

# **HASBROUCK HEIGHTS BOARD OF EDUCATION**

**Thursday, March 24, 2022**

**Regular Meeting Agenda (Final)**

**Time: 7:30 p.m.**

**I. A. Meeting called to order at:**

**B. Announcement of adequate meeting:**

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

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **January 26, 2022** Said notices was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School, Lincoln Elementary School and Hasbrouck Heights School District Website.

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

**C. Roll Call**

**II. Flag Salute**

**III. Presentations/Awards:**

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

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

- V. Approval of Minutes: February 17, 2022
- VI. Correspondence and Report of School Business Administrator/Board Secretary
- VII. Report of the Board President
- VIII. Report of the Superintendent
- IX. Committee and Liaison Reports:
  - A. Education/Curriculum
  - B. Special Education
  - C. Technology
  - D. Facilities
  - E. Recreation
  - F. Finance
  - G. Personnel
  - H. Policy
  - I. NJ/BCSBA
  - J. Borough Council Liaison
  - K. Faculty Liaison
  - L. PTA Liaison

X. Resolutions:

Awards:

None

Education /Curriculum Committee

- E03-01-22 Approve Monthly Superintendent Discipline Report
- E03-02-22 Approve Monthly Superintendent HIB Report
- E03-03-22 Approve Monthly District Calendar
- E03-04-22 Approve Presentation
- E03-05-22 Approve Workshops
- E03-06-22 Approve Programs
- E03-07-22 Approve Workshops
- E03-08-22 Approve Summer Programs
- E03-09-22 Approve Summer Program
- E03-10-22 Approve Program

#### Special Education Committee

- S03-01-22 Approve Monthly OOD Placements
- S03-02-22 Approve Special Services
- S03-03-22 Approve OOD Placements
- S03-04-22 Approve OOD Placements
- S03-05-22 Approve Contracted Services

#### Technology Committee

None

#### Facilities Committee

- B03-01-22 Approve Facilities Calendar
- B03-02-22 Approve Disposal of Broken Machines
- B03-03-22 Approve Workshops

#### Recreation Committee

- R03-01-22 Approve Field Trip Calendar
- R03-02-22 Approve Fundraisers
- R03-03-22 Approve Program
- R03-04-22 Approve Program
- R03-05-22 Approve Summer Program
- R03-06-22 Approve Summer Keys
- R03-07-22 Approve Aviator Relay
- R03-08-22 Approve Penn Relays
- R03-09-22 Approve Co-op

#### Finance Committee

- F03-01-22 Approve Financial Certification
- F03-02-22 Approve Actual Payroll for February
- F03-03-22 Approve Estimated Payroll for March
- F03-04-22 Approve Bill Authorization – March
- F03-05-22 Approve Actual Bills List – January
- F03-06-22 Approve Board Secretary's Report – January
- F03-07-22 Approve Line Item Transfers – January
- F03-08-22 Approve Purchases
- F03-09-22 Approve Fiscal Audit and CAP
- F03-10-22 Approve Budget
- F03-11-22 Approve Travel

#### Personnel

- P03-01-22 Approve Personnel Action
- P03-02-22 Approve Personnel Action
- P03-03-22 Approve Personnel Action

P03-04-22 Approve Personnel Action  
P03-05-22 Approve Personnel Action  
P03-06-22 Approve Personnel Action  
P03-07-22 Approve Personnel Action  
P03-08-22 Approve Personnel Action  
P03-09-22 Approve Personnel Action  
P03-10-22 Approve Personnel Action

Policy Committee:

PL03-01-22 Approve Policies/Regulations

XI. Old Business

XII. New Business

XIII. Open Public Hearing

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

XIV. Private Session (If necessary)

XV. Adjournment



**HASBROUCK HEIGHTS BOARD OF EDUCATION  
RESOLUTIONS – March 24, 2022 (Final)**

**AWARDS AND PRESENTATIONS:**

None

**RESOLUTIONS:**

**EDUCATION/CURRICULUM COMMITTEE:**

**RESOLUTIONS:**

E03-01-22     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 – 2022 school year:

Accept Monthly Discipline Report

E03-02-22     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 – 2022 school year:

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

2022 – HS – 03 (one investigation )

2022 – MS – 01 (one investigation)

2022 – LS - 0

2022 – ES - 0

Listed above are the number of investigations as of February 17, 2022

E03-03-22     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year:

The monthly district calendar

- E03-04-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year:
- Valley Family Counseling - presentation to grades 4 – 9 and parents on social media and other distractors on 3/2/22 and 3/4/22 (5 sessions total) @ \$5,000 funded thru Title IV funds Acct #20-28-100-300-00-01-00
- E03-05-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2021-2022 school year:
- 6/1/22 – N. Rucci & M. Durmus – to attend ‘Pathways to Success w/Multilingual Learners’ @ \$274 each
- E03-06-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following programs for the 2021-2022 school year:
- MS Remedial Boot Comp – Math – 1 teacher – 12 hrs plus prep @ \$37/hr = \$630 and ELA – 1 teacher – 12 hrs plus prep @ \$37/hr = \$630
- E03-07-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2021-2022 school year:
- 4/25/22 – 4/29/22 – D. Incognito & J. Porfido – Comprehensive Virtual IMSE Orton Gillingham Training @ \$1275 each – funded through Title II – 20-270-200-320-00-01-08
- E03-08-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2022-2023 school year:
- MS Summer Enrichment Program – 3 ELA teachers and 3 math teachers @ 3 hrs instruction per day and 45 min prep, plus 15 minutes before and after student arrival and dismissal for each teacher for 12 days @ \$42/hr (if substitutes used they will be paid the same)
- Program Review: Each teacher not to exceed 2 hrs @ \$32/hr July 5-8, 2022  
LS & ES Summer Enrichment Program: 18 teachers @ 3 hrs instruction per day plus 45 min prep, and 15 minutes before and after student arrival and dismissal for each teacher from July 11 – July 22, 2022 Monday - Thursday @ \$42/hr (if substitutes used they will be paid the same)

E03-09-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2022-2023 school year:

Elementary Theater week – ES – Jul 11, - July 15, 2022 and LS – July 18 – July 22, 2022 – teacher supervision at each school not to exceed 20 hrs for each school @ \$32/hr. A teacher is needed for every 20 students enrolled

E03-10-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year:

MS/HS Robotics to use cyber start coding program and compete in cyber start competitions for 2022 at no cost to district

#### SPECIAL EDUCATION COMMITTEE:

#### RESOLUTIONS:

S03-01-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placements for the 2021– 2022 school year:

Approve OOD Placements (**Attachment A**)

S03-02-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Special Services for the 2021 – 2022 school year:

Student #5823 – home instruction – 4 hrs/wk plus prep @ \$40/hr beginning 2/28/22

Student #4698 – 1:1 para for play practice @ approx. 5 hrs/wk not to exceed 80 hrs March through May

Student #100319 – home instruction – 5 hrs/wk plus prep @ \$40/hr beginning until DTBD

S03-03-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD placement for the 2021 - 2022 school year:

Student 1002164 – Windsor Bergen Academy – RY @ a tuition rate of \$25,179.77 effective 2/15/22

S03-04-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD placement for the 2021- 2022 school year:

Student #1002413 – Winslow Township - RY @ a tuition rate of \$31,720.24 and transportation rate of \$3,070.20 – total contract amount of \$33,196

S03-05-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted services for the 2022- 2023 school year:

Approve contract for services on an as needed basis – Home Therapies LLC  
**(Attachment B)**

#### TECHNOLOGY COMMITTEE:

##### RESOLUTIONS:

None

#### FACILITIES COMMITTEE:

##### RESOLUTIONS:

B03-01-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 – 2022 school year:

Monthly Facilities Calendar

B03-02-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 – 2022 school year:

Approve disposal of broken floor care machinery that has been replaced

B03-03-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2021 – 2022 school year:

3/21/22 – 3/23/22 – G. Mihalitsianos - NJ School Buildings and Grounds Expo & Conference, Atlantic City, NJ – Registration \$300 and reimbursement expenses not to exceed \$475

RECREATION COMMITTEE:

RESOLUTIONS:

- R03-01-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year:

District Field Trip Calendar

- R03-02-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Fundraisers for the 2021-2022 school year:

All Hasbrouck Heights Clubs for approval to create logo that will be done as a window sticker for sale

LS PTA "Lincoln Competition" fundraiser

April – May - National Honor Society to sell bracelets for Autism awareness

3/3/22 – 3/18/22 – Outreach Club - collection for citizens of Ukraine

3/25/22 – 4/8/22 – ES Student Council collection "Help for Ukraine"

April – May 2022 – "Penny Wars" for various programs – grades K-5

- R03-03-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year

HHEA – Read Across New Jersey Program –reading sessions in the auditorium on Wednesdays in April from 3:30pm – 4:30pm

- R03-04-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following programs for the 2021-2022 school year:

6/8/22 – Wellness Day during PE Classes

- R03-05-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following summer programs for the 2022-2023 school year:

6/27/22 – 7/22/22 - Summer Tennis Camp

R03-06-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following programs for the 2021-2022 school year:

Approve Summer Keys Program

R03-07-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year:

4/8/22 - Aviator Relays to be held @ Depken Field

R03-08-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year:

4/28 – 4/30 –Penn Relays – Cost to district for administrator not to exceed \$1140 plus cost of van not to exceed \$1500 (attendance only if athletes qualify)

R03-09-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2022-2023 school year:

Approve Co-op Girls basketball team with Bogota High School. Bogota to serve as LEA to the State

#### FINANCE COMMITTEE:

#### RESOLUTIONS:

F03-01-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

F03-02-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of February 2022 in the amount of \$1,044,357.90 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F03-03-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of March at \$1,800,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,800,000.

F03-04-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of March

F03-05-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year:

Bills List for the month of January

Fund 10	General Fund	\$3,799,336.70
Fund 20	Special Revenue	\$ 167,384.67
Fund 30	Capital Projects	\$ 0.00
Fund 40	Debt Service	\$ 0.00
Fund 60	Enterprise	\$ 74,753.49
Fund 95	Student Activity	\$ 1,338.00
<b>Total:</b>		<b>\$4,042,812.86</b>

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

**Total:**

**(Attachment C)**

F03-06-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report

Cash Report

Monthly Fund Transfer Report

January **(Attachment D)**

F03-07-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 – 2022 school year:

Approve the monthly line item transfers for January **(Attachment E)**

F03-08-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2021 – 2022 school year:

PO #201134 – Comprehensive Behavioral Healthcare, Inc - Teen Mental Health Manuals @ \$1,342.50 – Funded through Acct #20-280-100-610-00-01-00

**Quotes Received:**

PO #201216 – Crown Trophy - Ribbons for MS Honor Students @ \$1650

F03-09-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2020 – 2021 school year:

Accept the audit for the fiscal year ended June 30, 2021

Accept the Corrective Action Plan for the year ended June 30, 2021

F03-10-22 BE IT RESOLVED that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the preliminary 2022-2023 school year budget as follows:

	<u>Budget</u>	Hasbrouck Hts <u>Tax Levy</u>	Teterboro <u>Tax Levy</u>
Total General Fund	\$38,115,851	\$31,732,287	\$266,017
Total Special Revenue	\$ 2,692,375	N/A	N/A
Total Debt Service	\$ 1,049,494	\$ 802,051	\$ 6,724
<b>Grand Total</b>	<b>\$41,857,720</b>	<b>\$32,534,338</b>	<b>\$272,741</b>

And

Be if Further Resolved, that the 2022-23 school year budget includes banked cap in the amount of \$77,035 for additional guidance counselor at the elementary schools for counseling services in the 22-23 school year.

And

Be it Further Resolved, that the 2022-2023 school year budget includes a withdrawal from Capital Reserve in the amount of \$1,900,000 towards the middle/high school cafeteria renovation and a withdrawal from maintenance reserve in the amount of \$300,000 for districtwide floor repairs and replacements, stairwell tread repairs and replacements and replace and repair window treatments.



F03-11-22      WHEREAS, the Hasbrouck Heights Board of Education policy #6471 and NJAC 6A:23B-1.2(b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2021-2022 school year.

WHEREAS, the Hasbrouck Heights Board of Education appropriated \$6,000 for travel during the 2021-2022 school year and has spent \$35.70 as of March 18, 2022.

NOW, THEREFORE BE IT RESOLVED that the Hasbrouck Heights Board of Education hereby establishes the school district travel maximum for the 2022-2023 school year at the sum of \$6,000 and

BE IT RESOLVED that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

PERSONNEL COMMITTEE:

RESOLUTIONS:

P03-01-22      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2022 - 2023 school year:

**Summer Tennis Program:**

D. Ahman @ \$35/hr – self- sustaining program

A. Castora @ \$35/hr – self-sustaining program

P03-02-22      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2022-2023 school year:

Amend Resolution #P01-13-22 – M. Tague – HS Social Studies to start 4/5/22

Amend Resolution #P01-13-22 – M. Rooney – Para to start 3/2/22

P03-03-22      Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021-2022 school year:

**Leave of Absence:**

Employee ID #0104 – paid sick leave – 4/11/22 – 4/22/22

Employee ID #0682 – unpaid FMLA – 3/1/22 – 5/30/22

Employee ID #0679 – paid sick leave – 5/16/22 – 6/24/22 and unpaid FMLA – 9/7/22 – 11/25/22

Employee ID #0611 – unpaid FMLA – 3/31/22 – 5/13/22

Employee ID #1301 – unpaid maternity FMLA – 6/20/22 – 6/30/22 and 8/15/22 – 10/31/22

Employee ID #0327 – paid sick leave 4/7/22 -5/19/22

- P03-04-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 - 2022 school year:

**Extra Pay:**

A. Lustmann – Junior Formal on 3/24/22 - 5:45pm – 10:30 pm @ \$43.45/hr

C. Lange – Junior Formal on 3/24/22 – 5:45 pm to 10:30 pm @ \$43.45

- P03-05-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 - 2022 school year:

**Lunch Aides:**

J. Ray – ES @ \$17.50/hr

- P03-06-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 - 2022 school year:

**Substitute Teachers:**

S. Calderon – HS Permanent Sub @ \$150/day – 3/1/22 – 6/24/22

- P03-07-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 - 2022 school year:

**Substitutes:\***

H. Jawabrah @ \$150/day

M. Caballero @ \$150/day

V. Sedlmeir @ \$150/day

J. Sedlmeir @ \$150/day

J. Zambrano @\$150/day

\*Pending Paperwork

- P03-08-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 - 2022 school year:

**Home Instruction:**

K. Rodnite – 1 hr/wk plus prep for English @\$40/hr beginning 2/28/22 – Student #5823  
 V. McCue – 1 hr/wk plus prep for Business Management @ \$40/hr beginning 2/28/22 – Student #5823  
 S. Angelillo – 1 hr/wk plus prep for Graphic Design @ \$40/hr – beginning 2/28/22 – student #5823  
 C. Cassidy – 1 hr/wk plus prep for Gym @ \$40/hr – beginning 2/28/22 – student #5823  
 H. Pope – 1 hr/wk plus prep for English – beginning 3/15/22 – student #100319  
 S. Baumann – 1 hr/wk plus prep for History – beginning 3/15/22 – student #100319  
 T. Gordon – 1 hr/wk plus prep for Biology – beginning 3/15/22 – student #100319  
 C. Healey – 2 hrs/wk plus prep for Algebra – beginning 3/15/22 – student #100319

P03-09-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 - 2022 school year:

**Extra Pay:**

M. Garden 1:1 para for HS Play not to exceed 80 hrs (5 hrs per week) @ \$22.76/hr – Student #4698  
 M. Wexler – Substitute for M. Garden when needed @ \$22.76/hr

P03-10-22 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2021 - 2022 school year:

**6<sup>th</sup> Period Stipends:**  
**(Attachment F)**

POLICIES/REGULATIONS:

RESOLUTIONS:

PL03-01-22 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:  
**(Attachment G)**

**First Readings:**

Policy/Regulation #2451 - Adult High School  
 Policy/Regulation #3212 – Attendance  
 Policy/Regulation #2432 – Varsity Letter

Policy/Regulation #2624 – Grading System

**Second Readings:**

Policy/Regulation #0152 – Board Officers

Policy/Regulation #2415.05 - Student Surveys, Analysis, Examination, Testing, or Treatment

Policy/Regulation #2622 – Student Assessment

Policy/Regulation #2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries

Policy/Regulation #2460.30 – Additional/Compensatory Special Education and Related Services

Policy/Regulation #8465 – Bias Crimes and Bias-Related Acts

Policy/Regulation #9560 – Administration of School Surveys

Policy/Regulation #3233 – Political Activities

Policy/Regulation #5541 – Anti – Hazing

Policy/Regulation #0164.6 – Remote Public Board Meetings during a Declared Emergency

Policy/Regulation #5460 High School Graduation

## March 2022 Board Meeting

Local ID	Attending School	ESY Tuition	Tuition SY 21/22
1002306	Reed Academy	\$1,215.20	\$103,291.20
1000710	Felician School for Exceptional Children	\$7,033.00	\$61,288.53
1001558	Peter Cooper School	\$12,835.00	\$60,211.00
1000806	David Gregory School	\$8,666.40	\$51,998.40
7006	BCSS Springboard	-	\$61,740.00
487	BCSS Springboard	\$6,500.00	\$61,740.00
1000485	Hewitt School REALM Program	\$12,835.00	\$60,211.00
20642	Forum School	\$8,641.71	\$74,071.80
1000074	Forum School	\$8,641.71	\$74,071.80
5375	BCSS Springboard	-	\$61,740.00
4947	Ridgefield Memorial H.S.	-	\$43,623.00
1000323	Sage Day High School - new school	\$3,977.00	\$66,559.00
1001448	SBJC Lodi Annex	\$3,900.00	\$57,925.00
1106	Ridgefield Memorial H.S.	\$6,793.00	\$43,623.00
1001267	BCSS Bleshman School	\$6,500.00	\$76,860.00
1001944	SBJC Moonachie Annex	\$3,900.00	\$44,960.00
1001906	SBJC Maywood Annex	\$3,900.00	\$59,700.00
286	Alpine Learning Group	\$16,379.70	\$98,278.20
7251	The Community School	-	\$46,713.60
6939	Leonia HS	\$6,500.00	\$37,627.00
1000091	Windsor Learning Center	\$9,990.00	\$59,940.00
1000077	Sage Day High School	-	\$66,559.00
20746	SBJC Lodi Annex	\$3,900.00	\$69,950.00
1000620	SBJC Lodi Annex	\$3,900.00	\$57,925.00
1001723	SBJC Maywood Annex (starting in Sept)	-	\$59,700.00
1002413	Winslow Township started in Sept	-	<b>\$33,196.00</b>
1002797	SBJC Little Ferry (transferred in 10/14/21)	-	\$69,950.00
1002493	SBJC Lodi Annex (starting in 10/29/21)	-	\$69,950.00
1002164	Windsor Learning Academy (start 2/16/2022) *amount is the prorated amount 77 days. FY tuition is \$69653.13	-	<b>\$25,197.77</b>



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

## **CLINICAL STAFFING AGREEMENT - SCHOOLS**

This Agreement (the "Agreement") dated the **15th of March, 2022**, between Home Care Therapies LLC dba Horizon Healthcare Staffing along with Horizon Staffing Resources (both to be referred to as "Horizon") and **Hasbrouck Heights School District** and other related/affiliated organizations, corporations, or institutions hereinafter referred to as ("SCHOOL").

This Agreement shall commence on **March 15, 2022** and will be reviewed annually. The contract shall remain in force during this review and can be terminated at accordance with the terms as specified in this agreement.

NOW, THEREFORE, IN CONSIDERATION of the promises and mutual covenants contained herein, the parties hereto, intending to be legally bound, agree as follows:

1. **Nature of Arrangement:** Horizon shall provide to SCHOOL on an as-needed and as-requested basis, the full range of staffing services including Registered Nurses, Licensed Practical Nurses, Certified Nurse Assistants, Health Aides, Paraprofessionals as well as other clinical and non-clinical staff hereinafter referred to as "Temporary Staff"; as referenced in section four of this agreement. Additional practitioners (and or other temporary staff) and associated rates can be added as an addendum to this contract with agreement by both parties.
2. **Duties and Obligations of Horizon:**
  - A. Provision of services: Horizon shall provide and furnish to SCHOOL all services on an as-needed and as-requested basis.
  - B. Horizon shall have sole and direct responsibility for payment of wages and other compensation, reimbursement of expenses and compliance with federal, state and local tax withholding requirements pertaining to workman's compensation, social security, unemployment and other insurance requirements and obligations imposed on employers with regard to its personnel, who shall be deemed to be employees solely of Horizon.
  - C. Horizon shall maintain records of FICA and federal and state tax withholding from personnel and allow SCHOOL access to these records upon request. Under no circumstances shall any Horizon personnel be considered a direct employee, agent or servant of SCHOOL while said individual is performing services pursuant to this Agreement.
  - D. Horizon warrants and represents that it has never been excluded from Medicare, Medicaid, or any federally funded health care benefit program.
  - E. Cooperation with SCHOOL: Horizon agrees to cooperate and participate with SCHOOL in any internal peer review, external audit systems and grievance procedures as may be established by SCHOOL. Horizon further agrees to participate in SCHOOL case conferences and continuing in-service education for Horizon's Temporary Staff.



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

2.

- F. Neither Horizon nor its personnel shall share or accept any fee or gratuity from the patient or patient's family for services provided pursuant to this Agreement.
- G. Horizon shall instruct its personnel that the patient's right to confidentiality must be respected and that no information concerning the patient shall be released to anyone without written permission of patient and SCHOOL

In accordance with HIPAA Privacy Regulations issued December 20, 2000, Horizon will sign the SCHOOL's "Business Associates Confidentiality Agreement" and will also require all Temporary Staff sent to SCHOOL to sign a "Confidentiality Agreement". Copies of each employee's signed Confidentiality Agreement shall be provided to SCHOOL upon request.

- H. Horizon will meet the qualifications of SCHOOL for Nurses defined as: All Nurses are asked to complete a skills checklist and submit their nursing license/current registration for verification (New Jersey Office of Professions) and Office of Inspector General (Exclusion Database). In addition, Horizon agrees to check the New Jersey State Nurse Aid Registry to ensure that the CNAs sent to SCHOOL are eligible to work. If required, we will ensure the BLS CPR certification is current. All Horizon employees complete our Employment Eligibility Verification (Form I-9) and will maintain those files as is required by law. Horizon agrees to cooperate with the School District and will complete any necessary forms specifically required by SCHOOL and to obtain the required fingerprinting. All Horizon employees have had fingerprinting checks performed and been initially cleared to work in public schools as required by The Department of Education of the State of New Jersey.
- I. Horizon in-service training includes, Fire & Safety, Infection Control, Non-Discrimination Regulations, and HIPPA.
- J. All Horizon Temporary Staffs will be issued an I.D. badge by Horizon.

**3. Duties and Obligations of SCHOOL:**

- A. Notwithstanding any provision herein to the contrary, SCHOOL remains responsible for ensuring that any service(s) provided pursuant to this Agreement comply with all pertinent provisions of federal, state and local statutes, rules, and regulations.

SCHOOL shall establish the general objectives of the services to be provided as well as the administrative guidelines necessary for the performance of the services enumerated in paragraph (1). This shall include, but not be limited to, hours and days of work; and notice requirements related to practitioner absence or discontinuation. SCHOOL will provide all supervision of the temporary staff Horizon furnishes.

- B. Should SCHOOL have a dispute or problem with the quality, content, or delivery of any aspect of the services provided that would in any way reduce payment for services provided, SCHOOL



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must notify Horizon within one business day from the time services were rendered. It is the responsibility of the SCHOOL to monitor, manage, and ensure that the quality of the work provided by the temporary staff practitioners meets the standards of the SCHOOL. Failure to notify Horizon within this time frame (1 day) shall be deemed an acceptance to pay Horizon in full for services provided. Payments due to Horizon shall not be contingent upon the SCHOOL's reimbursement from its providers.

- C. Cancellation: For Nurse(s) working in the School's Health Office, SCHOOL may cancel a scheduled shift up to twelve (12) hours prior to the scheduled shift; otherwise a 50% charge will be billed for lost shift wages.
- D. Horizon shall make every reasonable effort to secure substitute Temporary Staff for SCHOOL should it become necessary.
- E. Orientation: SCHOOL shall be responsible for orienting new Horizon personnel with the policy and procedures of SCHOOL. SCHOOL will be billed for the orientation.
- F. SCHOOL agrees not to directly or indirectly hire, or to use the services of any Temporary Staff assigned to it by Horizon within one (1) year after the last date of the Temporary Staff's assignment, or less than **1200 total working hours**. In the event SCHOOL either: (i) employs any Temporary Staff on a permanent or temporary basis; (ii) uses any Temporary Staff's services in a consulting or freelance capacity, or (iii) uses any Temporary Staff's services through another staffing agency, SCHOOL agrees to pay Horizon liquidated damages of the higher of: (1) Horizon's lost income as a result of the direct or indirect hire, or (2) the calculated placement fee from the schedule below (H.). It is hereby agreed that said liquidated damages are reasonable and appropriate to compensate Horizon for the introduction fee associated with the referral.
- G. In the event one particular Horizon Temporary Staff person is utilized more than an accumulated 1200 hours through Horizon, Horizon will waive permanent placement fees if SCHOOL chooses to hire the individual directly.

The permanent placement fees (temp to perm) below are to be paid by SCHOOL:

If SCHOOL decides to hire a Horizon Temporary Staff person furnished by Horizon, SCHOOL agrees to pay:

25% of the Horizon Temporary staff person's annual salary if they are hired before the person has worked 0-400 hours;

15% of the Horizon Temporary staff person's annual salary if they are hired and the person has worked 401 - 800 hours;





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10% of the Horizon Temporary staff person's annual salary if they are hired before the person has worked 801- 1200 hours;

0% of the Horizon Temporary staff person's annual salary if they are hired after the person has worked 1200 hours.

**4. Rates and Payment for Horizon Services:**

**The following hourly rates will apply for all shifts and will be billed through Homecare Therapies LLC dba Horizon Healthcare Staffing:**

RNs - Health Office coverage/field trips	\$ 56.00/hr
RN - Certified School Nurse	\$ 64.00/hr
RNs - 1:1 (skilled nursing services for a special needs student)	\$ 58.00/hr
Specialty RN - 1:1 (enhanced nursing services for medically fragile... ...special needs students, a separate addendum will be signed for those cases)	\$ 60.00/hr
LPNs 1:1 Skilled Nursing	\$ 50.00/hr
LPNs Nurse Specialty (1:1 enhanced nursing service for medically fragile special needs students)	\$ 52.00/hr
Student Transportation ONLY - (2 hour minimum each way)*	\$ 75.00/hr
RN - Overnight School Trips	\$ 59.00/hr (7:30 am - lights out) \$ 10.00/hr (lights out - 7:30 am)
RN Visit (dispense meds)	\$ 86.00 per visit
RN in-service / consulting	\$ 156.00/hr
Nurse Practitioner	\$ 94.00/hr
CNAs	\$ 27.00/hr
Physical/ Speech/ Occupational Therapy	\$ 96.00/hr

**The following hourly rates will apply for all shifts and will be billed through Horizon Staffing Resources:**

Paraprofessionals (Health Aides)	\$ 28.80/hr
Social Worker	\$ 49.00/hr
ABA (Nintey Minute Session)	\$ 126.00 per 90 minutes
CPR Certification instruction 1-6 p.p **	\$ 500.00



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**Horizon Staffing Resources**

**There is a 4-hour minimum per day for a health office nurse, 1:1 assignment nurse and paraprofessionals. If the clinician works less than 4 hours in a day, Horizon will invoice SCHOOL 4 hours at the above rate.**

**For those staffing assignments that require a clinician for 1:1 care of a special needs student, there will be a 4-hour billing charge for the following conditions:**

- **Cancellation or absence due to inclement weather,**
- **Student absences for any reason (including: Quarantine and isolation, COVID virus symptoms, COVID screening, and COVID testing)**
- **Shadow training for a substitute 1:1 clinician**

**\*The school district will be responsible for arranging the transportation of the nurse back to his / her car after each leg of the assignment and the school district will be invoiced for the time it takes the nurse to transport the student from the home (or from the school) and then back to the nurse's vehicle.**

**\*\*District may add up to two additional persons for a fee of \$90.00 pp. First Aid Reference Books are required at a cost of \$65.00 per book.**

**If the same Temporary Staff person works at SCHOOL more than 40 billable hours during any week, Horizon will bill 1.5 times the rates above to account for overtime.**

**Horizon's payment terms are: invoices are due upon receipt.**

**Invoices that remain unpaid for more than 30 (thirty) days shall accrue interest at the lesser of 1.5% per month or the highest rate permitted by law. Upon receiving Horizon invoice, if SCHOOL disputes any portion of the invoice, they must notify Horizon within ten (10) days of receipt. Failure to notify Horizon within this time frame shall be deemed acceptance to pay Horizon in full for the invoice. Further, SCHOOL shall provide Horizon with all supporting documentation upon which SCHOOL is basing its dispute of the invoice. Such documentation shall be presented to Horizon within ten (10) days of invoice date. In no case shall any adjustment be made by SCHOOL without such documentation and without written authorization by Horizon. Payments due Horizon shall not be contingent upon SCHOOL's reimbursement from its Providers**

**This Agreement shall be governed by the laws of the State of New Jersey. It shall be at the sole discretion of Horizon Healthcare as to the venue chosen to resolve any dispute(s) arising in connection with this Agreement; including, but not limited to utilizing the AMERICAN ARBITRATION ASSOCIATION (AAA) for binding arbitration in accordance with its Commercial Arbitration Rules, or any court of law. Such arbitration or litigation shall take place in Monmouth County or in any other appropriate jurisdiction at the sole and exclusive discretion of Horizon Healthcare. Judgment may be entered in any court of competent jurisdiction on any arbitration award rendered. All costs and expenses incurred by Horizon Healthcare arising in connection with this Agreement for litigation, arbitration, and/or collection shall be borne by SCHOOL.**



**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

The following holidays are billed at time and a half:

New Year's Day  
Martin Luther King  
Presidents' Day  
Easter Sunday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

All time cards and "sign in / out" sheets (furnished by Horizon to Temporary Staff) from School *must* be submitted prior to **noon on Monday** via fax (732) 817-0555, and mailed to 198 Route 9 North, Suite 107 Manalapan, NJ 07746. Horizon will bill using timesheets. Signature of School Nursing Supervisor will validate time sheet.

SCHOOL will be notified in writing of any rate changes. Horizon will submit these rate changes with 30 (thirty) days' notice prior to rate change taking effect.

5. **Horizon Hours of Operation:** Horizon's hours of operation are Monday through Friday 8:30 am through 5:30 pm. SCHOOL will have access to our 24 hour a day, 7 days a week on-call coordinator.
6. Both parties shall comply with access to records pursuant to NJAC 6A:32
7. Horizon shall secure and maintain or cause to secure and maintain during the term of this agreement comprehensive general and professional liability insurance covering Horizon Temporary Staff providing minimum limits of liability as follows:

Comprehensive General Liability	\$1,000,000	per occurrence
	\$3,000,000	in the aggregate
Professional Liability	\$1,000,000	per occurrence
	\$3,000,000	in the aggregate

Horizon will provide a copy of the Certificate of Insurance to Hasbrouck Heights School District upon request.

8. **Terms and Termination:**  
Either party may terminate this agreement at any time with or without cause. Termination shall not relieve either party from obligations already incurred.
9. **Indemnification:**  
SCHOOL shall indemnify and hold Horizon, including as applicable, Horizon Group Companies (Horizon Healthcare Staffing Corp. & Home Care Therapies LLC, Horizon Staffing Solutions, Horizon Staffing Resources) owners, partners, directors, shareholders, officers, employees and temporary staff harmless from and against all claims, demands, costs, expenses, liabilities and losses including reasonable attorney fees which may result against Horizon as a direct consequence of



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**Horizon Staffing Resources**

7.

School's acts, omissions, or performance of this Agreement, or which arise out of any alleged malpractice, malfeasance or neglect caused by SCHOOL, its employees, agents or other parties under its control or with whom it contracts in connection with the rendering or failure to render any service(s) to any person(s).

Horizon will indemnify and hold SCHOOL, including as applicable, Hasbrouck Heights School District Board of Education, owners, partners, shareholders, directors, officers, employees and agents harmless from and against all claims, demands, costs, expenses, liabilities and losses including reasonable attorney fees which may result against SCHOOL as a direct consequence of Horizon's acts, omissions, or performance of this Agreement, or which arise out of any alleged malpractice, malfeasance or neglect caused by Horizon, its employees, or other parties under its control or with whom it contracts in connection with the rendering or failure to render any service(s) to any person(s).

10. **Entire Agreement:**

This Agreement and the attachments hereto contain the entire understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. This Agreement may be amended at any time by a written agreement signed by both parties.

11. **Non-discrimination:**

The parties hereto hereby agree that neither party hereto nor any contractor, subcontractor, nor any person acting on their behalf, shall in any manner unlawfully discriminate against any patient or other person on account of race, sex, age, creed, color, national origin, disability, legally defined handicap, veteran status, marital status, sexual orientation or ability to pay.

12. **Notices:**

All notices required or permitted shall be given in writing by actual delivery or by registered or certified US mail postage prepaid, or by recognized courier service. Notice shall be deemed given on the date of delivery or receipt. Notice shall be delivered or mailed to:

Horizon Healthcare Staffing  
198 Route 9 North  
Suite 107  
Manalapan, NJ 07726

**Hasbrouck Heights School District**  
**379 Boulevard**  
**Hasbrouck Heights, N.J. 07604**

13. The parties' relationship is not exclusive. Either party may enter similar agreements with other entities provided that such arrangements do not prevent such party from fulfilling its obligations pursuant to this Agreement.

14. The parties hereto are independent entities. Nothing in this Agreement shall be deemed to create any relationship of joint venture, employer and employee, or principal and agent between Horizon and SCHOOL. In performing services under this Agreement, Horizon is and will act at all times and in all respects as an independent contractor.



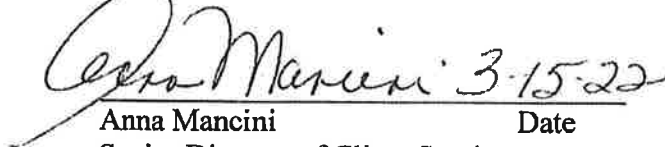
**Homecare Therapies**  
dba/ Horizon Healthcare Staffing



**Horizon Staffing Resources**

AS AN AUTHORIZED REPRESENTATIVE OF THE COMPANY, I AGREE WITH THE TERMS OF THIS CONTRACT.

Attest:

 3-15-22

Anna Mancini  
Senior Director of Client Services  
Horizon Healthcare Staffing

Print Name

Title

Signature

Date

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Homecare Therapies, Inc LLC**

2 Business name/disregarded entity name, if different from above  
**d/b/a Horizon Healthcare Staffing**

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
☐ Individual sole proprietor or single-member LLC  
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **C**  
☐ C Corporation  
☐ S Corporation  
☐ Partnership  
☐ Trust/estate  
☐ Other (see instructions) **▶**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
**20 Jerusalem Ave**

6 City, state, and ZIP code  
**Hicksville, NY 11801**

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

OR

Employer identification number

1	1	-	3	4	0	7	1	4	1
---	---	---	---	---	---	---	---	---	---

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person **Cheryl Storch**

Date **▶**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
TREASURY

TAXPAYER NAME: HOME CARE THERAPIES LIMITED LIABILITY CO.  
ADDRESS: 20 JERUSALEM AVE  
HICKSVILLE, NY 11801  
EFFECTIVE DATE: 01/23/11  
TRADE NAME: N/A  
SEQUENCE NUMBER: 132565  
ISSUANCE DATE: 01/24/11

Director  
New Jersey Division of Revenue

Starting date 1/1/2022

Ending date 1/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
010622	H 01/06/22		1159	STATE OF NJ HEALTH BENEFITS	JANUARY HEALTH BENEFITS	357,184.33
012122	H 01/21/22		4953	DEFINED CONTRIBUTION RETIREMENT PROGRAI	PERS BILL	369,940.00
013922	H 01/31/22		0271	PRUDENTIAL RETIREMENT(DCRP)	JAN DCRP	3,573.32
021590	01/04/22		1877	FUND TIME INC		138.00
021591	01/21/22		R434	IL TULIPANO		1,000.00
021592	01/21/22		1400	THE GRAYCLIFF		200.00
066613	01/03/22		G990	AGYARE, EVELYN		487.50
066614	H 01/06/22		6351	COSTCO		210.95
066615	01/18/22		1033	DELL FINANCIAL SERVICES		30,986.86
066618	01/18/22		2388	4 DIAMOND TRANSPORTATION LLC		5,155.71
066619	01/24/22		K028	TREASURER, STATE OF NJ		15,930.00
066620	01/24/22		V042	NJTESOL/NJBE, INC.		362.00
066621	01/26/22		4336	OPTIMUM		89.90
066622	01/26/22		3021	A.T. &T		148.40
066623	01/26/22		1524	BH SECURITY		100.62
066624	01/26/22		9024	CABLEVISION LIGHTPATH		13,372.33
066625	01/26/22		O599	CANON FINANCIAL SERVICES,INC		10,102.10
066626	01/26/22		2463	CARE PLUS NJ, INC		11,200.00
066627	01/26/22		Y106	CONSTELLATION NEW ENERGY, INC		798.62
066628	01/26/22		9297	DELL MARKETING LP		34.57
066629	01/26/22		Z733	HRICAY, JAMIE		100.00
066630	01/26/22		0710	JOHNSON CONTROLS SECURITY SOLUTIONS		1,904.83
066631	01/26/22		7385	MACHADO LAW GROUP, LLC		14,755.39
066632	01/26/22		3020	MASCHIO'S FOOD SERVICE, INC.		45,945.56
066633	01/26/22		4644	MESSERY, DINA		50.00
066634	01/26/22		0514	MIHALITSIANOS, GERASIMOS		50.00
066635	01/26/22		4336	OPTIMUM		211.10
066636	01/26/22		1228	OTIS ELEVATOR COMPANY		2,518.89
066637	01/26/22		1245	PARAMOUNT EXTERMINATING		265.00
066638	01/26/22		0646	PERENNIAL SERVICES, LLC		3,139.00
066639	01/26/22		0227	PITNEY BOWES GLOBAL FINANCIAL SERVICES		925.05
066640	01/26/22		3158	PITNEY BOWES PURCHASE POWER		1,000.00
066641	01/26/22		2328	PSE & GCO		27,928.64
066642	01/26/22		5556	R&J CONTROL, INC.		525.00
066643	01/26/22		0639	SUEZ WATER OF NEW JERSEY		1,708.68
066644	01/26/22		4454	VERIZON		2,142.95
066645	01/26/22		2588	VERIZON WIRELESS		772.42
066646	01/27/22		R877	ACKATTUPATHIL; SINDHU TOM		500.00
066647	01/27/22		1701	ALPINE LEARNING GROUP, INC.		10,919.80



Starting date 1/1/2022

Ending date 1/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
066648	01/27/22		W764	AME INC		4,651.12
066649	01/27/22		0075	AMERICAN PAPER & SUPPLY COMPANY		7,999.26
066650	01/27/22		2525	AT HOME MEDICAL		20.00
066651	01/27/22		Z812	AVEANNA HEALTHCARE		8,470.50
066652	01/27/22		T363	BCWCA		150.00
066653	01/27/22		4374	BECKER'S SCHOOL SUPPLIES		410.71
066654	01/27/22		0699	BENIK CORPORATION		103.00
066655	01/27/22		0180	BERGEN COUNTY SPECIAL SERVICES		51,630.36
066656	01/27/22		1626	BERGEN COUNTY TECHNICAL SCHOOLS		100,702.90
066657	01/27/22		1991	BERGEN TRACK & FIELD		2,058.00
066658	01/27/22		8974	BERGEN TRACK AND FIELD		608.00
066659	01/27/22		W940	BOATHOUSE SPORTS LTD		2,797.50
066660	01/27/22		0250	BUREAU OF ED. & RESEARCH		777.00
066661	01/27/22		Y261	BUTLER; LASHAWN		1,000.00
066662	01/27/22		1487	CCL THERAPY, LLC		8,575.00
066663	01/27/22		F850	CICEK, HAKAN		500.00
066664	01/27/22		M789	CIFELLI & SON GENERAL CONSTRUCTION		34,850.00
066665	01/27/22		H744	COLDSTAT REFRIDGERATION/SSSS, LLC		225.00
066666	01/27/22		0340	COMMUNITY SCHOOL		3,892.80
066667	01/27/22		0343	COMPLETE SAW SERVICE OF		891.70
066668	01/27/22		J623	CONDON, EMILY		95.00
066669	01/27/22		J295	CONQUER MATHEMATICS, LLC		1,760.00
066670	01/27/22		1427	COSKEYS ELECTRONIC SYSTEMS INC.		10,209.80
066671	01/27/22		5986	DAANJ		475.00
066672	01/27/22		1505	DAVID GREGORY SCHOOL, INC.		7,123.20
066673	01/27/22		A916	DE LOS SANTOS; YOHAIRE		500.00
066674	01/27/22		0403	DEMCO		40.96
066675	01/27/22		2510	DEPALMA; DOMINICK		184.99
066676	01/27/22		2337	DMK APPAREL		288.00
066677	01/27/22		0419	EJG Sports, LLC		3,134.15
066678	01/27/22		L383	FILE BANK INC		324.76
066679	01/27/22		1480	FORUM SCHOOL		16,460.40
066680	01/27/22		2255	FUN FIT THERAPY LLC		3,515.00
066681	01/27/22		Q804	GAMESALAD INC.		2,149.00
066682	01/27/22		9718	GOV CONNECTION INC		233.34
066683	01/27/22		2748	GRAINGER		217.10
066684	01/27/22		0697	HERTZ FURN. SYS. CORP.		10,635.22
066685	01/27/22		0716	HOME DEPOT		587.72
066686	01/27/22		C131	IN-LINE AIR CONDITIONING CO, INC		543.22

Starting date 1/1/2022

Ending date 1/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
066687	01/27/22		0865	INVO HEALTHCARE ASSOC, LLC		16,991.08
066688	01/27/22		8722	J & H RADIO		119.00
066689	01/27/22		9369	JOHANNEMANN, CHRISTINE		170.00
066690	01/27/22		2642	KARL ENVIRONMENTAL GROUP		1,375.00
066691	01/27/22		3204	KRYSZ; KIRSTIN		23.80
066692	01/27/22		1001	LANDTEK GROUP,INC.(THE)		23,750.00
066693	01/27/22		0874	LEONIA BOARD OF EDUCATION		19,203.50
066694	01/27/22		2402	LUTERZO; MICHAEL		124.99
066695	01/27/22		1958	MAGIC TOUCH CONSTRUCTION CO., INC		5,177.28
066696	01/27/22		O325	MALIK; HEMA		500.00
066697	01/27/22		1016	METRO FIRE & SAFETY CO.		957.50
066698	01/27/22		4632	MGL PRINTING SOLUTIONS		1,021.00
066699	01/27/22		P773	MOHAMED; FATMA		500.00
066700	01/27/22		W621	MONTGOMERY ATHLETIC BOOSTER CLUB		105.00
066701	V 01/27/22	02/28/22	4109	NATIONAL ART EDUCATION ASSOC.		872.00
066702	01/27/22		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		2,400.00
066703	01/27/22		2953	NICKERSON CORPORATION		8,692.00
066704	01/27/22		0359	NJ DEP/DIV OF REV/MED WASTE GEN		255.00
066705	01/27/22		P670	NJSCHOOLJOBS		150.00
066706	01/27/22		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGI		415.28
066707	01/27/22		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENT		97.00
066708	01/27/22		M559	NORTHEAST JANITORIAL SUPPLY INC		2,699.98
066709	01/27/22		1256	PASSONS SPORTS CENTER		330.07
066710	01/27/22		S643	PAYSCHOOLS/CP-DBS,LLC		1,776.00
066711	01/27/22		C613	PRECISION ELECTRIC MOTOR WORKS, INC		24,620.00
066712	01/27/22		H259	PRESENTATION SYSTEM		195.00
066713	01/27/22		J827	QUINTOS, LEORI		352.50
066714	01/27/22		C198	RAJKUMAR; FELSIA		1,000.00
066715	01/27/22		Y346	REED ACADEMY		22,953.60
066716	01/27/22		1358	RIDGEFIELD BOARD OF EDUCATION		15,898.14
066717	01/27/22		1069	RINGWOOD BOARD OF EDUCATION		34,225.20
066718	01/27/22		0450	RULLO & JUILLET ASSOC., INC.		750.00
066719	V 01/27/22	01/27/22		00.0 \$ Multi Stub Void	#066720 Stub	
066720	01/27/22		2066	S & S ARTS & CRAFTS INC		8,644.17
066721	01/27/22		0267	SAGE DAY EDUCATIONAL ENTERPRISES		12,572.18
066722	01/27/22		5981	SCANTRON CORP.		50.00
066723	01/27/22		1401	SCHOOL SPECIALTY, INC.		95.98
066724	01/27/22		1579	SCHOOL SPECIALTY, INC.		5,776.65
066725	01/27/22		0925	SD GAMEDAY, LLC.		862.50

Starting date 1/1/2022 Ending date 1/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
066726	01/27/22		2024	SHERWIN WILLIAMS CO.		889.30
066727	01/27/22		A398	SJTCA		450.00
066728	01/27/22		2322	SOUTH BERGEN JOINTURE COMM.		140,794.32
066729	01/27/22		K092	SPEEDY LUBEOF MAYWOOD, INC		42.38
066730	01/27/22		L336	STAPLES CONTRACT & COMM, INC/ED DATA		1,440.68
066731	01/27/22		0926	THE COLLEGE BOARD		3,556.00
066732	01/27/22		1717	THE COLLEGE BOARD-MSRO		340.00
066733	01/27/22		0633	THE LIBRARY STORE		136.80
066734	01/27/22		1144	TROXELL COMMUNICATIONS, INC.		250.27
066735	01/27/22		2156	VANDERBECK, C.J. & SON INC		4,023.42
066736	01/27/22		1217	VENT TECH		1,250.00
066737	01/27/22		C891	VIJ; GEETU		500.00
066738	01/27/22		4427	W.B. MASON CO., INC.		6,650.00
066739	01/27/22		2691	WINDSOR LEARNING CENTER, INC		12,321.00
066740	01/27/22		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS		475.00
066741	01/27/22		Q047	SCHOOLWIDE, INC		3,600.00
066742	01/31/22		0222	BOROUGH OF HASBROUCK HEIGHTS		310,893.77
066743	01/31/22		Y106	CONSTELLATION NEW ENERGY, INC		775.90
066744	01/31/22		0926	THE COLLEGE BOARD		4,788.00
066745	01/31/22		2588	VERIZON WIRELESS		731.09
066746	01/31/22		0526	WAGE WORKS INC		50.00
131220	01/31/22		PAY	HASBROUCK HEIGHTS PAYROLL		1,964,231.16
131221	H 01/31/22		7269	HASBROUCK HEIGHTS PR AGENCY	JAN FICA	34,809.52
131222	H 01/31/22		7269	HASBROUCK HEIGHTS PR AGENCY	JAN TPAF	108,945.62

Starting date 1/1/2022

Ending date 1/31/2022

Fund Totals
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10	General Funds	\$108,945.62
11	GENERAL FUND	\$3,509,826.08
12	Capital Outlay	\$180,565.00
20	Special Revenue Fund	\$167,384.67
60	Enterprise Fund	\$74,753.49
95	STUDENT ACTIVITY	\$1,338.00
Total for all checks listed		\$4,042,812.86

Prepared and submitted by:

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 10 General Funds

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Assets and Resources

**Assets:**

101	Cash in bank		\$3,772,486.53
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		\$15,291,096.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,682,206.50	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,682,206.50

Loans Receivable:

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

Other Current Assets

\$60,000.00

**Resources:**

301	Estimated revenues	\$34,740,305.00	
302	Less revenues	(\$34,519,939.36)	\$220,365.64

**Total assets and resources**

**\$21,028,354.67**

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

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Starting date 7/1/2021 Ending date 1/31/2022 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	(\$43,136.85)
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$36,147.40
	Other current liabilities	\$0.01

**Total liabilities**

**(\$6,989.44)**

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$15,928,357.54
761	Capital reserve account - July	\$2,113,748.03	
604	Add: Increase in capital reserve	\$3,000.00	
307	Less: Bud. w/d cap. reserve eligible costs	(\$388,979.00)	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$1,727,769.03
764	Maintenance reserve account - July	\$511,021.00	
606	Add: Increase in maintenance reserve	\$500.00	
310	Less: Bud. w/d from maintenance reserve	(\$152,000.00)	\$359,521.00
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		\$974,202.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$36,196,501.98	
602	Less: Expenditures	(\$18,414,798.31)	
	Less: Encumbrances	(\$15,580,660.56)	(\$33,995,458.87)
	Total appropriated		\$21,190,892.68

Unappropriated:

770	Fund balance, July 1	\$703,169.41
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$858,717.98)

**Total fund balance**

**\$21,035,344.11**

**Total liabilities and fund equity**

**\$21,028,354.67**

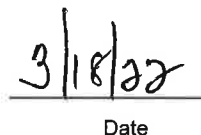
Starting date 7/1/2021 Ending date 1/31/2022 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$36,196,501.98	\$33,995,458.87	\$2,201,043.11
Revenues	(\$34,740,305.00)	(\$34,519,939.36)	(\$220,365.64)
Subtotal	<u>\$1,456,196.98</u>	<u>(\$524,480.49)</u>	<u>\$1,980,677.47</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$3,000.00	(\$2,113,748.03)	\$2,116,748.03
Less - Withdrawal from reserve	(\$388,979.00)	(\$388,979.00)	\$0.00
Subtotal	<u>\$1,070,217.98</u>	<u>(\$3,027,207.52)</u>	<u>\$4,097,425.50</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$500.00	(\$511,021.00)	\$511,521.00
Less - Withdrawal from reserve	(\$152,000.00)	(\$152,000.00)	\$0.00
Subtotal	<u>\$918,717.98</u>	<u>(\$3,690,228.52)</u>	<u>\$4,608,946.50</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>\$918,717.98</u>	<u>(\$3,690,228.52)</u>	<u>\$4,608,946.50</u>
Less: Adjustment for prior year	(\$60,000.00)	(\$60,000.00)	\$0.00
Budgeted fund balance	<u>\$858,717.98</u>	<u>(\$3,087,207.52)</u>	<u>\$4,097,425.50</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	31,630,581	0	31,630,581	31,589,126	Under	41,455
00520	SUBTOTAL – Revenues from State Sources	3,090,384	0	3,090,384	2,925,500	Under	164,884
00570	SUBTOTAL – Revenues from Federal Sources	18,840	0	18,840	5,313	Under	13,527
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		34,740,305	0	34,740,305	34,519,939		220,366
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,413,540	64,808	10,478,348	5,321,342	5,037,491	119,515
10300	Total Special Education - Instruction	3,377,155	0	3,377,155	1,653,285	1,715,131	8,739
11160	Total Basic Skills/Remedial – Instruct.	213,250	0	213,250	52,621	160,238	392
12160	Total Bilingual Education – Instruction	181,450	0	181,450	96,232	84,236	982
17100	Total School-Sponsored Co/Extra Curricul	252,000	0	252,000	151,568	93,310	7,121
17600	Total School-Sponsored Athletics – Instr	552,505	13,840	566,345	330,111	215,844	20,389
20620	Total Summer School	83,500	0	83,500	53,242	27,758	2,500
29180	Total Undistributed Expenditures - Instr	3,378,163	(99,500)	3,278,663	1,299,110	1,470,071	509,482
29680	Total Undistributed Expenditures – Atten	130,289	0	130,289	75,627	54,662	0
30620	Total Undistributed Expenditures – Healt	364,850	0	364,850	144,958	166,665	53,227
40580	Total Undistributed Expend – Speech, OT,	1,114,125	(13,691)	1,100,434	441,239	331,033	328,162
41080	Total Undist. Expend. – Other Supp. Serv	538,012	13,691	551,703	311,259	240,444	0
41660	Total Undist. Expend. – Guidance	694,737	0	694,737	344,931	347,780	2,026
42200	Total Undist. Expend. – Child Study Team	897,912	218	898,130	448,535	444,595	5,001
43200	Total Undist. Expend. – Improvement of I	249,335	0	249,335	119,226	126,509	3,600
43620	Total Undist. Expend. – Edu. Media Serv.	529,161	(139,601)	389,560	201,039	174,960	13,561
44180	Total Undist. Expend. – Instructional St	8,000	(399)	7,601	4,422	2,950	229
45300	Support Serv. - General Admin	601,314	21,415	622,729	382,101	213,466	27,163
46160	Support Serv. - School Admin	1,265,524	69,619	1,335,143	731,218	579,068	24,857
47200	Total Undist. Expend. – Central Services	508,845	40,294	549,139	307,373	199,056	42,710
47620	Total Undist. Expend. – Admin. Info. Tec	138,549	80,076	218,625	90,013	24,169	104,443
51120	Total Undist. Expend. – Oper. & Maint. O	2,901,689	370,347	3,272,036	2,071,159	1,070,962	129,914
52480	Total Undist. Expend. – Student Transpor	1,102,987	0	1,102,987	499,346	568,444	35,197
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,208,771	(153,696)	5,055,075	3,054,823	1,942,583	57,668
75880	TOTAL EQUIPMENT	20,467	80,276	100,743	49,453	51,287	2
76260	Total Facilities Acquisition and Constr	1,062,675	0	1,062,675	180,565	237,947	644,163
76340	Capital Reserve – Transfer to Debt Servi	60,000	0	60,000	0	0	60,000
Total		35,848,805	347,697	36,196,502	18,414,798	15,580,661	2,201,043



Starting date 7/1/2021 Ending date 1/31/2022 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		31,491,917	0	31,491,917	31,491,917		0
00190	10-1300	Total Tuition		0	0	0	6,664		(6,664)
00260	10-1910	Rents and Royalties		48,000	0	48,000	0	Under	48,000
00300	10-1___	Unrestricted Miscellaneous Revenues		87,664	0	87,664	90,545		(2,881)
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		164,884	0	164,884	0	Under	164,884
00440	10-3132	Categorical Special Education Aid		1,568,259	0	1,568,259	1,568,259		0
00460	10-3176	Equalization Aid		1,028,603	0	1,028,603	1,028,603		0
00470	10-3177	Categorical Security Aid		185,508	0	185,508	185,508		0
00540	10-4200	Medicaid Reimbursement		18,840	0	18,840	5,313	Under	13,527
72180	10-606-	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				34,740,305	0	34,740,305	34,519,939		220,366

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers		437,020	0	437,020	240,950	196,070	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,293,772	0	3,293,772	1,580,374	1,713,398	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		2,463,071	0	2,463,071	1,158,030	1,305,041	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,134,014	0	3,134,014	1,557,858	1,575,863	293
02160	11-140-100-101	Salaries of Teachers		6,000	0	6,000	3,478	2,522	0
03020	11-190-1___-320	Purchased Professional – Educational Ser		143,771	(8,000)	135,771	114,122	18,453	3,196
03040	11-190-1___-340	Purchased Technical Services		268,709	0	268,709	160,523	89,809	18,377
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		352,183	50	352,233	302,354	31,885	17,994
03080	11-190-1___-610	General Supplies		244,000	80,411	324,411	188,200	95,027	41,184
03100	11-190-1___-640	Textbooks		55,000	(6,000)	49,000	16,852	0	32,148
03120	11-190-1___-8__	Other Objects		16,000	(1,653)	14,347	(1,397)	9,423	6,322
04500	11-204-100-101	Salaries of Teachers		136,992	0	136,992	68,496	68,496	0
04520	11-204-100-106	Other Salaries for Instruction		74,190	0	74,190	49,460	24,730	0
04600	11-204-100-610	General Supplies		1,000	0	1,000	541	23	436
04620	11-204-100-640	Textbooks		500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers		2,332,333	0	2,332,333	1,137,958	1,194,375	0
07020	11-213-100-106	Other Salaries for Instruction		498,600	0	498,600	248,912	249,688	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	1,042	0	6,958
08500	11-216-100-101	Salaries of Teachers		169,620	0	169,620	85,130	84,490	0
08520	11-216-100-106	Other Salaries for Instruction		98,920	0	98,920	49,460	49,460	0
08600	11-216-100-6__	General Supplies		2,000	0	2,000	1,155	0	845
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	11,130	43,870	0
11000	11-230-100-101	Salaries of Teachers		212,750	0	212,750	52,513	160,238	0
11100	11-230-100-610	General Supplies		500	0	500	108	0	392
12000	11-240-100-101	Salaries of Teachers		179,750	0	179,750	95,634	84,116	0
12100	11-240-100-610	General Supplies		1,500	(500)	1,000	237	120	644
12120	11-240-100-640	Textbooks		200	0	200	0	0	200

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12140	11-240-100-8__	Other Objects	0	500	500	362	0	138
17000	11-401-100-1__	Salaries	227,000	0	227,000	135,123	91,877	0
17040	11-401-100-6__	Supplies and Materials	16,000	649	16,649	12,283	183	4,183
17060	11-401-100-8__	Other Objects	5,000	(649)	4,351	4,162	0	189
17080	11-401-100-930	Transfers to Cover Deficit (Custodial)	4,000	0	4,000	0	1,250	2,750
17500	11-402-100-1__	Salaries	355,505	0	355,505	209,961	145,544	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	55,000	8,488	63,488	43,496	19,991	1
17540	11-402-100-6__	Supplies and Materials	105,000	5,352	110,352	62,151	43,364	4,837
17560	11-402-100-8__	Other Objects	37,000	0	37,000	14,504	6,945	15,552
20000	11-422-100-101	Salaries of Teachers	40,000	0	40,000	23,224	16,776	0
20020	11-422-100-106	Other Salaries of Instruction	18,000	0	18,000	16,057	1,943	0
20080	11-422-100-3__	Purchased Professional & Technical Servi	25,000	0	25,000	13,961	9,039	2,000
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	20,542	35,542	26,614	8,928	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	754,124	(56,078)	698,046	206,151	102,055	389,840
29040	11-000-100-563	Tuition to County Voc. School District-R	671,229	63,961	735,190	288,659	446,531	0
29060	11-000-100-564	Tuition to County Voc. School District-S	398,106	(63,961)	334,145	126,000	198,000	10,145
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	228,340	58,808	287,148	54,958	232,190	0
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,141,235	(58,808)	1,082,427	572,146	400,784	109,497
29160	11-000-100-569	Tuition – Other	170,129	(63,964)	106,165	24,581	81,584	0
29500	11-000-211-1__	Salaries	130,289	0	130,289	75,627	54,662	0
30500	11-000-213-1__	Salaries	290,350	0	290,350	133,891	156,459	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	60,000	0	60,000	8,471	10,000	41,530
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	2,422	205	8,373
30600	11-000-213-8__	Other Objects	3,500	0	3,500	175	0	3,325
40500	11-000-216-1__	Salaries	259,425	0	259,425	131,061	128,364	0
40520	11-000-216-320	Purchased Professional – Educational Ser	847,700	(16,390)	831,310	303,288	202,669	325,352
40540	11-000-216-6__	Supplies and Materials	6,000	0	6,000	3,190	0	2,810
40560	11-000-216-8__	Other Objects	1,000	2,699	3,699	3,699	0	0
41000	11-000-217-1__	Salaries	322,490	0	322,490	198,351	124,139	0
41020	11-000-217-320	Purchased Professional – Educational Ser	215,522	13,691	229,213	112,908	116,305	0
41500	11-000-218-104	Salaries of Other Professional Staff	691,987	0	691,987	344,602	347,385	0
41580	11-000-218-390	Other Purchased Professional & Technical	500	0	500	0	0	500
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series)	250	(250)	0	0	0	0
41620	11-000-218-6__	Supplies and Materials	750	750	1,500	330	395	776
41640	11-000-218-8__	Other Objects	1,250	(500)	750	0	0	750
42000	11-000-219-104	Salaries of Other Professional Staff	769,726	0	769,726	375,557	394,139	30
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	115,186	0	115,186	67,192	47,994	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)	4,000	(1,000)	3,000	0	0	3,000
42160	11-000-219-6__	Supplies and Materials	7,000	1,218	8,218	5,471	2,461	286
42180	11-000-219-8__	Other Objects	2,000	0	2,000	315	0	1,685

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 10 General Funds

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43020	11-000-221-104	Salaries of Other Professional Staff		243,835	0	243,835	117,326	126,509	0
43160	11-000-221-6__	Supplies and Materials		3,000	0	3,000	0	0	3,000
43180	11-000-221-8__	Other Objects		2,500	0	2,500	1,900	0	600
43500	11-000-222-1__	Salaries		369,461	0	369,461	196,209	173,252	0
43520	11-000-222-177	Salaries of Technology Coordinators		140,000	(140,000)	0	0	0	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	159	13,159	4,425	1,709	7,026
43600	11-000-222-8__	Other Objects		700	240	940	405	0	535
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)		8,000	(2,949)	5,051	4,422	400	229
44160	11-000-223-8__	Other Objects		0	2,550	2,550	0	2,550	0
45000	11-000-230-1__	Salaries		301,801	0	301,801	176,050	125,751	0
45040	11-000-230-331	Legal Services		75,000	13,440	88,440	59,047	28,939	455
45060	11-000-230-332	Audit Fees		36,750	0	36,750	25,000	11,750	0
45100	11-000-230-339	Other Purchased Professional Services		0	11,475	11,475	3,500	7,975	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		72,225	1,000	73,225	35,884	36,567	774
45160	11-000-230-585	BOE Other Purchased Services		2,500	1,500	4,000	2,000	2,000	0
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T		61,889	(3,500)	58,389	55,594	0	2,795
45200	11-000-230-610	General Supplies		7,000	(1,000)	6,000	761	86	5,153
45260	11-000-230-890	Miscellaneous Expenditures		15,849	(2,913)	12,936	9,602	398	2,936
45280	11-000-230-895	BOE Membership Dues and Fees		13,250	1,413	14,663	14,662	0	1
46000	11-000-240-103	Salaries of Principals/Assistant Princip		812,437	68,000	880,437	484,501	395,936	0
46020	11-000-240-104	Salaries of Other Professional Staff		137,106	0	137,106	80,679	56,428	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		262,981	0	262,981	142,564	120,417	0
46120	11-000-240-6__	Supplies and Materials		40,000	1,619	41,619	17,684	6,238	17,697
46140	11-000-240-8__	Other Objects		13,000	0	13,000	5,790	50	7,160
47000	11-000-251-1__	Salaries		403,243	38,000	441,243	220,135	195,383	25,725
47040	11-000-251-340	Purchased Technical Services		16,500	0	16,500	5,648	3,658	7,195
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O		500	2,294	2,794	2,294	0	500
47100	11-000-251-6__	Supplies and Materials		10,000	0	10,000	1,654	15	8,330
47160	11-000-251-836	Interest on Bond Anticipation Notes (BAN		75,602	0	75,602	75,602	0	0
47180	11-000-251-890	Other Objects		3,000	0	3,000	2,040	0	960
47500	11-000-252-1__	Salaries		65,549	76,000	141,549	48,232	13,147	80,170
47540	11-000-252-340	Purchased Technical Services		4,000	0	4,000	0	0	4,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series		34,250	5,065	39,315	39,315	0	0
47580	11-000-252-6__	Supplies and Materials		34,250	(989)	33,261	2,433	11,022	19,806
47600	11-000-252-8__	Other Objects		500	0	500	33	0	467
48500	11-000-261-1__	Salaries		116,523	0	116,523	67,972	48,551	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		362,000	276,372	638,372	562,236	43,416	32,720
48540	11-000-261-610	General Supplies		15,000	17,584	32,584	24,714	5,402	2,467
48560	11-000-261-8__	Other Objects		500	0	500	340	0	160

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49000	11-000-262-1__	Salaries	1,101,578	0	1,101,578	615,754	485,824	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	150,000	(64,842)	85,158	40,152	31,006	14,000
49120	11-000-262-490	Other Purchased Property Services	55,000	0	55,000	20,413	34,587	0
49140	11-000-262-520	Insurance	178,000	28,912	206,912	206,510	400	2
49160	11-000-262-590	Miscellaneous Purchased Services	5,138	500	5,638	4,732	796	110
49180	11-000-262-610	General Supplies	175,000	10,000	185,000	92,999	86,461	5,540
49200	11-000-262-621	Energy (Natural Gas)	125,000	0	125,000	22,923	102,077	0
49220	11-000-262-622	Energy (Electricity)	240,000	(10,000)	230,000	93,663	136,337	0
49280	11-000-262-8__	Other Objects	16,000	0	16,000	7,095	1,393	7,513
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	90,000	30,175	120,175	35,647	19,207	65,321
50060	11-000-263-610	General Supplies	1,000	0	1,000	0	0	1,000
50080	11-000-263-8__	Other Objects	250	0	250	0	0	250
51000	11-000-266-1__	Salaries	83,950	0	83,950	43,925	40,025	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	130,500	47,769	178,269	178,268	0	1
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	55,000	23,468	78,468	42,988	35,479	1
51060	11-000-266-610	General Supplies	1,000	10,209	11,209	10,380	0	830
51080	11-000-266-8__	Other Objects	250	200	450	450	0	0
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	40,000	0	40,000	18,561	21,439	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	5,000	0	5,000	0	5,000	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	15,000	0	15,000	8,029	3,970	3,001
52220	11-000-270-504	Contract Serv–Aid in Lieu Pymts–Charter	8,000	4,000	12,000	5,000	5,000	2,000
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	60,000	(4,000)	56,000	20,456	6,304	29,240
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	18,863	0	18,863	18,863	0	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	945,124	0	945,124	425,410	519,712	2
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	2,982	7,018	0
52460	11-000-270-8__	Other objects	1,000	0	1,000	46	0	955
71020	11-000-291-220	Social Security Contributions	365,000	0	365,000	192,691	172,309	0
71060	11-000-291-241	Other Retirement Contributions - PERS	356,166	49,774	405,940	390,118	15,822	0
71140	11-000-291-250	Unemployment Compensation	30,000	(29,881)	119	0	0	119
71160	11-000-291-260	Workmen's Compensation	145,000	(49,500)	95,500	94,889	0	611
71180	11-000-291-270	Health Benefits	4,197,530	(134,959)	4,062,571	2,252,741	1,754,179	55,652
71200	11-000-291-280	Tuition Reimbursement	50,000	(13,769)	36,231	35,281	0	950
71220	11-000-291-290	Other Employee Benefits	65,075	24,639	89,714	89,104	274	337
73080	12-140-100-73__	Grades 9-12	0	3,824	3,824	3,824	0	0
75680	12-000-252-73__	Undistributed Expenditures – Admin. Info	0	8,856	8,856	3,924	4,932	0
75720	12-000-262-73__	Undist. Expend. – Custodial Services	0	67,595	67,595	21,240	46,355	0
75800	12-000-270-733	School Buses - Regular	20,467	0	20,467	20,466	0	1
76080	12-000-400-450	Construction Services	1,055,817	0	1,055,817	180,565	237,947	637,305
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
76340	12-000-400-933	Capital Reserve – Transfer to Debt Servi	60,000	0	60,000	0	0	60,000
Total			35,848,805	347,697	36,196,502	18,414,798	15,580,661	2,201,043

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 20 Special Revenue Fund

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Assets and Resources

**Assets:**

101	Cash in bank		(\$191,763.96)
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	\$12,570.74	
142	Intergovernmental - Federal	(\$2.52)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$12,568.22

**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	\$2,095,115.60	
302	Less revenues	(\$310,615.62)	\$1,784,499.98

**Total assets and resources**

**\$1,605,304.24**

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$191,763.96)
411	Intergovernmental accounts payable - state			\$84,503.58
421	Accounts payable			\$68.99
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$11,939.41
	Other current liabilities			\$23,848.83

**Total liabilities**

**\$120,360.81**

**Fund Balance:**

**Appropriated:**

753,754	Reserve for encumbrances			\$480,991.41
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	\$2,095,115.60		
602	Less: Expenditures	(\$610,172.17)		
	Less: Encumbrances	(\$480,991.41)	(\$1,091,163.58)	\$1,003,952.02
	Total appropriated			\$1,484,943.43

**Unappropriated:**

770	Fund balance, July 1		\$0.00	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		\$0.00	

**Total fund balance**

**\$1,484,943.43**

**Total liabilities and fund equity**

**\$1,605,304.24**

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,095,115.60	\$1,091,163.58	\$1,003,952.02
Revenues	(\$2,095,115.60)	(\$310,615.62)	(\$1,784,499.98)
Subtotal	<u>\$0.00</u>	<u>\$780,547.96</u>	<u>(\$780,547.96)</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>\$780,547.96</u>	<u>(\$780,547.96)</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>\$780,547.96</u>	<u>(\$780,547.96)</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>\$780,547.96</u>	<u>(\$780,547.96)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$780,547.96</u>	<u>(\$780,547.96)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	3,750	3,750	3,750		0
00745	Total Revenues from Local Sources	159,516	8,100	167,616	5,100	Under	162,516
00770	Total Revenues from State Sources	224,732	166,335	391,067	237,021	Under	154,046
00830	Total Revenues from Federal Sources	1,184,980	347,703	1,532,683	64,745	Under	1,467,938
Total		1,569,228	525,888	2,095,116	310,616		1,784,500
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		50,380	59,463	109,843	60,770	2,230	46,844
84100	Local Projects	0	2,000	2,000	2,000	0	0
84200	Student Activity Fund	100,269	0	100,269	0	0	100,269
84220	Scholarship Fund	59,247	0	59,247	0	0	59,247
88000	Nonpublic Textbooks	14,124	2,682	16,806	14,140	0	2,666
88020	Nonpublic Auxiliary Services	70,464	60,052	130,516	31,622	0	98,894
88040	Nonpublic Handicapped Services	57,280	65,936	123,216	16,537	0	106,679
88060	Nonpublic Nursing Services	22,426	9,270	31,696	14,224	17,136	336
88080	Nonpublic Technology Initiative	10,058	1,702	11,760	10,433	0	1,327
88140	Other	0	16,091	16,091	5,726	10,365	0
88740	Total Federal Projects	1,184,980	308,691	1,493,671	454,721	451,260	587,690
Total		1,569,228	525,888	2,095,116	610,172	480,991	1,003,952



Starting date 7/1/2021 Ending date 1/31/2022 Fund: 20 Special Revenue Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
			0	3,750	3,750	3,750		0
00737	20-1760	Student Activity Fund Revenue	100,269	0	100,269	0	Under	100,269
00738	20-1770	Scholarship Fund Revenue	59,247	0	59,247	0	Under	59,247
00740	20-1	Other Revenue from Local Sources	0	8,100	8,100	5,100	Under	3,000
00765	20-32	Other Restricted Entitlements	224,732	166,335	391,067	237,021	Under	154,046
00775	20-441[1-6]	Title I	130,995	(20,804)	110,191	6,850	Under	103,341
00780	20-445[1-5]	Title II	35,770	10,979	46,749	0	Under	46,749
00785	20-449[1-4]	Title III	19,554	23,623	43,177	0	Under	43,177
00790	20-447[1-4]	Title IV	16,308	13,112	29,420	0	Under	29,420
00804	20-4419	ARP - IDEA	0	98,105	98,105	0	Under	98,105
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)	424,990	69,055	494,045	0	Under	494,045
00823	20-4534	CRRSA Act - ESSER II	481,465	0	481,465	18,701	Under	462,764
00824	20-4535	CRRSA Act - Learning Acceleration Grant	30,898	0	30,898	5,000	Under	25,898
00825	20-4	Other	0	153,633	153,633	34,194	Under	119,439
00826	20-4536	CRRSA Act - Mental Health Grant	45,000	0	45,000	0	Under	45,000
Total			1,569,228	525,888	2,095,116	310,616		1,784,500

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
			50,380	59,463	109,843	60,770	2,230	46,844
84100	20- - -	Local Projects	0	2,000	2,000	2,000	0	0
84200	20-475- -	Student Activity Fund	100,269	0	100,269	0	0	100,269
84220	20-476- -	Scholarship Fund	59,247	0	59,247	0	0	59,247
88000	20-501- -	Nonpublic Textbooks	14,124	2,682	16,806	14,140	0	2,666
88020	20-50[-2-5]-	Nonpublic Auxiliary Services	70,464	60,052	130,516	31,622	0	98,894
88040	20-50[-6-8]-	Nonpublic Handicapped Services	57,280	65,936	123,216	16,537	0	106,679
88060	20-509- -	Nonpublic Nursing Services	22,426	9,270	31,696	14,224	17,136	336
88080	20-510- -	Nonpublic Technology Initiative	10,058	1,702	11,760	10,433	0	1,327
88140	20- - -	Other	0	16,091	16,091	5,726	10,365	0
88500	20- - -	Title I	130,995	(20,804)	110,191	34,251	38,528	37,412
88520	20- - -	Title II	35,770	10,909	46,679	777	205	45,697
88540	20- - -	Title III	19,554	20,022	39,576	4,282	5,097	30,198
88560	20- - -	Title IV	16,308	6,866	23,174	0	0	23,174
88620	20- - -	I.D.E.A. Part B (Handicapped)	424,990	49,719	474,709	235,686	192,891	46,133
88641	20-223- -	ARP-IDEA Grant Program	0	90,394	90,394	0	0	90,394
88642	20-224- -	ARP-IDEA Preschool Grant Program	0	7,711	7,711	0	0	7,711
88678	20-477- -	CARES Act Education Stabilization Fund	0	26,400	26,400	0	0	26,400
88700	20- - -	Other	0	117,474	117,474	44,401	70,141	2,932
88709	20-483- -	CRRSA Act - ESSER II Grant Program	481,465	0	481,465	123,713	144,399	213,353
88710	20-484- -	CRRSA Act - Learning Acceleration Grant	30,898	0	30,898	11,612	0	19,286
88711	20-485- -	CRRSA Act - Mental Health Grant	45,000	0	45,000	0	0	45,000
Total			1,569,228	525,888	2,095,116	610,172	480,991	1,003,952

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 30 Capital Projects Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$755,515.51
102 - 106	Cash Equivalents		\$860,000.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

**Resources:**

301	Estimated revenues	\$0.00	
302	Less revenues	(\$1,209.66)	(\$1,209.66)

**Total assets and resources**

**\$1,614,305.85**

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

**Liabilities:**

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

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$3,124,950.88
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	\$1,562,475.44	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	(\$1,562,475.44)	(\$1,562,475.44)
	<b>Total appropriated</b>		<b>\$3,124,950.88</b>

Unappropriated:


770	Fund balance, July 1		\$51,830.41
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,562,475.44)
	<b>Total fund balance</b>		<b>\$1,614,305.85</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$1,614,305.85</u></b>

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,562,475.44	\$1,562,475.44	\$0.00
Revenues	\$0.00	(\$1,209.66)	\$1,209.66
Subtotal	<u>\$1,562,475.44</u>	<u>\$1,561,265.78</u>	<u>\$1,209.66</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>\$1,562,475.44</u>	<u>\$1,561,265.78</u>	<u>\$1,209.66</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>\$1,562,475.44</u>	<u>\$1,561,265.78</u>	<u>\$1,209.66</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>\$1,562,475.44</u>	<u>\$1,561,265.78</u>	<u>\$1,209.66</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,562,475.44</u>	<u>\$1,561,265.78</u>	<u>\$1,209.66</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 1/31/2022 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	1,210		(1,210)
Total		0	0	0	1,210		(1,210)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	1,562,475	1,562,475	0	1,562,475	0
Total		0	1,562,475	1,562,475	0	1,562,475	0

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 30 Capital Projects Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999		0	0	0	1,210		(1,210)
Total		0	0	0	1,210		(1,210)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89080	30-000-4__-45_ Construction Services	0	1,562,475	1,562,475	0	1,562,475	0
Total		0	1,562,475	1,562,475	0	1,562,475	0

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 40 Debt Service Fund

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**Assets and Resources**

**Assets:**

101	Cash in bank		(\$638,569.83)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$662,851.00

**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	\$915,250.00	
302	Less revenues	(\$849,280.00)	\$65,970.00

**Total assets and resources**

**\$90,251.17**

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank			(\$638,569.83)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	<b>Total liabilities</b>			<b>\$0.00</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			\$563.67
601	Appropriations		\$915,250.00	
602	Less: Expenditures	(\$825,562.50)		
	Less: Encumbrances	\$0.00	(\$825,562.50)	\$89,687.50
	<b>Total appropriated</b>			<b>\$90,251.17</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>\$90,251.17</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$90,251.17</u></b>



Starting date 7/1/2021 Ending date 1/31/2022 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$915,250.00	\$825,562.50	\$89,687.50
Revenues	(\$915,250.00)	(\$849,280.00)	(\$65,970.00)
Subtotal	<u>\$0.00</u>	<u>(\$23,717.50)</u>	<u>\$23,717.50</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>(\$23,717.50)</u>	<u>\$23,717.50</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>(\$23,717.50)</u>	<u>\$23,717.50</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>(\$23,717.50)</u>	<u>\$23,717.50</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$23,717.50)</u>	<u>\$23,717.50</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0085A	40-5XXX	60,000	0	60,000	0	Under	60,000
00885	Total Revenues from Local Sources	668,062	0	668,062	668,062		0
0093A	Other	187,188	0	187,188	181,218	Under	5,970
Total		915,250	0	915,250	849,280		65,970
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	915,250	0	915,250	825,563	0	89,688
Total		915,250	0	915,250	825,563	0	89,688

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00855	40-5210	Transfer from Capital Reserve	60,000	0	60,000	0	Under	60,000
00860	40-1210	Local Tax Levy	668,062	0	668,062	668,062		0
00890	40-3160	Debt Service Aid Type II	187,188	0	187,188	181,218	Under	5,970
Total			915,250	0	915,250	849,280		65,970

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	130,250	0	130,250	40,563	0	89,688
89620	40-701-510-910	Redemption of Principal	785,000	0	785,000	785,000	0	0
Total			915,250	0	915,250	825,563	0	89,688

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 60 Enterprise Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$743,975.58
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	\$600,640.00	
302	Less revenues	(\$458,647.34)	\$141,992.66

**Total assets and resources**

**\$894,207.24**

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

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Starting date 7/1/2021 Ending date 1/31/2022 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$51,245.00
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$51,245.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$231,773.38
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	\$600,640.00	
602	Less: Expenditures	(\$338,875.59)	
	Less: Encumbrances	(\$231,773.38)	(\$570,648.97)
	<b>Total appropriated</b>		<b>\$29,991.03</b>
			<b>\$261,764.41</b>

Unappropriated:

770	Fund balance, July 1		\$581,197.83
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$842,962.24</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$894,207.24</u></b>

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$600,640.00	\$570,648.97	\$29,991.03
Revenues	(\$600,640.00)	(\$458,647.34)	(\$141,992.66)
Subtotal	<u>\$0.00</u>	<u>\$112,001.63</u>	<u>(\$112,001.63)</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>\$112,001.63</u>	<u>(\$112,001.63)</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>\$112,001.63</u>	<u>(\$112,001.63)</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>\$112,001.63</u>	<u>(\$112,001.63)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$112,001.63</u>	<u>(\$112,001.63)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	600,640	600,640	458,647	Under	141,993
Total	0	600,640	600,640	458,647		141,993
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	600,640	600,640	338,876	231,773	29,991
Total	0	600,640	600,640	338,876	231,773	29,991

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	600,640	600,640	458,647	Under	141,993
Total	0	600,640	600,640	458,647		141,993
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999	0	600,640	600,640	338,876	231,773	29,991
Total	0	600,640	600,640	338,876	231,773	29,991



Starting date 7/1/2021 Ending date 1/31/2022 Fund: 95 STUDENT ACTIVITY

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Assets and Resources

**Assets:**

101	Cash in bank		\$151,101.08
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	\$188,152.39	
302	Less revenues	(\$93,045.19)	\$95,107.20

**Total assets and resources**

\$246,208.28

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

**Liabilities:**

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

**Total liabilities**

**\$0.00**

**Fund Balance:**

**Appropriated:**

753,754	Reserve for encumbrances		\$1,616.35
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$188,152.39	
602	Less: Expenditures	(\$50,434.96)	
	Less: Encumbrances	(\$1,616.35)	(\$52,051.31)
	Total appropriated		\$136,101.08
			\$137,717.43

**Unappropriated:**

770	Fund balance, July 1		\$108,490.85
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00

**Total fund balance**

**\$246,208.28**

**Total liabilities and fund equity**

**\$246,208.28**

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$188,152.39	\$52,051.31	\$136,101.08
Revenues	(\$188,152.39)	(\$93,045.19)	(\$95,107.20)
Subtotal	<u>\$0.00</u>	<u>(\$40,993.88)</u>	<u>\$40,993.88</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>(\$40,993.88)</u>	<u>\$40,993.88</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>(\$40,993.88)</u>	<u>\$40,993.88</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>(\$40,993.88)</u>	<u>\$40,993.88</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$40,993.88)</u>	<u>\$40,993.88</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		96,335	91,817	188,152	93,045	Under	95,107
Total		96,335	91,817	188,152	93,045		95,107
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		96,335	91,817	188,152	50,435	1,616	136,101
Total		96,335	91,817	188,152	50,435	1,616	136,101

Starting date 7/1/2021 Ending date 1/31/2022 Fund: 95 STUDENT ACTIVITY

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	96,335	91,817	188,152	93,045	Under	95,107
Total	96,335	91,817	188,152	93,045		95,107

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	96,335	91,817	188,152	50,435	1,616	136,101
Total	96,335	91,817	188,152	50,435	1,616	136,101

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

January 31, 2022

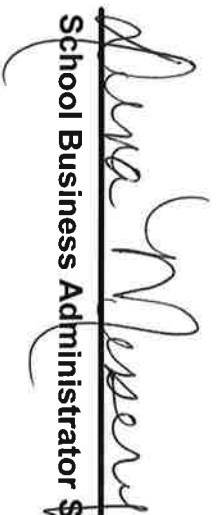
	Cash Balance 1/1/2022	Cash Receipts January-22	Cash Disbursements January-22	Cash Balance December-21
General Fund - 10	7,178,852.64	425,872.15	(3,832,238.26)	3,772,486.53
Special Revenue Fund - 20	(87,453.77)	66,074.48	(170,384.67)	(191,763.96)
Capital Projects Fund - 30	755,515.24	0.27	0.00	755,515.51
Debt Service Fund - 40	(638,569.83)	0.00	0.00	(638,569.83)
Enterprise Fund - 60	727,443.11	92,031.46	(75,498.99)	743,975.58
<b>Total</b>	<b>7,935,787.39</b>	<b>583,978.36</b>	<b>(4,078,121.92)</b>	<b>4,441,643.83</b>
Payroll Account	731.55	1,166,077.24	(1,164,852.24)	1,956.55
Payroll Agency Account	20,504.43	1,316,659.08	(1,325,590.16)	11,573.35
Unemployment Account	97,603.80	2,628.21	(4.20)	100,227.81
Summer Escrow Account	176,994.35	43,310.38	(1,231.77)	219,072.96
Flexible Spending Account	1,790.90	0.08	0.00	1,790.98
<b>Grand Total</b>	<b>8,233,412.42</b>	<b>3,112,653.35</b>	<b>(6,569,800.29)</b>	<b>4,776,265.48</b>

Chief School Administrator

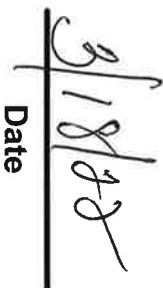
*[Signature]*  
Date 3/18/22

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) 1/31/2022	% Change YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
06200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	10,413,540	76,632	10,490,172	1,049,017	(11,824)	-0.11%	1,037,193	1,060,841
15900 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instr., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	5,423,992	0	5,423,992	542,399	0	0.00%	542,399	542,399
41080	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul. Total 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	888,005	13,840	901,845	90,185	0	0.00%	90,185	90,185
19620 20620	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Heat, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	2,616,949	218	2,617,167	261,717	(139,601)	-5.33%	122,116	401,318
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	257,335	0	257,335	25,734	(399)	-0.16%	25,335	26,133
45300	Support Serv. - General Admin	11-000-230-XXX	601,314	21,415	622,729	62,273	0	0.00%	62,273	62,273
46160	Support Serv. - School Admin	11-000-240-XXX	1,265,524	1,619	1,267,143	126,714	68,000	5.37%	194,714	58,714
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	647,394	2,294	649,688	64,969	118,076	18.17%	183,045	(53,107)
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,901,689	166,110	3,067,799	306,780	204,237	6.66%	511,017	102,543
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	1,102,987	0	1,102,987	110,299	0	0.00%	110,299	110,299
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,208,771	0	5,208,771	520,877	(153,696)	-2.95%	367,181	674,573
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
72246 72247	TOTAL GENERAL CURRENT EXPENSE		34,706,163	282,128	34,988,291	3,498,829	(14,707)	-0.04%	3,484,122	3,513,536

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) 1/31/2022	% Change YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	20,467	65,569	86,036	8,604	14,707	17.09%	23,311	(6,103)
76260	Total Facilities Acquisition and Constru	12-000-4XX-XXX	1,062,675	0	1,062,675	106,268	0	0.00%	106,268	106,268
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	60,000	0	60,000	6,000	0	0.00%	6,000	6,000
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		1,146,142	65,569	1,211,711	121,171	14,707	1.21%	135,878	106,464
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 Renaisss 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		35,852,305	347,697	36,200,002	3,620,000	0	0.00%	3,620,000	3,620,000



School Business Administrator Signature



Date



Hasbrouck Heights Board of Education					
Transfers					
Jan-22					
Account Number	Account Description	From	To	Description	
11 000 100 562	Tuition Other -LEAs special	56,078			
11 000 100 569	Tuition Other (Charter School)		56,078	Tuition for charter school students	
11 000 218 580 02	Other Purchased Services	250			
11 000 218 610 02	General Supplies		250	Supplies for high school guidance department	
11 000 222 177	Salaries Tech Coordinator	68,000			
11 000 240 103 02	Salaries Principals/Asst Principals		68,000	Staff reclassification	
11 000 222 177	Salaries Tech Coordinator	38,000			
11 000 251 100	Personal Services Salaries		38,000	Staff reclassification	
11 000 222 177	Salaries Tech Coordinator	34,000			
11 000 291 270	Health Benefits	42,000			
11 000 252 100	Personal Services Salaries		76,000	Staff reclassification	
11 190 100 320	Purchased Professional Ed Services	8,000			
11 000 252 600	Supplies and Materials		8,000	Supplies for technology department	
11 000 291 270	Health Benefits	40,000			
11 000 261 420	Cleaning, Repairs and Maintenance		40,000	District wide required school maintenance	
11 000 291 270	Health Benefits	5,000			
11 000 261 610	General Supplies		5,000	District wide custodial supplies	
11 000 291 270	Health Benefits	40,000			
11 000 291 280	Tuition Reimbursement	7,769			
11 000 266 330	Purchased Professional Services		47,769	Class III Security officers	
11 000 291 250	Unemployment Compensation	1,968			
11 000 291 270	Health Benefits	4,000			
11 000 291 280	Tuition Reimbursement	6,000			
11 000 266 420	Cleaning, Repairs and Maintenance		11,968	District wide grounds maintenance	
11 000 291 250	Unemployment Compensation	3,000			
11 000 291 270	Health Benefits	3,959			
12 000 262 732	Maintenance Equipment		6,959	New plow for truck	
11 190 100 640 02	Textbooks	1,000			
11 190 100 610 02	General Supplies		1,000	Teaching supplies for the high school	
11 190 100 640 03	Textbooks	5,000			
11 190 100 890 03	Other Objects	1,653			
11 190 100 610 03	General Supplies		6,653	Teaching supplies for the middle school	
11 240 100 610	General Supplies	500			
11 240 100 890	Other Objects		500	Membership and conference registration for ESL staff	

Hasbrouck Heights Board of Education									
Transfers									
Jan-22									
Account Number		Account Description				From	To	Description	
11	401	100	890	03	Other Objects	200			
11	401	100	610	03	General Supplies		200	Plaque for the robotics club	

<b>NAME</b>	<b>21-22 6TH PERIOD STIPEND</b>	
<b>TO BE PRORATED:</b>		
<b>26 PERIODS PER WEEK - FROM 9/7/21 THRU 3/15/22</b>		
MC SHANE, PATRICK	700	
VAN DAM, JOHN	700	
<b>27 PERIODS PER WEEK - FROM 9/7/21 THRU 3/15/22</b>		
DITARANTO, GABRIELLE	1,600	
<b>29 PERIODS PER WEEK - FROM 3/25/22 THRU 6/23/22</b>		
MC SHANE, PATRICK	2,900	

# POLICY GUIDE

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Adult High School  
Jan 22  
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[See POLICY ALERT Nos. 221 and 226]

## 2451 ADULT HIGH SCHOOL

The Board of Education may determine a need exists in the community for the provision of educational services that will enable out-of-school adults to qualify for a State-endorsed high school diploma issued by the Board. The purpose of this program is to provide comprehensive life-long learning opportunities for adults. Accordingly, the Board may establish and implement a State-approved adult high school ~~in accordance with rules of the State Board of Education.~~

The Board of Education may open and operate an adult high school, which shall offer ~~students~~ **adults** opportunity, accessibility, and flexibility while maintaining high standards inherent in the awarding of a high school diploma pursuant to N.J.S.A. ~~18A:49-1 et seq., 18A:50-1 et seq., and N.J.A.C. 6A:20-2.1 18A:50A-1 et seq.~~ Courses shall be sufficiently varied ~~to for~~ **meet meeting** the educational needs of ~~students~~ **adults** and shall be designed to challenge ~~students~~ **participants** to achieve their highest level of educational ability.

An educational plan shall be developed for each student in the district's adult high school program reflecting the student's past academic record, an analysis of past experiences for which credit may be awarded **pursuant to N.J.A.C. 6A:20-2.6**, graduation requirements, and a proposed schedule of courses for the current school year leading to completion of graduation requirements.

### A. Eligibility for Enrollment – N.J.A.C. 6A:20-2.2

1. To qualify for enrollment in the adult high school, a person shall:
  - a~~1~~. Be a New Jersey resident **at least sixteen years of age;**
2. ~~Meet the age and out-of-school requirement at N.J.A.C. 6A:20-1.3;~~



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(1)a. A **student** ~~person~~ enrolled in secondary school with senior standing who lacks an opportunity to take at **their** ~~his or her~~ secondary school courses that are available in an adult high school shall be **eligible to take courses at the adult high school exempt from the out of school requirement provisions of N.J.A.C. 6A:20-1.3, provided the Superintendents of both the sending and receiving school districts approve in a written joint agreement the participation of **the student** ~~such a person~~ on a space-available basis in **the an** adult high school. The written approval shall explicitly state the course(s) to be taken, **the credits offered for each subject**, and the time frame covered by the agreement. Tuition established by the receiving school district on a cost-recovery basis may be charged to the sending school district for **students** ~~persons~~ enrolled under this exception, **if applicable**;**

b3. Have not earned a ~~locally issued~~, State-endorsed **or State-issued** high school diploma;;

(1)a. Persons holding **State-endorsed** ~~locally issued~~ high school diplomas may enroll in an adult high school on a space-available basis for the express purpose of supplementing their high school record. Tuition established by the host school district on a cost-recovery basis may be charged to persons enrolling under this exception; and

c4. Complete and sign a **locally created** ~~an~~ application for enrollment, including a statement of responsibilities.

## B. **English Language Learners** ~~Adults with Special Needs~~ – N.J.A.C. 6A:20-2.3

1. **English language learners (ELLs)** ~~Limited English proficient adults~~ shall be required to demonstrate language **proficiency** ~~fluency~~ on a State-approved English proficiency assessment at a score level determined by the **New Jersey** State Board of Education ~~in accordance to N.J.A.C. 6A:20-2.3(a)~~.



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- a. ELLs shall be referred to appropriate classes in the adult high school to attain English language proficiency.
  - (1) If the language improvement needs of the individual cannot be met by the adult high school, then the Principal shall refer the person to a New Jersey Department of Labor and Workforce Development Career Connections website.

## C. Individuals with Disabilities – N.J.A.C. 6A:20-2.4

- 1. For an **individual adult** with a previous **Individualized Education Program (IEP)** ~~experience in a special education program now seeking similar services at an adult high school, the Principal of the adult high school shall request, with the written consent of the individual the concurrence of the adult, the most recent evaluation and individualized educational plan (IEP) for the individual adult from the high school of last attendance, provided the evaluation was made within the last three years pursuant to N.J.A.C. 6A:20-2.3(b).~~
  - a1. The Principal shall review the IEP to determine the services required by the plan and ~~also~~ the availability of such services at the adult high school.
    - (1)a. If the IEP can be carried out, it shall serve as the instructional guide for the **individual adult**.
    - (2)b. If the Principal determines the IEP cannot be carried out, the Principal shall promptly refer the **individual adult** to the nearest adult high school with staff available to offer the special services required in the IEP or to **the** appropriate county or State agencies or institutions with resources and personnel able to serve the **individual's special** needs ~~of the adult~~.



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b2. If the evaluation was made more than three years prior to application to the adult high school, the IEP may not serve as a guide for the **individual's** adult's instructional program at the adult high school. **The individual shall be referred to the IEP team for a reevaluation in accordance with N.J.A.C. 6A:14 - Special Education.**

2. For an individual who previously had a 504 Plan, the Principal of the adult high school shall request, with the written consent of the individual, the most recent 504 Plan for the individual from the high school of last attendance, provided the evaluation was made within the last year. The school district shall determine if the 504 Plan needs to continue, be discontinued, and/or updated. The Principal of an adult high school may request a doctor's note with a rationale and treatment plan to verify the continued need for the 504 Plan.

3. An individual with a disability who does not qualify for special education and related services, pursuant to N.J.A.C. 6A:14, N.J.A.C. 6A:20-2.4(a), and C.1. above, and who does not have a previous 504 Plan shall be counseled regarding educational options that would lead to a high school diploma.

~~Disabled adults without previous experience in a special education program or individuals with IEPs that have been issued more than three years prior to their application to the adult high school shall be counseled regarding educational options that would lead to high school graduation and shall be served to the maximum extent appropriate to the needs of the disabled adult within the capability of the program to provide such services in accordance to N.J.A.C. 6A:2.3(e).~~

## D. Graduation Requirements – N.J.A.C. 6A:20-2.54

1. Adult high school students must pass the Statewide assessment test for graduation **pursuant to N.J.A.C. 6A:8-5.1.**



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- a. **Students who are enrolled in the adult high school and** ~~are When an adult is~~ unable to pass the Statewide assessment **for graduation test, pursuant to N.J.A.C. 6A:8-5.1,** ~~there shall receive be~~ further evaluation through the **portfolio appeal process,** ~~Alternative High School Assessment pursuant to N.J.A.C. 6A:8-5.1; Standards and Assessments.~~
  - b. **ELLs who are enrolled in the adult high school and** ~~When limited English proficient adults~~ are unable to pass the Statewide assessment **for graduation test, required at N.J.A.C. 6A:8-5.1,** ~~they shall receive be~~ further **evaluation** ~~evaluated through the Alternative High School Assessment pursuant to N.J.A.C. 6A:8-5.1(h),~~ and shall demonstrate English language fluency on a **New Jersey Department of Education** State-approved English proficiency assessment ~~as a requirement for graduation.~~ **The portfolio appeals process shall be undertaken in the ELL's native language, when available.**
2. When operating an adult high school, the Board shall **ensure that students** meet the requirements for high school graduation pursuant to N.J.A.C. 6A:8-5 ~~and Policy 5460.~~
  3. The staff of the adult high school shall distribute to each entering **student** ~~adult~~ a copy of all State and local adult high school graduation requirements. At the beginning of each course, all **students** ~~adults~~ shall receive a list of proficiencies required for the successful completion of the course.
  4. Successful completion of the requirements **set forth** ~~as outlined in N.J.A.C. 6A:20-2.54(a) and (b), D.1. and D.2. above,~~ and **the requirements** ~~these established by the Board, of Education~~ shall be required as conditions for awarding a locally issued, State-endorsed diploma.
  5. The Board shall not issue **a State-endorsed** ~~an adult high school diploma without State approval of the adult high school program and without signed verifications for all credit awarded for experience and an official transcript(s) being on file.~~





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6. **The Board shall not issue a State-endorsed high school diploma without signed verifications for all credit awarded for experience and an official transcript(s) being on file.**

E. Award of Credit – N.J.A.C. 6A:20-2.65

A Board of Education operating an adult high school shall annually adopt, at a public meeting, policies that provide for the awarding of credit, subject to the provisions outlined in N.J.A.C. 6A:20-2.65(a)1. through 6A:20-2.65(a)12.

F. Awarding of Credit for Foreign Studies Students – N.J.A.C. 6A:20-2.76

Credit for the equivalent of American secondary school studies experienced in a foreign country shall be reviewed by **the school district operating the adult high school. If the school district cannot review the secondary studies experienced in a foreign country, the secondary studies shall be reviewed by** a recognized foreign credential evaluation expert or service ~~following an evaluation of transcript(s) presented by the adult.~~ The cost of **the foreign credential evaluation expert or service** ~~such review~~ shall be borne by the adult student.

G. Maintaining Student Records – N.J.A.C. 6A:20-2.87

The adult high school ~~program~~ shall have the responsibility to compile, maintain, and retain student records, including daily attendance records, and to regulate access to and security of such records.

~~Attendance records will be compiled and maintained in accordance with Board Policy No. 9330 and State Board of Education rules governing student records and with law and State Board of Education rules governing financial records.~~

H. Staffing – N.J.A.C. 6A:20-2.98

1. ~~Pursuant to N.J.A.C. 6A:20-2.8,~~ The adult high school shall have an adequate number of professional staff, properly certified for their respective assignments; however, persons involved in adult advisement shall be certified as either a Principal, supervisor, counselor, or teacher.



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2. The Board of Education shall assign to professional staff members only position titles recognized in N.J.A.C. 6A:9B -, State Board of Examiners and Certification.

## I. Special Conditions – N.J.A.C. 6A:20-2.109

The rules set forth elsewhere in N.J.A.C. 6A governing the operation of a high school within ~~the a~~ school district shall govern the operation of an adult high school, unless otherwise explicitly stated in N.J.A.C. 6A:20-2 and this Policy pursuant to N.J.A.C. 6A:20-2.

### ~~Monitoring – N.J.A.C. 6A:20-2.10~~

~~Staff of the New Jersey Department of Education's Adult Education Unit shall monitor the adult high school program pursuant to the monitoring process outlined in N.J.A.C. 6A:20-1.6. The indicators of program quality with associated measures of performance as outlined in N.J.A.C. 6A:20-2.10(b) shall be used by the monitoring teams in carrying out the monitoring process in adult high schools.~~

N.J.S.A. 18A:7C-8; 18A:38-16; 18A:48-1; 18A:50-1 et seq.  
N.J.A.C. 6A:20-2.1 et seq.

Revised (First Reading): March 24, 2022



## 3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program, and the Board of Education considers attendance an important component of a staff member's job performance.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences, defined as days beyond the 15 allotted, with the exception of maternity, short or long term sick leave, as approved by the BOE, will be subject to appropriate progressive discipline. Appropriate progressive discipline includes a written reprimand or the withholding of a salary increment.

### Tardy Progressive Discipline

4 Tardies = Verbal warning

5<sup>th</sup> Tardy = Memorandum of understanding

Another 5 Tardies (10 total) = Documented in evaluation (receive a 2 under professionalism)

Another 3 Tardies (13 total) = Withholding of increment or official written reprimand

Two consecutive years of 13 Tardies = Automatically results in withholding of increment

If a staff member forgets to swipe in for attendance more than (3) three times, the fourth time will count as a tardy.

In accordance with N.J.S.A. 18:30-1, sick leave is defined to mean the absence from work because of personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of a contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave. The definitions of repeatedly tardy and excessively absent described herein are subject to the discretion of the Superintendent.

~~An emergency~~ **A personal day cannot be used to extend a school break, holiday or school closure.**

**If personal days are used in conjunction with sick days to make an extended paid leave, a doctor's note will be required for the sick day(s). Consecutive personal days must be approved by the Superintendent. The Superintendent reserves the right of approval.**

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.

Adopted: 20 November 2014

Revised: May 21, 2015

Revised: November 16, 2017

Revised: August 16, 2018

Revised: October 25, 2018

Revised: February 28, 2019

Revised (First Reading): March 24, 2022

## **2432 Varsity Letter Policy**

### **Varsity Letter Procedure:**

At the end of each athletic season, coaches will select members of their team who will earn varsity letter status. Varsity letter status will be earned by athletes who participate at the varsity level of an athletic team.

**\*\*Coaches will reserve the right under special circumstances to award a varsity letter to any member of the team.**

### **Sport Specific Criteria:**

Football: appearance in 2 varsity games

Soccer: appearance in 4 varsity games

Tennis: appearance in 2 matches

Volleyball: appearance in 4 varsity games

Wrestling: appearance in 4 varsity matches

Basketball: appearance in 4 varsity games

Bowling: appearance in 4 varsity games

Winter track: appearance in 4 varsity events

Baseball: appearance in 4 varsity games

Softball: appearance in 4 varsity games

Golf: in varsity lineup for 2 matches

Outdoor Track: appearance in 4 varsity events

Swimming: appearance in 4 varsity events

### **Varsity Jacket Ordering:**

Coaches will provide a list of varsity letter athletes to the Athletic Director. Athletes must receive a varsity jacket order confirmation slip from the Athletic Director to give to the jacket vendor prior to ordering a varsity jacket. The jacket vendor will come to the school at the end of the each season to fit the athletes for their varsity jacket.

First Reading: March 24, 2022

# District Regulation

## **2624 - GRADING SYSTEM**

### Elementary School Grades K - Five

The Hasbrouck Heights Board of Education believes that the Elementary School report card should reflect the degree to which a student has mastered the content of the New Jersey Student Learning Standards. As such, it is essential that each individual's grades are calculated and allocated independently of any other student. It is the responsibility of the classroom teacher to utilize multiple assessments to determine a student's degree of mastery regarding the content outlined in the New Jersey Student Learning Standards (NJSLS) which is the curricula adopted by Hasbrouck Heights School District. Ultimately, the purpose of the Elementary School report card grade is to inform students and parents of the students' attained level of proficiency and mastery of the state standards.

### General Elements of Grading

A student's grade in any course should reflect that student's skill proficiency and essential understanding of the New Jersey Student Learning Standards (NJSLS) at all grade levels. A balanced and regular schedule of formative and summative assessments is necessary to determine each student's skill proficiency and essential understanding of the NJSLS. Rubrics for projects and some assignments will be provided by teachers in advance so students and/or parents/guardians understand the criteria by which students will be graded (e.g., the level of skill proficiency and/or essential understandings required to obtain an "A" or "B" or "C" or the deficiency of skills/essential understandings that constitutes a "D" or "F"). Note that attitude, cooperation, and compliance with classroom rules affect a student's proficiency and essential understandings.

### Kindergarten through Grade 3: Grading System

Numerical grades will not be assigned to a student's performance on the report card. Rather, a marking system (detailed below) will be used to rate a student's mastery of (but not limited to) specific academic skills, work habits, and social development. This system is devised to report on a student's attainment of a plethora of skills and standards. It is highly recommended that parents utilize these standards based report cards to assist children at home.

\*Kindergarten through Grade 3 Marking System: Distributed three times per year

4 = Exceeds standards.

3 = Achieves standards.

2 = Approaching standards.

1 = Needs support.

N/A = Not assessed at this time.

#### Fourth and Fifth Grade: Grading System

In the core subject areas a report card grade will reflect a student's skill proficiency and essential understanding of the New Jersey Student Learning Standards (NJSLs) as outlined below.

#### Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

80% Attainment: Formative and Summative assessment and/or assignments\* include written and oral quizzes, tests, lab write-ups, essays, reports, projects, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. Teachers should use at minimum of 6 graded assessments per marking period to gauge student progress in skill proficiency and/or essential understanding of the New Jersey Student Learning Standards (NJSLs).
- In conjunction with the Director of Curriculum and Instruction and the Principal, teachers at all grade levels will collaborate to create common formative and summative assessments that will determine if students have attained standard proficiency and essential content understanding as dictated by the New Jersey Student Learning Standards (NJSLs). The types of formative and summative assessments must vary at each grade level and according to content areas.
- A quiz is a formative assessment given in class that measures knowledge and skills pertaining to the New Jersey Student Learning Standards (NJSLs) and is meant to assist the student in attaining proficiency and understanding. Assignments completed outside of the classroom cannot be counted as a quiz. A test is a summative assessment that determines in a final and formal manner each student's proficiency and essential understanding of the NJSLs.
- A balanced and regular schedule of formative and summative assessments including projects, labs, quizzes, tests, reports is required to determine proficiency and understanding of the New Jersey Student Learning Standards (NJSLs). Teachers should strive to achieve a

balance among the types of formative assessments and summative assessments best determine students' proficiency and understanding of the content.

- Teachers at each grade level will work cooperatively to stagger the dates of formative and summative assessments and assignments including due dates for special projects, reports, and assessments.

- No one assessment can count for more than 25% of the assessment portion of the grade.

\* Fourth and Fifth Grade Marking System for all subjects: Distributed three times per year

A 100- 93

A- 90- 92

B+ 87-89

B 83-86

B- 80- 82

C+ 77-79

C 73-76

C- 70- 72

D 65-69

F 55- 64 (For first three marking periods)

<65 (For marking period 4)

Progress reports will be available through GENESIS at the midpoint of each trimester for grades 4 & 5.

10% Participation: Includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere of the classrooms, while also paying attention to the contributions of others.

10% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

Homework will be graded on the following percentage system

- 100 percent for completion and good effort;
- 75 percent for partial and average effort;
- 50 percent for an attempt, but not enough of the assignments is good to show that the student made a sincere effort for completions; Student may receive partial credit if turned in within 24 hours, depending upon the nature of the assignment.
- 0 for no homework or nearly no homework;

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%.

There will be one grade for participation per course per trimester. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in GENESIS to inform parents why the grade was lowered.

#### Middle School and High School: Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

70% Attainment: Formative and Summative assessment and/or assignments include written and/or oral quizzes, tests, lab write-ups, reports, projects, papers, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. ~~Teachers should use, at a minimum, 4 assessments per marking period.~~ **A minimum of 4 assessments needs to be spread equally across each marking period and the final assessment cannot be within 3 days of end of marking period. Submit all grades within a timely manner.**

Common Assessments will be utilized in all subject areas.

- No one assessment can count for more than 20% of the assessment portion of the grade.
  - A minimum of 5, and maximum of 15, class participation assignment per marking period, must be graded, in courses where classwork is weighted at 15%



- 100 percent for completion and good effort;
- 75 percent for partial and average effort;
- 50 percent for an attempt, but not enough of the assignments is good to show that the student made a sincere effort for completions; Student may receive partial credit if turned in within 24 hours, depending upon the nature of the assignment.
- 0 for no homework or nearly no homework;

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%.

There will be one grade for participation per course per trimester. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in GENESIS to inform parents why the grade was lowered.

#### Middle School and High School: Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

70% Attainment: Formative and Summative assessment and/or assignments include written and/or oral quizzes, tests, lab write-ups, reports, projects, papers, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. ~~Teachers should use, at a minimum, 4 assessments per marking period. A minimum of 4 assessments needs to be spread equally across each marking period and the final assessment cannot be within 3 days of end of marking period.~~

*Submit all grades in a timely manner.*

Common Assessments will be utilized in all subject areas.

- No one assessment can count for more than 20% of the assessment portion of the grade.
  - A minimum of 5, and maximum of 15, class participation assignment per marking period, must be graded, in courses where classwork is weighted at 15%
  - A minimum of 5, and maximum of 15, homework assignments per marking period, must be graded for effort or accuracy, in courses where homework is weighted at 15%

- A minimum of 10, and maximum of 30, class participation assignments per marking period must be graded, in courses where class participation is weighted at 30%
- Class participation and homework may be combined into 1 category to reflect a 30% weighting (minimum 10 and maximum of 30 total graded assignments).

### Procedures

At the midpoint in each marking period, students should have completed a number of formative assessments and summative assessments which will be accurately recorded in GENESIS to reflect each student's proficiency and essential understanding of the New Jersey Student Learning Standards (NJSLS) at that point in the marking period.

If a student is absent for a summative or formative assessment, the assessment should not be "made-up" during the following class period/instructional time. Before/after school is when assessments should be made up. Students will have up to three school days (or longer as per the teacher and/or Principal) to complete missed work or assessments.

15% Participation: includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere in the classroom-

15% Preparation: Includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

### Homework will be graded on the following percentage system:

- 100 percent for completion or good effort;
- 75 percent for partial or average effort;
- 50 percent for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completions;
- 0 for no homework or nearly no homework;

Teachers may assign one homework assignment per week to be graded for accuracy. Teachers must make students aware of which homework assignment will be graded. Grading for the completed work will abide by the following grading scale: 55-100

A zero for no homework or nearly no homework will still be assigned.

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 30%. These courses must have written or verbal administrative approval prior to changing the class participation weighting to 30%.

### **Makeup Work Criteria**

**Days absent is the amount of time students have to make up work. Exceptions: medical absences.**

### **Numerical Grades**

When calculating numerical grades, only a decimal remainder equal to or greater than .5 will be rounded up. Below is the grading scale used for converting numerical grades to letter grades.

#### Grading Scale

A+ 97-100

A 93-96

A- 90- 92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70- 72

D 65-69

F 55- 64 (For first three marking periods)

<64 (For marking period 4)

### **Pass/Fail Grading**

Not Applicable. The Superintendent in conjunction with the Building Principal may grant "pass/fail grading" under extenuating circumstances on a case-by-case basis.

### Incomplete Grades

Must be resolved within two weeks of the end of Marking Period. The Principal may grant an "incomplete grade" under extenuating circumstances on a case-by-case basis.

### Honor Roll: Criteria

The purpose of these criteria is to further motivate students to work to their academic potential and further reward students for their efforts in earning grades of excellence.

### High School

Criteria- The criteria for the three levels of honor roles is as follows: First Honors: All A's (defined as A+, A, A-)

Second Honors: At least three (3) A's (defined as A+, A, A-) and no grade below a B (numeric 83 or higher)

Third Honors: At least 3 B's (numeric 83 or higher and no grade below a B (numeric 80 or higher)

### Middle School

Criteria- The criteria for the two levels of honor roles is as follows:

High Honor Roll: A+, A or A- in every subject

Honor Roll: At least three (3) A+'s, A's or A-'s and all grades B- or better

### Determination of Class Rank 9 - 12

Rank in class is based upon a student's grade point average (G.P.A.), which is determined by multiplying the quality point equivalent for each grade received by the number of credits for that course. The sum of the quality points divided by the sum of the credits for all courses taken yields the G.P.A. Grading scales are used adding extra weights for courses that are pre-advanced placement or honors, or college level, dual-enrollment, or advanced placement courses, as these courses are more rigorous and academically challenging. See below.

- Only a student who has enrolled in Hasbrouck Heights High School PRIOR TO OR ON November 1 of that student's grade 9 year will be eligible for consideration as valedictorian, salutatorian, and third honors.

- Effective with the 2013-2014 School Year and thereafter, the three students with the highest GPAs will be designated Valedictorian, Salutatorian, and Third Honors, only after the seventh semester and after the release of seventh semester GPA and percentile rank.
- Effective in School Year 2013-2014 and thereafter, no number ranking (1, 2, 3, 4, etc.) will be provided to students and/or their parents/guardians, or staff members.
- Effective in School Year 2013-2014 and thereafter, rank will only be provided to students and their parents/guardians after the seventh semester at Hasbrouck Heights High School, and rank will only be provided in percentages: 10%, 20%, 30%, etc. to those students and their parents/guardians within those percentages.
- If a college/university requests a number rank, the guidance counselor will provide that number rank to the admissions office only.
- Under no circumstances will a number rank be provided to any parent/guardian or student who requests that information, either from the Principal or administrator or guidance counselor.
- In determining a transfer student's class rank (a transfer student is defined as a student who enters Hasbrouck Heights High School after November 1 of that student's grade 9 year), only courses defined by the New Jersey Department of Education (NJDOE) course codes from the student's previous school(s) will be considered for GPA and thus for percentile rank. Transfer students are not eligible for valedictorian, salutatorian, or third honors.
- Effective with School Year 2013-2014 and thereafter, students are encouraged to take enrichment or advanced summer or online classes, but these classes will not be counted in the GPA of those students and thus will not be counted to the percentile rank. These summer and online courses will be placed on a student's transcript only if the summer or online courses are approved by the NJDOE.
- Effective with School Year 2013-2014, credit recovery and/or online credit recovery courses will be used for GPA and thus percentile rank only when the credit recovery summer or online course is mandated by the Superintendent, Principal, or his/her designee and is approved by the NJDOE.

#### Withdrawing From Courses

1. Students experiencing academic difficulty or seeking placement/level change must make an appointment to discuss the issue with their teacher. Parental permission would be required to make that change as well as approval by the supervisor/administrator.

2. If a course is dropped prior to a first quarter grade, the course will not be reflected on the transcript. After that time, a grade of "W or W/Fail" will be given for that course.
3. If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.
4. If a student is a senior and is requesting a change in course from a higher to lower level course, if the change is recommended by the teacher and counselor, then the student will receive credit for the lower level.
5. Students in grades 9, 10, and 11 who meet the criteria for remediation courses are required to remain in the course for the entire school year. The grade and credits from remediation courses are included in GPA calculations.
6. No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exception could be necessitated for transfer students or with administrative approval.
7. No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.
8. All students must take at least 8 courses (or the equivalent if semester courses are involved). Seniors may take fewer than 8 with parental permission. Athletic eligibility must be considered before dropping a course.

#### Scheduling and Program Changes

1. Students register for classes in the Spring. Choices are signed off by the student and parent/guardian indicating agreement with the schedule. If a student does not sign the form, the schedule will be developed by the counselor.
2. After the second full week of school in September, students who want to drop an elective will only be permitted to do so upon parents' signed approval; noting that the option may be a study hall with a loss of credits.
3. Prior to, and during the first week of school, scheduling errors are resolved. Schedule changes that will be made are for basic skills placement, adjustments for failures, and summer school results.

4. Change of teacher will not be honored.

Weighted Grading Scale (Per Credit)

Standard Academic	Honors/Pre-AP Academic	College Level/Dual Enrollment or Advanced Placement
4.6	5.0	5.3
4.3	4.7	5.0
4.0	4.4	4.7
3.6	4.0	4.3
3.3	3.7	4.0
3.0	3.4	3.7
2.6	3.0	3.3
2.3	2.7	3.0
2.0	2.4	2.7
1.3	1.7	2.0

0.0	0.0	0.0
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\*Beginning with the class of 2025- Dual Enrollment courses will be weighted on the Honors/Pre-AP academic scale.

Quality Points for a Five Credit Course

A+	23.0	25.0	26.5
A	21.5	23.5	25.0
A-	20.0	22.0	23.5
B+	18.0	20.0	21.5
B	16.5	18.5	20.0
B-	15.0	17.0	18.5
C+	13.0	15.0	16.5
C	11.5	13.5	15.0
C-	10.0	12.0	13.5
D	6.5	8.5	10.0



F	0.0	0.0	0.0
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### Midterms and Finals Grades 9-12

Students who are absent from school on the day that a midterm/final is administered must provide the Principal with a verifiable and valid excuse. If the absence is not considered to be valid by the Principal, the student will not be permitted to make up the exam and will fail the course for the year.

### Examination Exemptions for Grade 12 Students

Exemptions for final examinations will be granted for grade 12 students who, in each course:

Attain a grade of 90 or higher in each of the four marking periods. Attain a grade of 90 or higher on the first midterm.

Exemptions for final examinations for grade 12 students in semester courses:

Attain a grade of 90 or higher in each marking period.

Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.

Note: Five (5) or more consecutive days absent will not count in the total providing that the student provides proof from a licensed physician attesting to the injury or illness mandating the student is exempt from attending school. Attendance will be mandatory during the exam period for which the student is exempt. Students who are absent must adhere to the make-up policy as listed in number 5 of this policy.

AP Courses- In lieu of taking a final examination in June, students may be required to take an AP test at the time approved by the College Board. In order to be exempt from an AP course final after taking an AP exam, students must be in good academic standing, holding a cumulative course average of 80 or higher at the end of the third marking period, to be calculated using the following formula:  $(MP1 \text{ Avg} * 30\% + MP2 \text{ Avg} * 30\% + MP3 \text{ Avg} * 30\% + \text{Midterm Exam} * 10\%)$ . Fourth marking period grades will be left up to the discretion of the individual instructor on the criteria for which the student will be graded (project, etc.), however the assessment/assignment minimums per marking period must still be met.

### Teacher Procedures

Teachers will complete the required exhibit for all students who will receive an exemption. A copy of the completed exhibit will be submitted to the guidance counselor and attendance administrator for verification purposes and forwarded to the Principal.

### Junior English

Exemptions from the final examination in English II or English II H will be granted for Grade 11 students according to the following criteria:

- Attain a grade of 90 or higher in each of the four marking periods, and
- Attain a grade of 90 or higher on the first midterm, and
- Obtain a 4 or 5 on the previous school year's ELA NJSLA assessment, and
- Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.
- If the scores are not received from the State of New Jersey before the final examination period, all remaining criteria will be utilized to determine exemption eligibility.

### Junior Math

Exemptions from the final examination in any Math 11 courses will be granted for Grade 11 students according to the following criteria:

- Attain a grade of 90 or higher in each of the four marking periods, and
- Attain a grade of 90 or higher on the first midterm, and
- Obtain a 4 or 5 on the previous school year's Math New Jersey Student Learning (NJSLA) Assessment, and
- Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.
- If the scores are not received from the State of New Jersey before the final examination period, all remaining criteria will be utilized to determine exemption eligibility.

### Calculation of Semester 1 and final grades for the High School

#### Semester 1

First Marking Period Grade 20% Second Marking Period Grade 20% Midterm 10%

#### Semester 2

Third Marking Period Grade 20% Fourth Marking Period Grade 20% Final 10%

Final Grade = (Semester 1 + Semester 2) /2

### Calculation of Semester 1 and final grades for the Middle School

#### Semester 1

First Marking Period Grade 25% Second Marking Period Grade 25%

#### Semester 2

Third Marking Period Grade 25% Fourth Marking Period Grade 25%

Final Grade = (Semester 1 + Semester 2) /2

### Plagiarism

Students are expected to be honest in all of their academic work and must not at any time engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, exchanging information with other
2. Students orally, in writing, or by signals, obtaining copies of the examination illegally and/or other similar activities. Unless authorized by the classroom teacher, no student may use a cell phone during a formative or summative assessment. Use of an unauthorized cell phone or other electronic device (iPod, iPad, etc.) may be construed by the classroom teacher as an act of plagiarism.
3. Plagiarism is not permitted in term papers, themes, essays, reports, images, take home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person or in any way presenting the work of another person as one's own.

4. Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. The penalty for plagiarism and/or cheating is determined by the classroom teacher in conjunction with the Principal and/or Principal's designee and in accordance with District Regulation 5701.

A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner:

Reprimand the student orally and/or in writing. The teacher in conjunction with the Principal and/or Principal's designee may also authorize to withhold credit in the work tainted by the academic dishonesty.

If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

The Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.

If the student is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the student is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Board Policy.

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Revised (First Reading): March 24, 2022

# BYLAW GUIDE

BYLAWS  
Board Officers  
Mar 20

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

## 0152 BOARD OFFICERS

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

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

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

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

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

Revised: July 23, 2020

Revised (First Reading): March 24, 2022



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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
**Examinations, Testing, or Treatment**  
Jan 22  
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[See POLICY ALERT Nos. 222 and 226]

## 2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS, EXAMINATIONS, TESTING, OR TREATMENT

The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.

### A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).



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“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

- B. Parents’ or Emancipated Students’ Right to Inspection of Materials - 34 CFR §98.3 and 20 USC §1232(c)
1. All instructional material, including teachers’ manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).
    - a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).
  2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).
    - a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).





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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
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3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).
  - a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).
- C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4
  1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
    - a. Political affiliations;
    - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
    - c. Sex behavior and attitudes;
    - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
    - e. Critical appraisals of other individuals with whom the student has close family relationships;
    - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or



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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
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- g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.

D. Protections of Students' Rights for Surveys, Analysis, or Evaluation -  
20 USC §1232h

1. In accordance with 20 USC §1232h(b) no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation, without prior consent, that reveals information concerning:
  - a. Political affiliations or beliefs of the student or the student's parent;
  - b. Mental and psychological problems of the student or the student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of other individuals with whom the student has close family relationships;
  - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
  - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).
2. Parents' or Emancipated Students' Right to Opt Out -  
20 USC §1232h(c)(2)



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Student Surveys, Analysis, ~~and/or~~ Evaluations,  
**Examinations, Testing, or Treatment**

- a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
    - (2) The administration of any survey containing one or more of the items listed in D.1. above.
    - (3) Any nonemergency, invasive physical examination or screening that is:
      - (a) Required as a condition of attendance;
      - (b) Administered by the school and scheduled by the school in advance; and
      - (c) Not necessary to protect the immediate health and safety of the student, or of other students.
  - b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).
3. Exceptions – 20 USC §1232h(c)(4)
- a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:



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- (1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;
  - (2) Book clubs, magazines, and programs providing access to low-cost literary products;
  - (3) Curriculum and instructional materials used by schools in the district;
  - (4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - (5) The sale by students of products or services to raise funds for school-related or education-related activities; and
  - (6) Student recognition programs.
- b. The provisions of this Policy:
- (1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and
  - (2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.



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4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student's privacy is protected regarding any information collected in accordance with this Policy.

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the USDOE.

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of Pupil Rights Amendment (PPRA)

20 USC §1232h

34 CFR Part 98

Elementary and Secondary Education Act of 1965 (20 USC 2701 et seq.) as  
amended by the Every Student Succeeds Act

N.J.S.A 18A:36-34

Revised (First Reading): February 17, 2022

Revised (Second Reading): March 24, 2022



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[See POLICY ALERT Nos. 197, 205, 209, 211, 220, and 226]

## 2622 STUDENT ASSESSMENT

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments are utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as the Commissioner deems appropriate. The system and related schedule of Statewide assessments shall be approved by the New Jersey State Board of Education. The school district shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments pursuant to N.J.A.C. 6A:8-4.1(c) and (d).

Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. The school district will provide accommodations or modifications to the Statewide assessment system in accordance with the provisions of N.J.A.C. 6A:8-4.1(d).

Students with disabilities as defined in N.J.A.C. 6A:14-1.3 shall participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10. The school district shall administer the alternative State assessment for students with disabilities in accordance with the provisions of N.J.A.C. 6A:8-4.1(d)3.

The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.



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The school district shall maintain an accurate record of each student's performance on Statewide assessments and maintain for every student a ninth grade through graduation transcript in accordance with the provisions of N.J.A.C. 6A:8-4.2(d). The Superintendent shall report assessment results to the public and provide educators, parents, and students with assessment results in accordance with the provisions of N.J.A.C. 6A:8-4.3.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-2; 18A:7E-3

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10

Revised (First Reading): February 17, 2022

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[See POLICY ALERT No. 226] - NEW

## R 2622 STUDENT ASSESSMENT

### A. Statewide Assessment System – N.J.A.C. 6A:8-4.1

1. The school district shall, according to a schedule prescribed by the Commissioner of Education, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school assessment component; and the alternative State assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.
2. Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner of Education pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled.
  - a. The school district shall provide all appropriate accommodations or modifications to the Statewide assessment system as specified by the New Jersey Department of Education (NJDOE) for English language learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as specified in a student's Individualized Education Program (IEP) or 504 plan in accordance with N.J.A.C. 6A:8-4.1(d)1.
    - (1) The school district may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English.





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- (2) The school district shall have the option for a first-year ELL of substituting a NJDOE-approved language proficiency test only for the English language arts component of the Statewide assessment, when the student has entered the United States after June 1 of the calendar year prior to the test administration.
  - b. The school district shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.
  - c. At specific times prescribed by the Commissioner of Education, the school district shall administer the alternative State assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities in accordance with N.J.A.C. 6A:8-4.1(d)3.
  - d. The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.
3. Test Administration Procedures and Security Measures
- a. The school district shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district.
  - b. All Statewide assessments shall be administered in accordance with the NJDOE's required test administration procedures and security measures.
  - c. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.



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B. Documentation of Student Achievement – N.J.A.C. 6A:8-4.2

1. After each test administration, the NJDOE shall provide the Superintendent the following:
  - a. Rosters of student performance in each content area;
  - b. Individual student reports; and
  - c. School and school district summary data, including school and school district means, numbers tested, and percent achieving at each performance level.
    - (1) The school district summary data shall be aggregated and disaggregated, and school summary data shall be disaggregated, for students with disabilities as defined in N.J.A.C. 6A:14-1.3 and for ELLs.
2. The school district shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.
3. The school district shall maintain an accurate record of each student's performance on Statewide assessments.
4. The school district shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:
  - a. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth at N.J.A.C. 6A:8-5.1(a)6;
  - b. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);
  - c. Evidence of instructional experience and performance in the New Jersey Student Learning Standards (NJSLS);
  - d. Evidence of technological literacy;



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- e. Evidence of career education instructional experiences and career development activities;
- f. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in NJDOE-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and
- g. Any other information deemed appropriate by the school district.

## C. Accountability – N.J.A.C. 6A:8-4.3

- 1. The Superintendent shall report final results of annual assessments to the Board and members of the public at a public meeting within sixty days of receipt of the information from the NJDOE.
- 2. The Superintendent shall provide educators, parents, and students with results of annual assessments as required under N.J.A.C. 6A:8-4.2(a) and B.1. above, within thirty days of receipt of information from the NJDOE.
- 3. The school district shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on the Statewide or local assessments.
- 4. All students shall be expected to demonstrate the knowledge and skills of the NJSLS as measured by the Statewide assessment system.

## D. Annual Review and Evaluation of School Districts – N.J.A.C. 6A:8-4.4

- 1. The NJDOE shall review the performance of schools and school districts by using a percent of students performing at the proficient level as one measure of annual measurable objective (AMO) and incorporating a progress criterion indicative of systemic reform.



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- a. The review shall include the performance of all students, including students with disabilities as defined by N.J.A.C. 6A:14-1.3, students from major racial and ethnic groups, economically disadvantaged students, and ELLs.
- b. The review shall take place at each grade level in which Statewide assessments are administered, using the AMO targets.

## E. Public Reporting – N.J.A.C. 6A:8-4.5

1. In accordance with the requirements of N.J.A.C. 6A:8-4.5, the NJDOE shall report annually to the New Jersey State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLS as measured by the Statewide assessment system by publishing and distributing the NJDOE's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5.
2. After each test administration, the NJDOE shall report to the Board on the performance of all students and of student subgroups.

## F. Parental Notification

Parents shall be informed of the school district assessment system and of any special tests that are to be administered to their children.

First Reading: February 17, 2022  
Second Reading: March 24, 2022



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Prevention and Treatment of Sports-Related  
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[See **POLICY ALERT Nos. 194, 197, and 226**]

## R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

### A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

### B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.



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Prevention and Treatment of Sports-Related  
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2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

## C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
  - a. Appearing dazed, stunned, or disoriented;
  - b. Forgetting plays or demonstrating short-term memory difficulty;
  - c. Exhibiting difficulties with balance or coordination;
  - d. Answering questions slowly or inaccurately; and/or
  - e. Losing consciousness.
2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:
  - a. Headache;
  - b. Nausea/vomiting;



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- c. Balance problems or dizziness;
- d. Double vision or changes in vision;
- e. Sensitivity to light or sound/noise;
- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.
  - a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
    - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
    - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.



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2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
  - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

## E. Medical Examination and Written Medical Clearance

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
  - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
  - b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and
  - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
2. The student's written medical clearance from a physician must indicate a medical examination has determined:
  - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
  - b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and





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when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.

3. The student's written medical clearance must be reviewed and approved by the school physician.
4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.
5. A written medical clearance not in compliance with the provisions of E. will not be accepted.

## F. Graduated Return to Athletic Competition and Practice Protocol

1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.

### a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

### b. Light Aerobic Activity

Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.



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c. Moderate Activity

Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school physician.



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G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries

1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:
  - a. Take rest breaks as needed;
  - b. Spend fewer hours at school;
  - c. Be given more time to take tests or complete assignments (all courses should be considered);
  - d. Receive help with schoolwork;
  - e. Reduce time spent on the computer, reading, and writing; and/or
  - f. Be granted early dismissal from class to avoid crowded hallways.

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[See POLICY ALERT Nos. 190, 194, 197, and 226]

## 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).



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### Prevention and Treatment of Sports-Related Concussions and Head Injuries

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.

The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step “Return to Play Progression” recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the “Return to Play Progression” recommendations.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.



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This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

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Additional/Compensatory Special Education  
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[See POLICY ALERT No. 226] - NEW

## R 2460.30 ADDITIONAL/COMPENSATORY SPECIAL EDUCATION AND RELATED SERVICES

The Board of Education shall provide additional or compensatory special education and related services to students with disabilities beyond the age of twenty-one pursuant to N.J.S.A. 18A:46-6.3.

As used in N.J.A.C. 18A:46-6.3(h) and this Regulation, “parent” means the natural or adoptive parent, the legal guardian, resource family parent when willing to so serve, a surrogate parent, or a person acting in the place of a parent, such as a grandparent or stepparent with whom the student lives, or a person legally responsible for the student’s welfare. “Parent” shall also include an adult student who has attained the age of eighteen, who is not under legal guardianship, and who is entitled to receive special education and related services.

### A. Additional Special Education and Related Services

1. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
  - a. In the 2021-2022 school year, provide special education and related services contained in an Individualized Education Program (IEP) to a student with disabilities who attains the age of twenty-one during the 2020-2021 school year, provided the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2021-2022 school year.



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and Related Services

- (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.a. and A.1. shall not be eligible to receive such education and services beyond June 30, 2022, unless otherwise provided in a student's IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
2. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:
  - a. In the 2022-2023 school year, provide special education and related services contained in an IEP to a student with disabilities who attains the age of twenty-one during the 2021-2022 school year, provided the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2022-2023 school year.
    - (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.b. and A.2. shall not be eligible to receive such education and services beyond June 30, 2023, unless otherwise provided in a student's IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.
3. Notwithstanding the provisions of N.J.S.A. 18A:46-6, N.J.S.A. 18A:46-8, or of any other law, rule, or regulation concerning the age of eligibility for special education and related services to the contrary, the Board shall:





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and Related Services

- a. In the 2023-2024 school year, provide special education and related services contained in an IEP to a student with disabilities who attains the age of twenty-one during the 2022-2023 school year, provided that the parent of the student and the IEP team determine that the student requires additional or compensatory special education and related services, including transition services, during the 2023-2024 school year.

- (1) A student receiving special education and related services pursuant to N.J.S.A. 18A:46-6.3.c. and A.3. shall not be eligible to receive such education and services beyond June 30, 2024, unless otherwise provided in a student's IEP or as ordered by a hearing officer, complaint investigation, or court of competent jurisdiction.

## B. Rights, Privileges, and Remedies

1. A student receiving special education and related services, including transition services, pursuant to N.J.S.A. 18A:46-6.3 and this Regulation shall be afforded the same rights, privileges, and remedies provided to students with disabilities pursuant to State law, New Jersey State Board of Education regulations concerning special education, and the Federal "Individuals with Disabilities Education Act," (IDEA) 20 USC §1400 et seq.
2. Any disputes that arise with respect to the provision or nature of services provided to a student with disabilities in the additional year as provided in accordance with N.J.S.A. 18A:46-6.3.a., b. and c., and A. above may be addressed as determined by the parent of the student with disabilities, by either:
  - a. Mediation;
  - b. A written request for a complaint investigation submitted to the Director of the Office of Special Education Policy and Dispute Resolution in the New Jersey Department of Education; or



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- c. A special education due process hearing pursuant to IDEA, N.J.S.A. 18A:46, or administrative code.

## C. Funding

1. The special education and related services, including transition services, provided to students with disabilities pursuant to the provisions of N.J.S.A. 18A:46-6.3 and this Regulation, to the extent permitted by Federal law, be paid for from the monies received by the State or a school district under the Federal “Coronavirus Aid, Relief, and Economic Security (CARES) Act,” Pub.L.116-136, the Federal “Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021,” Pub.L.116-260, the Federal “American Rescue Plan (ARP) Act,” Pub.L.117-2, or any other Federal funding provided to address the impact of the coronavirus pandemic on elementary and secondary schools as it becomes available.
2. To the extent the Federal funds described in N.J.S.A. 18A:46-6.3.e.(1) and C.1. above do not cover the costs borne by the school district to provide the special education and related services, including transition services, to students with disabilities pursuant to the provisions of N.J.S.A. 18A:46-6.3 and this Regulation, the State of New Jersey shall appropriate funds as necessary from the Property Tax Relief Fund to reimburse the school district for these costs.
3. The special education and related services funded pursuant to the provisions of N.J.S.A. 18A:46-6.3.e. may include, but are not limited to, the additional staff, programs, and facilities deemed necessary by the school district to provide the special education and related services, including transition services, required under N.J.S.A. 18A:46-6.

First Reading: February 17, 2022  
Second Reading: March 24, 2022



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**Bias Hate Crimes and Bias-Related Acts**

Jan 22

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[See **POLICY ALERT No. 226**]

## 8465 **BIAS HATE CRIMES AND BIAS-RELATED ACTS**

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. **Bias Hate** crimes and bias-related acts involving students can lead to further violence and retaliation. **Bias Hate** crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The School district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of **bias hate** crimes and bias-related acts.

### Definitions

A "**bias hate crime**" **means** is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race;; color;; **religion; gender; disability;; religion;** sexual orientation;; **gender identity or expression; national origin;** or ethnicity.

A "bias-related act" **means** is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial;; gender;; disability;; religion; ~~or~~ sexual orientation;; **gender identity or expression; national origin;** or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All **bias hate** crimes are also bias-related acts, but not all bias-related acts will constitute a **bias hate** crime.

### Required Actions

**School employees shall immediately notify the Principal and the Superintendent or designee when in the** ~~Whenever any school employee in the~~ course of ~~their his/her~~ employment **they** develops reason to believe that ~~(1) a bias hate crime or bias-related act~~ has been committed or is about to be committed **in accordance with N.J.A.C. 6A:16-6.3(e).** ~~on school property, or has been or is about to be committed by any student, whether on or off school property, and whether or not such offense was or is about to be committed during operating~~



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## **Bias Hate Crimes and Bias-Related Acts**

~~school hours, or (2) a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours, the school employee shall immediately notify the Building Principal and Superintendent, who in turn,~~

**The Superintendent or designee shall promptly notify the \_\_\_\_\_ local pPolice dDepartment and the bBias iInvestigation oOfficer for the county prosecutor's office when a bias crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e)1.**

~~The Principal and the Superintendent or designee shall immediately notify the \_\_\_\_\_ local pPolice dDepartment and the bias investigation officer for the county prosecutor's office immediately where~~ if there is reason to believe that a **bias hate crime or bias-related act** that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened **in accordance with N.J.A.C. 6A:16-6.3(e)2.**

~~Whenever any school employee in the course of his/her employment has reason to believe that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such bias-related act was or is to be committed during operating school hours, the school employee should immediately notify the Building Principal and Superintendent, who in turn should promptly notify the \_\_\_\_\_ Police Department.~~

~~In deciding whether to refer the matter of a bias-related act to the \_\_\_\_\_ Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public. The Building Principal and Superintendent should also consider the possibility that the suspected bias-related act could escalate or result in some form of retaliation which might occur within or outside school property.~~



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## **Bias Hate Crimes and Bias-Related Acts**

It is understood a referral to the \_\_\_\_\_ **local pPolice dDepartment** or county prosecutor's office **pursuant to the Memorandum of Agreement between Education and Law Enforcement Officials** is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected **bias hate** crime or bias-related act occurring on school **grounds property** and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected **bias hate** crime or bias-related act pending the arrival of the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office. The school officials, **where when** feasible, will cover or conceal such evidence until the arrival of the \_\_\_\_\_ **local pPolice dDepartment** or county prosecutor's office.

N.J.S.A. 2C:16-1

N.J.A.C. 6A:16-6.1 ~~et seq.~~; **6A:16-6.2**; 6A:16-6.3(e)

State Memorandum of Agreement approved by the Department of Law & Public Safety and the Department of Education

Revised (First Reading): February 17, 2022

Revised (Second Reading): March 24, 2022



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**Bias Hate Crimes and Bias-Related Acts**

Jan 22

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[See **POLICY ALERT No. 226**]

## R 8465 **BIAS HATE CRIMES AND BIAS-RELATED ACTS**

### A. Definitions

1. A **bias hate** crime **means** is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race;; color;; **religion**; gender;; disability;; ~~religion~~; sexual orientation;; **gender identity or expression**; **national origin**; or ethnicity.
2. A bias-related act **means** is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial;; gender;; disability;; religion;; sexual orientation;; **gender identity or expression**; **national origin**; or ethnic prejudice. A bias-related act need not involve **conduct an** ~~act~~ that constitutes a criminal offense.
3. All **bias hate** crimes are also bias-related acts, but not all bias-related acts will constitute a **bias hate** crime.

### B. Procedure For Reporting **Bias Hate Crimes and Bias-Related Acts**

1. A school employee **shall immediately** ~~will~~ notify the ~~Building Principal and the Superintendent or designee when whenever~~ ~~the school employee,~~ in the course of ~~their~~ ~~his/her~~ employment, **they** develops reason to believe that:
  - a. A **bias hate**crime or a **bias-related act** has been committed or is about to be committed on school **grounds** ~~property~~; or
  - b. A **bias hate**crime or a **bias-related act** has been or is about to be committed by ~~any~~ student, ~~whether~~ on or off school **grounds**, ~~property~~ and whether ~~or not~~ such offense was or is ~~about~~ to be committed during operating school hours; or
  - c. ~~That~~ **Aa** student enrolled in the school has been or is about to become the victim of a **bias hate** crime or **bias-related act**, ~~whether committed~~ on or off school **grounds**, ~~property~~ or during **operating** school hours.



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**Bias Hate Crimes and Bias-Related Acts**

2. The ~~Superintendent or designee Building Principal~~ shall ~~promptly~~ will notify the ~~Superintendent, the~~ \_\_\_\_\_ ~~local pPolice dDepartment~~ and the ~~bBias iInvestigation oOfficer~~ for the county prosecutor's office **when a bias crime or bias-related act has been committed or is about to be committed on school grounds, or has been or is about to be committed by a student on or off school grounds, and whether such offense was or is to be committed during operating school hours, or a student enrolled in the school has been or is about to become the victim of a bias crime or bias-related act on or off school grounds, or during operating school hours.**
3. The ~~Principal and the~~ Superintendent or designee shall **immediately** notify the \_\_\_\_\_ ~~local pPolice dDepartment~~ and the **bias investigation officer** for the county prosecutor's office ~~immediately~~ where if there is reason to believe that a ~~bias hate crime or bias-related act~~ that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened.

## ~~C. Procedure For Reporting Bias Incidents~~

- ~~1. A school employee should immediately notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:~~
  - ~~a. A bias-related act has been committed or is about to be committed on school property; or~~
  - ~~b. A bias-related act has been or is about to be committed by any student, whether on or off school property and whether or not such bias-related act was or is to be committed during school hours.~~
2. The Building Principal will notify the Superintendent and the \_\_\_\_\_ Police Department.



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**Bias Hate Crimes and Bias-Related Acts**

3. ~~In deciding whether to refer the matter of a bias-related act to the \_\_\_\_\_ Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider:~~
  - a. ~~The nature and seriousness of the conduct; and~~
  - b. ~~The risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public.~~
4. ~~The Building Principal will consult with the Superintendent and should consider:~~
  - a. ~~That the police department or the county prosecutor's office may possess, or have access to, other information that could put the suspected bias-related act in proper context, which could shed light on the motivation for the act or some other unsolved hate crime; and~~
  - b. ~~The possibility that the suspected incident could escalate or result in some form of retaliation that might occur within or outside school property.~~

## **CØ. Nature of Referral**

1. The mandatory referral for suspected or committed **bias hate crimes and the presumptive referral for suspected or committed bias-related acts as described in N.J.A.C. 6A:16-6.3(e) and this the R**egulation is only a request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.
2. ~~Any referral in accordance with this regulation is not an accusation or formal charge.~~
3. ~~Any referral pursuant to this regulation is predicated on the basis of reasonable suspicion, which is less than probable cause, less than the proof sufficient to sustain an adjudication of delinquency or a finding of guilt in a court of law and less than the proof sufficient to justify the imposition of school discipline.~~





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**Bias Hate Crimes and Bias-Related Acts**

4. ~~All doubts by school officials should be resolved in favor of referring a matter to the \_\_\_\_\_ Police Department or the county prosecutor's office.~~

## **DE. Concurrent Jurisdiction**

1. Unless the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office request otherwise, ~~the school officials district~~ may continue to investigate a suspected **bias hate** crime or bias-related act occurring on school **grounds property** and may take such actions as necessary and appropriate to redress and remediate any such acts.
2. ~~The Sschool~~ officials will **immediately** discontinue **any ongoing school the in-school** investigation if the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.
  - a. **Upon notice provided in D.2. above, school officials will take no further action without providing notice to and receiving the assent of the local police department or the county prosecutor's office.**

## **EF. Preservation of Evidence**

1. School officials will secure and preserve any such graffiti or other evidence of a suspected **bias hate** crime or bias-related act pending the arrival of the \_\_\_\_\_ **local pPolice dDepartment** or the county prosecutor's office.
2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the \_\_\_\_\_ **local pPolice dDepartment** or county prosecutor's office in a manner designed to minimize the harm and continued exposure to students by such evidence, ~~but that will not permanently damage or destroy such evidence or otherwise limit its utility in an ongoing investigation or prosecution.~~



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**Bias Hate Crimes and Bias-Related Acts**

3. The \_\_\_\_\_ Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school district's earliest opportunity.

Revised (First Reading): February 17, 2022

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[See POLICY ALERT No. 226]

## 9560 ADMINISTRATION OF SCHOOL SURVEYS

The Board of Education believes the administration of school surveys may be necessary and valuable to the educational program in the school district. The Board recognizes certain student information is personal and some students or parents may not want this information shared with the school district. Therefore, the Board shall ensure school surveys are administered in accordance with N.J.S.A. 18A:36-34 and 18A:36-34.1 and this Policy.

### A. School Surveys, Certain, Parental Consent Required Before Administration – N.J.S.A. 18A:36-34

1. Unless the school district receives prior written informed consent from a student's parent and provides for a copy of the document to be available for viewing at convenient locations and time periods, the school district shall not administer to a student any academic or nonacademic survey, assessment, analysis, or evaluation which reveals information concerning:
  - a. Political affiliations;
  - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
  - c. Sexual behavior and attitudes;
  - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
  - e. Critical appraisals of other individuals with whom a respondent has a close family relationship;
  - f. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;



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Administration of School Surveys

- g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program; or
    - h. Social security number.
  - 2. The school district shall request prior written informed consent at least two weeks prior to the administration of the survey, assessment, analysis, or evaluation.
  - 3. A student shall not participate in any survey, assessment, analysis, or evaluation that concerns the issues listed in A.1. above and N.J.S.A. 18A:36-34.a. unless the school district has obtained prior written informed consent from the student's parent.
- B. Voluntary Survey for Students with Prior Parental Written Notification – N.J.S.A. 18A:36-34.1
  - 1. In accordance with N.J.S.A. 18A:36-34.1 and notwithstanding, N.J.S.A. 18A:36-34 and A. above, or any other law, rule, or regulation to the contrary, if the school district sends prior written notification to the parent of the student, the school district may administer an anonymous, voluntary survey, assessment, analysis, or evaluation to the student which reveals information concerning any of the following issues:
    - a. Use of alcohol, tobacco, drugs, and vaping;
    - b. Sexual behavior and attitudes;
    - c. Behaviors that may contribute to intentional or unintentional injuries or violence; or
    - d. Physical activity and nutrition-related behaviors.



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Administration of School Surveys

2. Written notification provided by the school district to the parent of the student shall be delivered to the parent by regular mail, electronic mail, or a written acknowledgement form to be delivered by the student at least two weeks prior to administration of the survey, assessment, analysis, or evaluation. Written notification shall contain, at minimum, the following information:
  - a. A description of the survey, assessment, analysis, or evaluation;
  - b. The purpose for which the survey, assessment, analysis, or evaluation is needed;
  - c. The entities and persons that will have access to the information generated by the survey, assessment, analysis, or evaluation;
  - d. Specific instruction as to when and where the survey, assessment, analysis, or evaluation will be available for parental review prior to its administration;
  - e. The method by which the parent can deny permission to administer the survey, assessment, analysis, or evaluation to the student; a form specifically providing for such denial shall be included with this notice;
  - f. The names and contact information of persons to whom questions can be directed; and
  - g. A statement advising that failure to respond indicates approval of participation in the survey, assessment, analysis, or evaluation.
3. Information obtained through a survey, assessment, analysis, or evaluation administered to a student in accordance with N.J.S.A. 18A:36-34.1 and B. above, shall be submitted to the New Jersey Department of Education and the New Jersey Department of Health. Information may be used to develop public health initiatives and prevention programs. Information shall not be used for marketing or other commercial purposes that are not related to student health.



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C. Violations – N.J.S.A. 18A:36-34.d.

A violation by the school district of N.J.S.A. 18A:36-34; 18A:36-34.1, and this Policy shall be subject to such monetary penalties as determined by the New Jersey Commissioner of Education.

D. Compliance with Federal Law

In addition to compliance with the provisions of N.J.S.A. 18A:36-34, 18A:36-34.1, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment before students are required to participate in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or part by a program of the United States Department of Education that concerns one or more of the areas outlined in Policy 2415.05.

N.J.S.A. 18A:36-34; 18A:36-34.1

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Revised (Second Reading): March 24, 2022



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TEACHING STAFF MEMBERS

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Political Activities

Jan 22

[See POLICY ALERT No. 226]

## 3233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. **However,** ~~t~~The Board prohibits the use of school **grounds premises** and school time, ~~however,~~ for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school **grounds premises** unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school **grounds premises** nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school **grounds premises**;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day **on in a** school **grounds facility** that **are is** used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of students while on school **grounds property**, which **activity** is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

**In accordance with N.J.S.A. 18A:6-8.1., a A teaching** ~~certificated~~ staff member employed by this district who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school district duties, without loss of pay, during the periods of **the teaching staff member's his/her** attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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**In accordance with N.J.S.A. 18A:6-8.2., a ~~A teaching certified~~ staff member employed by this district who is a member of the Board of **County Commissioners** ~~Chosen Freeholders~~ of any county of New Jersey shall be entitled to time off from **the teaching staff member's** ~~his/her~~ duties, without pay, during the periods of **the teaching staff member's** ~~his/her~~ attendance at regular or special meetings of the Board of **County Commissioners** and of any committee thereof and at such other times as **the teaching staff member** ~~he/she~~ shall be engaged in performing the necessary functions and duties of **the teaching staff member's** ~~his/her~~ office as a member of the Board of **County Commissioners**.**

No other teaching staff member who holds elective or appointive office is ~~so~~ entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this ~~P~~olicy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of student elections, or the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a **teaching** staff member or a student.

~~N.J.S.A. 11:17-2~~

N.J.S.A. 18A:6-8.1.; 18A:6-8.2.; 18A:6-8.4.; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division  
A-2528-98T5

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[See POLICY ALERT No. 226] - NEW

**[MANDATED FOR SCHOOL DISTRICTS WITH A MIDDLE SCHOOL  
AND/OR HIGH SCHOOL AND OPTIONAL FOR SCHOOL DISTRICTS  
WITH ONLY AN ELEMENTARY SCHOOL(S)]**

## 5541 ANTI-HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to one high school; one middle school; and 2 elementary schools in the school district.

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;



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4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.



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Anti-Hazing

The Superintendent or designee shall report to local law enforcement any hazing incident that rises to the level of mandatory reporting under the “Uniform Memorandum of Agreement Between Education Officials and Law Enforcement Officials” or any other agreement between local law enforcement and the school district pursuant to N.J.A.C. 6A:16-5.1(b).

Hazing that involves the participation of a coach, teacher, or other adult may constitute child abuse and shall be addressed in accordance with N.J.S.A. 18A:36-25 and Policy and Regulation 8462.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation. In accordance with N.J.S.A. 18A:37-32.3 appropriate penalties for a violation of this Policy may include, but are not limited to:

1. Withholding of diplomas or transcripts pending compliance with the rules;
2. Rescission of permission for the organization or group whose student member(s) are being penalized under this Policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and
3. The imposition of probation, suspension, dismissal, or expulsion of a student member(s).

Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.

The school district shall ensure that students are informed of this Policy, including the rules, penalties, and program of enforcement under this Policy. This Policy shall be posted on the school district’s publicly accessible Internet website.

N.J.S.A. 18A:36-25; 18A:37-13.2; 18A:37-14 et seq.; 18A:37-32.2;  
18A:37-32.3  
N.J.A.C. 6A:16-5.1

First Reading: February 17, 2022

Second Reading: March 24, 2022



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[See POLICY ALERT No. 222]

## 0164.6 REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY

### A. Purpose – N.J.A.C. 5:39-1.1

1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.
2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.

### B. Definitions – N.J.A.C. 5:39-1.2

For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.

"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.



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"Board" or "Board of Education" means a Board of Education or a Board of Trustees of a charter school as defined as a "local public body" or "public body" as per N.J.A.C. 5:39-1.2.

"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.

"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.

"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.

"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.

"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.

"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.

"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific



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public business of that body. Meeting does not mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.

"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.

- C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3
1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.
  2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
    - a. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.



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3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.
- D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4
1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.
    - a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty public participants (beyond those persons required to conduct business at the meeting).
  2. Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
    - a. If an electronic communications platform or Internet-accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial-in by telephone to listen and provide public comment as otherwise required by law.
    - b. The Board **shall** require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.



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3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.
  - a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting in both audio and video capacities.
  - b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.
4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.
  - a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.
5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.
  - a. If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.
  - b. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.





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6. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.
  - a. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the **Business Administrator/Board Secretary** by electronic mail and in written letter form by a reasonable deadline.
  - b. The Board shall **not accept** text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.
  - c. The Board shall impose a reasonable time limit, where permitted by law, of **three** minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.
7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.



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- a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.
  - b. A telephonic audio conference call line must have a queueing or similar function for regulating public comment.
8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.
- a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.
  - b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
  - c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:
    - (1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;



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- (2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.
    - (a) Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.
  - (3) A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public are allowed to proceed with their questions or comments.
    - (a) If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
9. Electronic communications platforms and Internet-accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through a SOC2 audit report.



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- a. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.
- E. Notice of Remote Public Meetings; Statement in Minutes – N.J.A.C. 5:39-1.5
- 1. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
  - 2. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and E.3. below.
    - a. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above, and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.
      - (1) If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.
      - (2) Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in-person. The notice must be viewable from the outside.



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3. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:
  - a. Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or
  - b. Requiring decision during the remote public meeting due to imminent time constraints.
4. Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.
5. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.
  - a. In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.
  - b. If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.



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- c. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.
  - (1) Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.
- 6. If a previously scheduled Board meeting was to allow public attendance without a public health-related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.
- 7. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:
  - a. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;
  - b. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:
    - (1) Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or



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- (2) Requiring decision during the remote public meeting due to imminent time constraints; or
- c. That adequate notice and electronic notice was not provided, in which case such announcement shall state:
  - (1) The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
  - (2) That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;
  - (3) The time, place, and manner in which notice of the meeting was provided; and
  - (4) Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.
- 8. Where the Board is required by law to provide a meeting agenda, or otherwise provides a meeting agenda by practice at its regularly scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.



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- a. The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.

## F. Executive or Closed Session During Remote Public Meetings

1. A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.
  - a. A separate non-public conference line or e-platform session may be employed for this purpose.
2. The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.
3. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality.
4. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".
5. As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.

N.J.A.C. 5:39-1.1 et seq.

Revised (First Reading): February 17, 2022

Revised (Second Reading): March 24, 2022





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[See POLICY ALERT Nos. 186, 205, 208, 209, 211, and 226]

## 5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation in accordance with N.J.A.C. 6A:8-5.1 et seq. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma and has met the requirements for graduation.

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction, which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2 and A.1.b. below.

### A. High School Graduation Requirements – N.J.A.C. 6A:8-5.1

1. For a State-endorsed diploma, the Board shall develop, adopt, and implement graduation requirements that prepare students for success in post-secondary degree programs, careers, and civic life in the 21<sup>st</sup> century, and that include the following:
  - a. A graduating student must have earned a minimum of **140** credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS), including, but not limited to, the following credits:
    - (1) At least twenty credits in English language arts aligned to grade nine through twelve standards;
    - (2) At least fifteen credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers;



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- (3) At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;
  - (4) At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
  - (5) At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;
  - (6) At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
  - (7) At least five credits in visual and performing arts;
  - (8) At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2) and A.1.b.(2)(b) below;
  - (9) Technological literacy, consistent with the NJSLs, integrated throughout the curriculum;
  - (10) At least five credits in 21<sup>st</sup> century life and careers, or career-technical education; and
  - (11) Electives as determined by the high school program sufficient to total a minimum of **140** credits.
- b. The 120-credit requirement set forth in N.J.A.C. 6A:8-5.1(a)1. and in A.1.a. above may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of individualized learning opportunities, as follows:



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- (1) The district shall establish a process to approve individualized student learning opportunities that meet or exceed the NJSLS.
  - (a) Individualized student learning opportunities in all NJSLS areas include, but are not limited to, the following:
    - (i) Independent study;
    - (ii) Online learning;
    - (iii) Study abroad programs;
    - (iv) Student exchange programs; and
    - (v) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
  - (b) Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJSLS shall:
    - (i) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
    - (ii) Include demonstration of student competency;
    - (iii) Be certified for completion based on the district process adopted according to N.J.A.C. 6A:8-5.1(a)2.ii. and A.1.b.(2) below; and
    - (iv) Be on file in the school district and subject to review by the Commissioner of Education or designee.



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- (c) Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJSLS shall be permitted and shall be approved in the same manner as other approved courses.
- (2) The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLS at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated at N.J.A.C. 6A:8-5.1(a)2 and A.1.b. above. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
  - (a) The district shall choose assessments that are aligned with or exceed the NJSLS and may include locally designed assessments.
  - (b) The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS:
    - (i) The Standards-based Measurement of Proficiency (STAMP) online assessment;
    - (ii) The ACTFL Oral Proficiency Interview (OPI) or the Modified Oral Proficiency Interview (MOPI); or
    - (iii) New Jersey Department of Education-approved locally designed competency-based assessments.



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- (3) The district shall establish a process to approve post-secondary learning opportunities that may consist of Advanced Placement (AP) courses, College-Level Examination Program (CLEP), or concurrent/dual enrollment at accredited higher education institutions.
  - (a) The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS.
- c. Local student attendance requirements, **as indicated in Policy and Regulation 5200**
- d. Other requirements established by the Board of Education as indicated below:
  - 40 hours of Community Service;**
  - Any Statewide Assessment or graduation requirements as determined by the NJDOE;**
- e. Any statutorily mandated requirements for earning a high school diploma;
- f. **The requirement that all students demonstrate proficiency by achieving a passing score on the English Language Arts (ELA) and mathematics components of the State graduation proficiency test or through the alternative means at N.J.A.C. 6A:8-5.1(h) and A.7. below, if applicable, or for students who take the State graduation proficiency test but do not achieve a passing score through the alternative means set forth at N.J.A.C. 6A:8-5.1(g) and (i) and A.6. and A.8. below:**
  - (1) **Students in the graduating classes of 2019, 2020, 2021, and 2022 shall be required to demonstrate proficiency by achieving a passing score on the high school end-of-course PARCC assessments in ELA 10 and Algebra I or through alternative means set forth at N.J.A.C. 6A:8-5.1(f), (h), and (i) and A.5., A.7., and A.8. below.**



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- g. For students who have not demonstrated proficiency on the ELA and/or mathematics components of the State graduation proficiency test, the opportunity for the following will be provided:**
- (1) Remediation, pursuant to N.J.S.A. 18A:7C-3.; and**
  - (2) One or more additional opportunities to demonstrate proficiency on the State graduation proficiency test, pursuant to N.J.S.A. 18A:7C-6.**
- ~~h. Students graduating from an adult high school shall demonstrate proficiency in the ELA and mathematics components of the State graduation proficiency test, or through alternative means set forth at N.J.A.C. 6A:8-5.1(f) through (i) and A.5. through A.8. below.~~
- 2. In the development of Personalized Student Learning Plans according to N.J.A.C. 6A:8-3.2(a), the district shall actively encourage all students who have otherwise met the requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a)1 through 3 and A.1.a. through A.1.c. above, to include in their programs of study the following additional credits:**
- a. Five credits in mathematics during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers;**
  - b. Five credits in a laboratory science during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers;**
  - c. Five credits in social studies during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers; and**
  - d. Five credits in world languages during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21<sup>st</sup> century careers.**
- 3. The district shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through Quality Single Accountability Continuum (QSAC) and**



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update the district's filed copy each time the graduation policy is revised.

4. The district shall provide each student entering high school and their parents with a copy of the district's requirements for a State-endorsed diploma and the programs available to assist students in attaining a State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.
5. **To ensure adequate transition to the new Statewide assessment systems, the district shall provide students in the graduating classes of 2018, 2019, 2020, 2021, and 2022 who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate competence through one of the alternative means set forth below:**
  - a. **For the graduating classes of 2018, 2019, 2020, 2021, and 2022, students who did not take the ELA 10 and the Algebra I end-of-course PARCC assessment or who take but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, may satisfy the State requirement to demonstrate proficiency in English language arts and/or mathematics in one of the following ways:**
    - (1) **Achieve a passing score, as determined by the Commissioner of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or**
    - (2) **Meet the criteria of the portfolio appeals process.**
6. **For students in the graduating classes of 2023, 2024, and 2025, the alternative means referenced at N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above shall be as follows:**
  - a. **Achieve a passing score, as determined by the Commissioner of Education and approved by the New Jersey State Board of Education, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable; and/or**



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**b. Demonstrate proficiency through the portfolio appeals process, pursuant to N.J.S.A. 18A:7C-3.**

7. All English language learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a New Jersey Department of Education-approved, English fluency assessment.
8. Students, including students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities, are not required to participate in repeated administrations of high school assessment components required at N.J.A.C. 6A:8-4.1(c).
9. For students in the graduating classes of 2019, 2020, 2021, and 2022, the New Jersey Department of Education (NJDOE) shall consider high school end-of-course State assessments to be equivalent to the corresponding high school end-of-course PARCC assessments.

**B. High School Diplomas – N.J.A.C. 6A:8-5.2**

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with N.J.A.C. 6A:8-5.1(a), (c), or N.J.A.C. 6A:8-5.2(d) and A.1 above, C.1. below, or B.4. below.
2. The Board shall not issue a high school diploma to any student not meeting the criteria specified in the rule provisions referenced in B.1. above.
  - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.
  - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements but has failed to pass the State proficiency test to demonstrate proficiency through





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alternative means as set forth at N.J.A.C. 6A:8-5.1(a)6 through N.J.A.C. 6A:8-5.1(i) and in A.1.f. through A.8. above, as applicable, pursuant to the standards applicable to the student's graduating class. Students in graduating classes prior to 2018 shall demonstrate proficiency as set forth for the classes of 2018 through 2022 at N.J.A.C. 6A:8-5.1(f)1 and A.5.a. above. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8 and this Policy, a State-endorsed diploma shall be granted by the high school of record.

3. Pursuant to N.J.A.C. 6A:20-1.4, the Commissioner of Education shall award a State-issued high school diploma based on achieving the Statewide standard score on the General Education Development test (GED) or other adult education assessments to individuals age sixteen or older who are no longer enrolled in school and have not achieved a high school credential.
4. The Commissioner of Education shall award a State-issued high school diploma to individuals age sixteen or older and no longer enrolled in high school based on official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education. Included in the thirty general education credits must be a minimum of fifteen credits with at least three credits in each of the five general education categories as follows: English; mathematics; science; social science; and the humanities.
5. The Board shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:
  - a. Has demonstrated proficiency in the State graduation proficiency test, pursuant to N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above, or as set forth at N.J.A.C. 6A:8-5.1(g) and A.6. above:
    - (1) The Board shall award a State-endorsed high school diploma to any currently enrolled student in the graduating classes of 2019, 2020, 2021, and 2022 who has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f) and in A.5. above;



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- b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
    - c. Has formally requested such early award of a State-endorsed high school diploma.
  - 6. Pursuant to N.J.S.A. 18A:7C-7 and 18A:7E-3, the Superintendent shall report annually to the Board at a public meeting not later than September 30, and to the Commissioner of Education:
    - a. The total number of students graduated;
    - b. The number of students graduated under the substitute competency test process;
    - c. The number of students graduated under the portfolio appeals process;
    - d. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEP);
    - e. The total number of students denied graduation from the twelfth grade class; and
    - f. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, the State graduation proficiency test, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.
- C. Students with Disabilities – N.J.A.C. 6A:8-5.1(c) and N.J.A.C. 6A:14-4.11
  - 1. Through the IEP process set forth at N.J.A.C. 6A:14-3.7 and pursuant to N.J.A.C. 6A:14-4.11, the Board may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined at N.J.A.C. 6A:14-1.3.
    - a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.



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- b. The district shall develop and implement procedures for assessing whether a student has met the specified alternate requirements for graduation individually determined in an IEP.
  2. The IEP of a student with a disability who enters a high school program shall specifically address the graduation requirements. The student shall meet the high school graduation requirements pursuant to N.J.A.C. 6A:8-5.1 and A. above, except as specified in the student's IEP. The IEP shall specify which requirements would qualify the student with a disability for the State-endorsed diploma issued by the Board responsible for the student's education.
  3. **Graduation with a State-endorsed diploma is a change of placement that requires written notice pursuant to N.J.A.C. 6A:14-2.3(f) and (g).**
    - a. **As part of the written notice, the parent shall be provided with a copy of the procedural safeguards statement published by the NJDOE.**
    - b. **As with any proposal to change the educational program or placement of a student with a disability, the parent may resolve a disagreement with the proposal to graduate the student by requesting mediation or a due process hearing prior to graduation.**
    - c. **In accordance with N.J.A.C. 6A:14-3.8(d), a reevaluation shall not be required.**
    - d. When a student graduates or exceeds the age of eligibility, the student shall be provided a written summary of their academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which the student exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting their postsecondary goals.
  4. If a student attends a school other than that of the school district of residence that is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.



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- a. If the school the student is attending declines to issue a diploma to the student, the Board of the school district of residence shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
- 5. If the Board grants an elementary school diploma, a student with a disability who fulfills the requirements of their IEP shall qualify for and receive a diploma.
- 6. Students with disabilities who meet the standards for graduation according to N.J.A.C. 6A:14-4.11 and C. of this Policy shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

## **D. State Seal of Biliteracy – N.J.A.C. 6A:8-5.3**

- 1. **The Board may award a State Seal of Biliteracy to any student who has met all requirements in N.J.A.C. 6A:8-5.2 and B. above and demonstrates proficiency in the following:**
  - a. **One or more world languages via an approved assessment pursuant to N.J.A.C. 6A:8-5.3(f) and D.6. below during the student's next to last or final year of high school; and**
    - (1) **Pursuant to N.J.S.A. 18A:7C-15, a foreign language other than English also shall include, but not be limited to, American Sign Language, Latin, and Native American languages.**
  - b. **English language arts as set forth in N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above.**
- 2. **A Board that chooses to award the State Seal of Biliteracy shall incorporate the process into the developed, adopted, and implemented Policy 5460 – High School Graduation pursuant to N.J.A.C. 6A:8-5.1(a) and A.1. above, denoting participation in the voluntary program. A Board choosing to participate shall submit, in accordance with N.J.A.C. 6A:8-5.1(d) and A.3. above, a copy of Policy 5460 – High School Graduation that reflects the option for students to participate in the State Seal of Biliteracy.**



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3. The Board of Education shall pay the costs for related assessments and transcript insignias.
4. The Board of Education shall do the following:
  - a. Provide the NJDOE with information regarding students who qualify for the State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3(a) and D.1. above;
  - b. Present each student who qualifies pursuant to D.1. above with a New Jersey Department of Education-issued certificate;
  - c. Include the Commissioner of Education-developed insignia on the student's transcript; and
  - d. Maintain appropriate records to identify students who have earned the State Seal of Biliteracy.
5. The Board shall not award a State Seal of Biliteracy to any student who does not meet the criteria in N.J.A.C. 6A:8-5.3(a) and D.1. above and shall not include the Commissioner of Education-developed insignia on the student's transcript.
6. A list of New Jersey Department of Education-approved, nationally recognized assessments and the Statewide scores necessary for a student to satisfy requirements for the State Seal of Biliteracy shall be set by a resolution approved by the New Jersey State Board of Education.
  - a. If an approved assessment, pursuant to N.J.A.C. 6A:8-5.3(f) and D.6. above, does not exist for a particular language, the Board may administer a NJDOE-approved, locally designed proficiency-based assessment.

N.J.S.A. 18A:7C-3; 18A:7C-5; 18A:7C-6, 18A:7C-7; 18A:7C-15; 18A:7E-3  
18A:35-1; 18A:35-2; 18A:35-5; 18A:35-7; 18A:35-8  
N.J.A.C. 6A:8-1.3; 6A:8-5.1 et seq.; 6A:14-1.3; 6A:14-2.3; 6A:14-3.7  
6A:14-3.8; 6A:14-4.11; 6A:20-1.4

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