.S.A. 18A:18A-3, above which a Board shall advertise for and receive sealed bids in accordance with procedures set forth in N.J.S.A. 18A:18A-1 et seq.
6. "Contract year" means the period of twelve consecutive months following the award of a contract.
7. "Competitive contracting" means the method described in sections 45 through 49 of P.L.1999, c.440 (C.18A:18A-4.1 through C.18A:18A-4.5) of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or School Business Administrator; and the Board awards a contract to a vendor or vendors from among the formal proposals received.

8. "Goods and services" or "goods or services" means any work, labor, commodities, equipment, materials, or supplies of any tangible or intangible nature, except real property or any interest therein, provided or performed through a contract awarded by a purchasing agent, including goods and property subject to N.J.S.A. 12A:2-101 et seq.
9. "Library and educational goods and services" means textbooks, copyrighted materials, pupil produced publications and services incidental thereto, including but not limited to books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microfilms, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, video and magnetic tapes, other printed or published matter and audiovisual and other materials of a similar nature, necessary binding or rebinding of library materials, and specialized computer software used as a supplement or in lieu of textbooks or reference material.
10. "Lowest price" means the least possible amount that meets all requirements of the request of a purchasing agent.
11. "Lowest responsible bidder or vendor" means the bidder or vendor: (1) whose response to a request for bids offers the lowest price and is responsive; and (2) who is responsible.
12. "Official newspaper" means any newspaper designated by the Board pursuant to R.S.35:1-1 et seq.
13. "Purchase order" means a document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide or perform goods or services to the Board, which, when fulfilled in accordance with the terms and conditions of a request of a purchasing agent and other provisions and procedures that may be established by the Board, will result in payment by the Board.
14. "Quotation" means the response to a formal or informal request made by a purchasing agent to a vendor for provision or performance of goods or services, when the aggregate cost is less than the bid threshold. Quotations may be in writing, or taken verbally if a record is kept by the purchasing agent.
15. "Responsible" means able to complete the contract in accordance with its requirements, including but not limited to requirements pertaining to experience, moral integrity, operating capacity, financial capacity, credit, and workforce, equipment, and facilities availability.
16. "Responsive" means conforming in all material respects to the terms and conditions, specifications, legal requirements, and other provisions of the request.
17. "Concession" means the granting of a license or right to act for or on behalf of the Board, or to provide a service requiring the approval or endorsement of the Board, and which may

or may not involve a payment or exchange, or provision of services by or to the Board, provided that the term concession shall not include vending machines.

18. "Proprietary" means goods or services of a specialized nature, that may be made or marketed by a person or persons having the exclusive right to make or sell them, when the need for such goods or services has been certified in writing by the Board to be necessary for the conduct of its affairs.

19. "Service or services" means the performance of work, or the furnishing of labor, time, or effort, or any combination thereof, not involving or connected to the delivery or ownership of a specified end product or goods or a manufacturing process. Service or services may also include an arrangement in which a vendor compensates the Board for the vendor's right to operate a concession.

B. All purchasing for the school district will be conducted under the authority of the purchasing agent as defined in N.J.S.A. 18A:18A-2.b. and as designated by the Board.

C. Any contract, the amount of which exceeds the bid threshold, shall be negotiated and awarded by the Board by resolution at a public meeting without public advertising for bids and bidding therefor if the subject matter thereof consists of:

1. Professional services. The Board will in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the Board;
2. Extraordinary unspecifiable services which cannot reasonably be described by written specifications. The Board will in each instance state supporting reasons for its action in the resolution awarding the contract for extraordinary unspecifiable services and shall forthwith cause to be printed, in the manner set forth in C.1. above a brief notice of the award of such contract;
3. The doing of any work by employees of the Board;
4. The printing of all legal notices; and legal briefs, records and appendices to be used in any legal proceeding in which the Board may be a party;
5. Library and educational goods and services;
6. Food supplies, including food supplies for home economics classes, when purchased pursuant to rules and regulations of the State Board and in accordance with the provisions of N.J.S.A. 18A:18A-6;

7. The supplying of any product or the rendering of any service by a public utility, which is subject to the jurisdiction of the Board of Public Utilities, in accordance with the tariffs and schedules of charges made, charged and exacted, filed with said Board;
8. The printing of bonds and documents necessary to the issuance and sale thereof by a Board;
9. Equipment repair service if in the nature of an extraordinary unspecifiable service and necessary parts furnished in connection with such services, which exception shall be in accordance with the requirements for extraordinary unspecifiable services;
10. Insurance, including the purchase of insurance coverage and consultant services, which exception shall be in accordance with the requirements for extraordinary unspecifiable services;
11. Publishing of legal notices in newspapers as required by law;
12. The acquisition of artifacts or other items of unique intrinsic, artistic or historic character;
13. Those goods and services necessary or required to prepare and conduct an election;
14. The doing of any work by persons with disabilities employed by a sheltered workshop;
15. Expenses for travel and conferences;
16. The provision or performance of goods or services for the support or maintenance of proprietary computer hardware and software, except that this provision shall not be utilized to acquire or upgrade non-proprietary hardware or acquire or update non-proprietary software;
17. Purchases of goods and services at rates set by the Universal Service Fund administered by the Federal Communications Commission;
18. Goods and services paid with funds that: are raised by or collected from pupils to support the purchase of pupil oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or pupil activity accounts; and require no budget appropriation from the Board;
19. Food services provided by food service management companies pursuant to procedures established by the New Jersey Department of Agriculture, Bureau of Child Nutrition Programs;
20. Vending machines providing food or drink.

D. Any contract, the amount of which exceeds the bid threshold, shall be negotiated and awarded by the Board by resolution at a public meeting without public advertising for bids and bidding therefor

1. If the contract is to be made or entered into with the United States of America, the State of New Jersey, county or municipality or any Board, body, officer, agency, authority or Board or any other State or subdivision thereof.
2. Bids have been advertised pursuant to N.J.S.A. 18A:18A-4 on two occasions and
  - a. No bids have been received on both occasions in response to the advertisement, or
  - b. The Board has rejected such bids on two occasions because it has determined that they are not reasonable as to price, on the basis of cost estimates prepared for or by the prior to the advertising therefor, or have not been independently arrived at in open competition, or
  - c. On one occasion no bids were received pursuant to a. above and on one occasion all bids were rejected pursuant to b. above, in whatever sequence; any such contract may then be negotiated and may be awarded upon adoption of a resolution by a two-thirds affirmative vote of the authorized membership of the Board authorizing such a contract; provided, however, that:
    - (1) A reasonable effort is first made by the Board to determine that the same or equivalent goods or services, at a cost which is lower than the negotiated price, are not available from an agency or authority of the United States, the State of New Jersey or of the county in which the Board is located, or any municipality in close proximity to the Board;
    - (2) The terms, conditions, restrictions and specifications set forth in the negotiated contract are not substantially different from those which were the subject of competitive bidding pursuant to N.J.S.A. 18A:18A-4; and
    - (3) Any minor amendment or modification of any of the terms, conditions, restrictions and specifications which were the subject of competitive bidding pursuant to N.J.S.A. 18A:18A-4 shall be stated in the resolution awarding the contract; provided further, however, that if on the second occasion the bids received are rejected as unreasonable as to price, the Board will notify each responsible bidder submitting bids on the second occasion of its intention to negotiate, and afford each bidder a reasonable opportunity to negotiate, but the Board shall not award such contract unless the negotiated price is lower than the lowest rejected bid price submitted on the second occasion by a responsible bidder, is the lowest negotiated price offered by any responsible vendor, and is a reasonable price for such goods or services.
3. Whenever the Board determines that a bid was not arrived at independently in open competition pursuant to subsection c.(2) of N.J.S.A. 18A:18A-5, it shall thereupon notify the county prosecutor of the county in which the Board is located and the Attorney General of the facts upon which its determination is based, and when appropriate, it may institute

appropriate proceedings in any State or federal court of competent jurisdiction for a violation of any State or federal antitrust law or laws relating to the unlawful restraint of trade.

4. The Board has solicited and received at least three quotations on materials, supplies or equipment for which a State contract has been issued pursuant to N.J.S.A. 18A:18A-10, and the lowest responsible quotation is at least 10% less than the price the Board would be charged for the identical materials, supplies or equipment, in the same quantities, under the State contract. Any such contract will be entered into in accordance with N.J.S.A. 18A:18A-5.e. and may be made, negotiated or awarded only upon adoption of a resolution by the affirmative vote of two-thirds of the full membership of the Board at a meeting thereof authorizing such a contract or agreement.

#### E. Quotations

1. For all contracts that in the aggregate are less than the bid threshold but fifteen percent or more of that amount, and for those contracts that are for subject matter enumerated in subsection a. of N.J.S.A. 18A:18A-5, except for paragraph (1) of that subsection concerning professional services and paragraph (3) of that subsection concerning work by employees of the Board, the purchasing agent shall award the contract after soliciting at least two competitive quotations, if practicable. The award shall be made to a vendor whose response is most advantageous, price and other factors considered. The purchasing agent shall retain the record of the quotation solicitation and shall include a copy of the record with the voucher used to pay the vendor.
2. When in excess of the bid threshold, and after documented effort by the purchasing agent to secure competitive quotations, a contract for extraordinary unspecifiable services may be awarded when the purchasing agent has determined in writing that solicitation of competitive quotations is impracticable. Any such contract shall be awarded by resolution of the Board.
3. Whenever two or more responses to a request of a purchasing agent offer equal prices and are the lowest responsible bids or proposals, the Board may award the contract to the vendor whose response, in the discretion of the Board, is the most advantageous, price and other factors considered. In such a case, the award resolution or purchase order documentation shall explain why the vendor selected is the most advantageous.

#### F. Requisitions

1. A requisition for goods and/or services may be originated by any school district employee who perceives a need for such goods and/or services, **only with prior approval of an administrator.**
2. The requisitioner will prepare and sign a requisition form, filling in the following information:

- a. Description and quantity of item or service desired;
  - b. Unit price and total amount (actual or estimated) of proposed purchase;
  - c. Desired brand or vendor;
  - d. The building, program, subject, or class in which the goods or service will be used;
  - e. The name and title of the requisitioner; and
  - f. The date on which the requisition is filed.
3. Requisitions for lost or stolen equipment must be accompanied by an explanatory report.
4. The requisitioner will retain a copy of the requisition form. Copies of the requisition form will be filed with the Principal or the appropriate ~~supervisor~~ **administrator** for ~~consideration~~ **approval**.
5. The Principal or immediate supervisor will determine:
  - a. The need for the requisitioned goods or services;
  - b. Whether the desired goods or services are presently available elsewhere in the district or are available without cost from another source;
  - c. The appropriateness of the proposed expenditure;
  - d. Whether the requisition can be combined with others for greater efficiency and economy;
  - e. Whether the originator's needs can be better met by an alternate purchase; and
  - f. Whether uncommitted funds remain in the budget allocations to the school or program, sufficient to cover the proposed expenditure.
6. A requisition not approved by the Principal or immediate supervisor will be returned to the requisitioner with the reason for its rejection.
7. When approval is given, the Principal or immediate supervisor will sign and date the requisition, indicate the account to be charged, retain the duplicate copy, and file the original with the School Business Administrator/Board Secretary, for approval.
8. A requisition that originates with a Principal, immediate supervisor, or central office administrator must be approved by the School Business Administrator/Board Secretary.



9. If the School Business Administrator/Board Secretary denies approval of a requisition approved or originated by a Principal, immediate supervisor, or central office administrator, he or she will so notify the approver or originator with the reason for the denial.

G. Purchase Orders

1. Before a purchase order is prepared for an approved requisition, the School Business Administrator/Board Secretary shall determine whether:
  - a. The proposed purchase is exempt from bid in accordance with N.J.S.A. 18A:18A-5;
  - b. If appropriate, vendors' quotations have been solicited in accordance with F above;
  - c. The requisition can be processed without resort to advertisement for bid or solicitation of quotations; or
  - d. The proposed purchase is in excess of the bid threshold and may be Competitively Contracted in accordance with N.J.S.A. 18A:18A-4.5.
2. A requisition that is not exempt from bid shall be submitted to the School Business Administrator/Board Secretary for advertisement.
3. Approved requisitions must be authorized as follows:
  - a. If within the budget and not subject to bid, authorized by the School Business Administrator/Board Secretary;
  - b. If within the budget and subject to bid, authorized by a Board resolution awarding a contract after bid;
  - c. If not in the budget or in excess of the line item allocation, authorized by the Board or, as permitted by Policy No. 6422 between Board meetings, by the School Business Administrator/Board Secretary.
4. To prepare a purchase order, the School Business Administrator/Board Secretary shall
  - a. Verify and enter the account to which the purchase will be assigned;
  - b. Assign a purchase order number to the expenditure;
  - c. Verify and enter the name and address of the vendor;
  - d. Verify and enter the description of the goods and/or services, including, as appropriate, the quality standards of the goods sought;

- e. Verify as necessary, by telephone call to the vendor or by reference to a catalog, and enter the unit cost of the goods and/or services;
  - f. Extend and total costs;
  - g. Check that the requisition has been properly approved and authorized; and
  - h. Determine and enter the desired delivery date and any necessary delivery instructions.
- 5. Each purchase order will be completed in full and forwarded to the School Business Administrator/Board Secretary for approval and signature.
  - 6. The School Business Administrator/Board Secretary shall encumber the appropriate account in the amount of the purchase order.
  - 7. Copies of the purchase order will be distributed as required.
  - 8. A purchase order may be issued to confirm an oral order given to a vendor under bona fide emergency circumstances, pursuant to Policy No. 6422. A confirmation order will be so designated.
  - 9. Open purchase orders may be written for vendors who regularly provide the school district with certain goods and/or services. Any open purchase order may be exempt from the requirement for bidding, must specify a "not to exceed" amount, and must be closely monitored to determine that the aggregate amount of goods and/or services does not exceed the bid threshold in any twelve month period.

#### H. Payment

Purchases will be paid in accordance with Policy No. 6470 and Regulation No. 6470.

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# REGULATION GUI·DE

TEACHING STAFF MEMBERS

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Evaluation of Teachers

May 17

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[See POLICY ALERT Nos. 181, 201, 207 and 212]

## R 3221 EVALUATION OF TEACHERS

### A. Definitions-N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3221 unless the context clearly indicates otherwise:

"Announced observation" means an observation in which the person conducting an observation for the purpose of evaluation will notify the teacher of the date and the class period the observation will be conducted.

"Annual performance report" means a written appraisal of the teacher's performance prepared by the teacher's designated supervisor based on the evaluation rubric for his or her position.

"Annual summative evaluation rating" means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

"Calibration" in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

"Chief School Administrator" means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

"Commissioner" means Commissioner of the New Jersey Department of Education.

"Co-observation" means two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.



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"Corrective Action Plan" means a written plan developed by the designated supervisor in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

"Department" means the New Jersey Department of Education. "Designated supervisor" means the supervisor designated by the Superintendent of Schools or designee as the teacher's supervisor.

"District Evaluation Advisory Committee" means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

"Educator practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

"Evaluation" means an appraisal of an individual's professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual's evaluation rubric.

"Evaluation rubric" means a set of criteria, measures, and processes used to evaluate all teachers in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments, and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

"Indicators of student progress and growth" means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

"Individual professional development plan" is as defined in N.J.S.A. 18A:6-119.



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"Job description" means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

"Observation" means a method of collecting data on the performance of a teacher's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

"Post-observation conference" means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.

"Scoring guide" means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Teacher practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

"Semester" means half of the school year.

"Signed" means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

"Student growth objective" means an academic goal that teachers and designated supervisors set for groups of students.

"Student growth percentile" means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.

"Superintendent" means Superintendent of Schools or Chief School Administrator.

"Supervisor" means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school



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administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

"Teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

"Teacher practice instrument" means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher's evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

"Unannounced observation" means an observation in which the person conducting an observation for the purpose of evaluation will not notify the teacher of the date or time the observation will be conducted.

## B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

## C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to



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N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teachers- N.J.A.C. 6A:10-2.1

1. The Board of Education annually shall adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education- N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
  - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
  - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
    - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to teaching staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teaching staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
  - c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the



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policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten working days of adoption;

- d. Annually adopt by June 1, any Commissioner-approved teacher practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
  - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
  - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
  - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teachers and, when applicable, applying the Commissioner approved educator practice instruments:
- a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for any teacher who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;





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- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;
- c. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete at least two co-observations during the school year.
  - (1) Co-observers shall use the co-observation to promote accuracy and consistency in scoring.
  - (2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.
- d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

## F. District Evaluation Advisory Committee-N.J.A.C. 6A:10-2.3

- 1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.



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2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. Beginning in 2018-2019, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District Evaluation Advisory Committee.

## G. Evaluation Procedures for Teachers- N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
  - a. Roles and responsibilities for implementation of evaluation policies and procedures;
  - b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
  - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
  - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
  - e. Process for developing and scoring student growth objectives;
  - f. The process for preparation of individual professional development plans; and



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- g. The process for preparation of an annual performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.
3. The annual summary conference between designated supervisors and teachers shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
  - a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable;
    - (1) The teacher's practice instrument; and
    - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
  - b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
  - c. The preliminary annual performance report.
4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:
  - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;
  - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teacher's evaluation rubric; and
  - c. The teacher's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.



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6. The teacher and the designated supervisor shall sign the report within five working days of the review.
7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

## H. Corrective Action Plans for Teachers – N.J.A.C. 6A:10-2.5

1. For each teacher rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teacher's designated supervisor. If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
2. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
  - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
  - a. Address areas in need of improvement identified in the teacher evaluation rubric;



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- b. Include specific, demonstrable goals for improvement;
  - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
  - d. Include timelines for meeting the goal(s).
- 4. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.
- 5. Progress toward the teacher's goals outlined in the corrective action plan:
  - a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and
  - b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
- 6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.
- 7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.



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8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post observation conference, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).
  9. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.
  10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
  11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.
- I. School Improvement Panel- N.J.A.C. 6A:10-3 et seq.
1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1
    - a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A:6-120.a. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a and the teacher(s) on the panel represents at least one-third of its total membership.
    - b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:
      - (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.



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- (2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.
    - (3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.
  - c. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.
  - d. All members of the School Improvement Panel shall be chosen by August 31 of each year.
- 2. School Improvement Panel Responsibilities- N.J.A.C. 6A:10-3.2
  - a. The School Improvement Panel shall:
    - (1) Oversee the mentoring of teachers according to N.J.A.C.6A:9C-5.3(a)2 and support the implementation of the school district mentoring plan;
    - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
    - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and
    - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C4.2.
  - b. To conduct observations for the purpose of evaluation, the teacher member shall have:
    - (1) Agreement of the majority representative;
    - (2) An appropriate supervisory certificate; and



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(3) Approval of the Principal who supervises the teacher being observed.

c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9C-5.2(a)3.

## J. Components of Teacher Evaluation Rubric- N.J.A.C. 6A:10-4.1

1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
  - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and
  - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
  - a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
  - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and





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no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.

- c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.

- 5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

## K. Student Achievement Components- N.J.A.C. 6A:10-4.2

- 1. Measures of student achievement shall be used to determine impact on student learning. The student achievement measure shall include the following components:
  - a. If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and
  - b. Student growth objective(s), which shall be specific and measurable, based on available student learning data aligned to the New Jersey Student Learning Standard (NJSLS), and based on growth and/or achievement.
    - (1) For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.
- 2. The median student growth percentile shall be included in the annual summative rating of a teacher who:
  - a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;



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- b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
  - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school year 2013-2014 or any school year after shall be used to determine median student growth percentiles.
- 3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
- 4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:
  - a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
  - b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.
- 5. Student growth objectives for teachers shall be developed and measured according to the following procedures:
  - a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31 prior to the



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school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.

- b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
- c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.
- d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within twenty-five working days of the teacher's start date if the teacher begins work after October 1.
- e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.
  - (1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.
- f. The teacher's designated supervisor shall approve each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

## L. Teacher Practice Components-N.J.A.C. 6A:10-4.3

- 1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school



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district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.

## M. Teacher Observations- N.J.A.C. 6A:10-4.4

1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. Observation conferences shall include the following procedures:
  - a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.
  - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness. Within a school year, the post observation conference shall be held prior to the occurrence of further observations for the purpose of evaluation.
  - c. If agreed to by the teacher, one required post-observation conferences and any pre-conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic.
  - d. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.
  - e. A pre-conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.



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3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
  - a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.
  - b. Nontenured teachers shall be observed at least three times each school year. ~~but not less than once each semester~~. The observations shall be conducted in accordance with the timeframe set forth in N.J.S.A. 18A:27-3.1.
    - (1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.
  - c. Tenured teachers shall be observed at least two times during each school year. **At the discretion of the Superintendent, additional observations of tenured staff may be conducted.** Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
    - (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.
  - d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.



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- e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
  - f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post observation and the teacher who was observed.
  - g. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
4. To earn a teacher practice score, a nontenured teacher shall receive at least three observations.
- a. If a nontenured teacher is present for less than forty percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score.

## N. Teacher Practice Instrument- N.J.A.C. 6A:10-7.2

- 1. The teacher practice instrument approved by the Department shall meet the following criteria:
  - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
  - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
    - (1) Clearly define the expectations for each rating category;
    - (2) Provide a conversion to four rating categories;
    - (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and



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- (4) Use clear and precise language that facilitates common understanding among teachers and administrators.
- c. Rely on, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
- d. Include descriptions of specific training and implementation details required for the instrument to be effective.

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