

May 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	-	\$33,196.00
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	-	\$25,197.77

INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT is made as of April 25, 2022 (“hereinafter, “Agreement”) by and between Fun Fit Therapy, LLC, a New Jersey limited liability company having an address at 305 Rocky Top Road, Morganville, New Jersey 07751, ptdara@aol.com (hereinafter, “FFT”), and the Hasbrouck Heights Board of Education, having an address at 379 Boulevard, Hasbrouck Heights, New Jersey 07604 (hereinafter, “HHBOE”).

In consideration of the mutual terms and conditions hereinafter set forth, FFT and HHBOE hereby agree as follows:

1. FFT will provide HHBOE with Physical Therapy Evaluations services and Physical Therapy services on an “as needed” basis (individually and collectively, the “Services”). The Services will be provided under the supervision of Dara Hochstadter, a New Jersey State Licensed Physical Therapist, and other New Jersey Licensed Physical Therapists, as applicable, under her direction and supervision. The Services will be in effect from July 1, 2022 through June 30, 2023, unless terminated earlier in accordance with the terms of this Agreement. It is expressly agreed and understood that FFT shall not have the right to be assigned to any particular student(s).

2. According to this Agreement, FFT shall provide specialized services under the terms and conditions specified herein: each Physical Therapist will be using a New Jersey State License. Each Physical Therapist will provide related services, therapies or child study team services as prescribed under state law (N.J.A.C.6:28) and federal law (P.L. 94-142, P.L. 99-457 and Section 504 of the Rehabilitation Act), in accordance with the recommendations, goals and objectives as specified in each students’ Individual Education Plan(IEP). In addition, each Physical Therapist may be required to provide evaluations, consultations, and screening services as part of his/her responsibilities as may be required by the District in writing.

3. FFT agrees to fully adhere to the terms of this Agreement, for which it will be paid a fee in the following manner:

Evaluations/Re-Evaluations (including documentation) “As Needed”:

- \$325.00 per evaluation/reevaluation within district
- \$350.00 per evaluation/re-evaluation out of district

- Annual Reviews at a rate of \$95.00
- IEP Meeting rate \$47.50 per half hour
- HHBOE will be billed for one fifteen minute documentation unit for a therapist working from one to four hours. HHBOE will be billed for two fifteen minute documentation units for a therapist working four or more hours.
- School based thirty minute treatment sessions at \$47.50
- Home based sessions to be provided at a rate of \$125.00 per 60 minutes.
- Quarterly documentation notes to be billed for 60 minutes at a rate of \$95.00 and completed 4 times a year.
- In the event that the service provider(s) must travel between locations after arriving at work on a given date, billable hours will include transportation time from one location to another.
- If only one (1) student per building is seen, a minimum of one (1) hour will be billed unless time exceeds (1) hour.

FFT shall be paid a fee on a monthly basis upon submission of an invoice of services provided by FFT to HHBOE. FFT shall provide HHBOE with a timesheet and an itemized bill with students serviced at that time indicating all hours worked. HHBOE shall pay all FFT invoices within thirty (30) days of submission.

4. This Agreement may only be amended by mutual consent and upon signature of both parties. However, any consent, waiver, approval or authorization shall be effective if signed by the party granting or making such consent, waiver, approval or authorization.

5. In the event of any dispute between the parties concerning this Agreement, this Agreement shall be construed in accordance with the laws of the State of New Jersey and adjudicated in the courts located in the State of New Jersey, without regard to conflicts of law principles.

6. This Agreement may be executed in any number of original counterparts, all of which evidence only one agreement, and only one of which need be produced for any purpose.

7. Any notice, demand, consent, authorization or other communication (collectively a "Notice") which either party is required or may desire to give to or make upon the other party pursuant to this Agreement shall be effective and valid only if in writing, signed by the party giving such Notice, and delivered by express courier or delivery service or by registered or certified mail of the United States Postal Service, return receipt requested, addressed to the other party at the addresses set forth on the first page hereof (or to such other address or person as either party or person entitled to Notice may by Notice to the other specify). Unless otherwise specified, Notices shall be deemed given when received, but if delivery is not accepted, on the earlier of the

date delivery is refused or the third day after the same is deposited with the United States Postal Service. Further, facsimile signatures, as well as PDF/scans/emails shall be deemed originals.

8. The invalidation or unenforceability in any particular circumstance of any of the provisions of this Agreement shall in no way affect any of the other provisions hereof, which shall remain in full force and effect.

9. FFT shall maintain liability insurance in the amount of \$1,000,000/\$2,000,000 per occurrence for the life of this agreement. Said insurance shall name the District as an additional insured.

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Acknowledged and Agreed:

Hasbrouck Heights Board of Education

Fun Fit Therapy, LLC

By: _____

(Signature)

(Date)

By: _____

(Signature)

(Printed Name) Dara Hochstadter, PT, MSPT

(Date)

Service Agreement

Date: 5/5/2022

Dr. Cabezas
Director of Special Services
Hasbrouck Heights Board of Education
379 Blvd
Hasbrouck Heights, NJ

Phone #: 201-639-6901/201-393-8151

Fax #: 201-288-0289

E-mail: CABAZESCAM@HHSCHOOLS.ORG

The Valley Health System (hereunder referred to as "Provider"), will perform the following services for Hasbrouck Heights BOE (hereunder referred to as "Client"), at the corresponding prices listed below.

Services and prices:

10 PANEL UDS LOW CUTOFF W/ECSTASY SCREEN	\$116.00
10 PANEL UDS W/EXPANDED OPIATE, LOW THC, ECSTASY	\$126.00
UDS W/EXPANDED OPIATE, LOW THC, ECSTASY	\$130.00
UDS W/EXPANDED OPIATE, SYNTHETIC THC, ECSTASY, NICOTINE	\$145.00
LSD ADD ON	\$250.00
MESCULINE ADD ON TEST	\$250.00
COTININE (NICOTINE) TEST	\$ 42.00
BREATH ALCOHOL TEST	\$ 55.00
STUDENT EXAM FOR REASONABLE SUSPICION	\$ 65.00

Billing/Payment Terms:

The Client or its agent, will be invoiced for **work related injury treatment services** rendered. The Client agrees to make payment of such invoices within forty five (45) days from the date of the invoice. Should the Client require services not listed above, the Client shall be billed at the Provider's usual and customary fees for additional services rendered. The rates noted above cannot be discounted by the Client or any agent of the Client. Agents of the Client include, but are not limited to insurance companies, third party administrators (TPAs) and managed care organizations (MCOs).

Only the services listed above will be performed as noted above. Should the Client request services not listed above, the Client shall be billed at the Providers usual and customary fees for additional services rendered. The Client will be invoiced for **contract services** rendered. If a minimum number is noted for a particular service, you will be charged for the minimum if participation falls below the number stated above. The Client agrees to make payment from such invoices within thirty (30) days from the date of the invoice. Past due balances of 60 days or greater are subject to a late fee of 1.5% of the past due balance per month, with a \$5.00 minimum. There will be a \$25.00 fee on all returned checks or insufficient funds of any sort.

This agreement is not intended to create any relationship between the parties other than that of independent entities, contracted solely for the purposes expressed in this agreement. The jurisdiction governing the parties shall be that of the State of New Jersey. This agreement constitutes the sole agreement of the parties and supersedes any and all prior understandings, written or oral agreements between the parties with respect to its subject matter. This agreement will automatically renew one year from the origination date and each successive year thereafter unless either party gives written notice to the other.

Invoice Information:

Contact Person: _____

Company Name: _____

Address: _____

City ST Zip: _____

Phone # _____ Fax # _____ Email _____

15 Essex Road • Suite 206 • Paramus, NJ 07652 • 201-291-6126 • 201-291-6092 fax

AVEANNA HEALTHCARE

Schedule "A"
Services/Fee Schedule

Service	Standard Hourly Rate
BCBA-D	\$ 165.00
Master's Level BCBA	\$ 135.00
Behavior Specialist Consultants	\$ 90.00
Speech Language Pathologist	\$ 95.00
Occupational Therapist	\$ 85.00
Physical Therapist	\$ 95.00
School Psychologists	\$ 185.00
Master's Level Social Worker	\$ 70.00
Licensed Clinical Social Worker	\$ 65.00
Special Education Teacher	\$ 65.00
Long Term Substitute Teacher	\$ 65.00
ABA Therapist	\$ 40.00
Behavior Technician (BHT)	\$ 35.00
Para-Professional (DSP/ PCA)	\$ 40.00
1:1 RN	\$ 70.00
1:1 LPN	\$ 60.00
School Nurse RN	\$ 70.00
School Nurse LPN	\$ 60.00
Substitute Nurse RN	\$ 70.00
Substitute Nurse LPN	\$ 60.00
Classroom Nurse RN	\$ 70.00
Classroom Nurse LPN	\$ 60.00
Certified Nursing Assistant/ Home Health Aide	\$ 40.00
Transport Nurse	\$150.00 (up to 2 hours, then hourly rate)
Skilled Nursing Visit	\$150.00 (up to 2 hours, then hourly rate)

*Transport Employee: Nursing transportation services consist of an employee riding in a school sponsored vehicle with a single special needs student to accompany the student from home to school and school to home. No other nursing services are provided. Charges for this service will be based on a rate per trip with a maximum of two (2) hours for services rendered by RN or LPN. Services that exceed the initial two hours will be billed at the 1:1 RN or 1:1 LPN contract rate.

Billable hours include:

Hours that Student(s) is in school, including school-related activities such as field trips
Hours Spent Performing Tasks or Attending Sessions Related to Services as required by the
SCHOOL

INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT is made as of March 22, 2021 ("hereinafter, "Agreement") by and between CCL Therapy, LLC, a New Jersey limited liability company having an address at 206 Deerlea Lane, Boonton, NJ 07005, Boonton, New Jersey 07751, JWagner@CCL-Therapy.com (hereinafter, "CCL THERAPY"), and the Hasbrouck Heights Board of Education, having an address at 379 Boulevard, Hasbrouck Heights, New Jersey 07604 (hereinafter, "HHBOE").

In consideration of the mutual terms and conditions hereinafter set forth, CCL THERAPY and HHBOE hereby agree as follows:

1. CCL THERAPY will provide HHBOE with Occupational Therapy Evaluations services and Occupational Therapy services on an "as needed" basis (individually and collectively, the "Services"). The Services will be provided under the supervision of Jennifer Wagner, a New Jersey State Licensed Occupational Therapist, and other New Jersey Licensed Occupational Therapists, as applicable, under her direction and supervision. The Services will be in effect from July 1, 2022 through June 30, 2023, unless terminated earlier in accordance with the terms of this Agreement. It is expressly agreed and understood that CCL Therapy shall not have the right be assigned to any particular student(s).
2. According to this Agreement, CCL THERAPY shall provide specialized services under the terms and conditions specified herein: each Occupational Therapist will be using a New Jersey State License. Each Occupational Therapist will provide related services, therapies or child study team services as prescribed under state law (N.J.A.C.6:28) and federal law (P.L. 94-142, P.L. 99-457 and Section 504 of the Rehabilitation Act), in accordance with the recommendations, goals and objectives as specified in each students' Individual Education Plan(IEP). In addition, each Occupational Therapist may be required to provide evaluations, consultations, and screening services as part of his/her responsibilities as may be required by the District in writing.
3. CCL THERAPY agrees to fully adhere to the terms of this Agreement, for which it will be paid a fee in the following manner:

Evaluations/Re-Evaluations (including documentation) "As Needed":

- \$325.00 per evaluation/reevaluation within district.
- \$350.00 per evaluation/reevaluation out of district.
- Annual Reviews at a rate of \$95.00
- IEP Meeting rate \$47.50 per half hour
- HHBOE will be billed for one fifteen minute documentation unit for a therapist working from one to four hours. HHBOE will be billed for two fifteen minute

- documentation units for a therapist working four or more hours.
- School based thirty minute treatment sessions at \$47.50
- Home based sessions to be provided at a rate of \$105.00 per 60 minutes, \$80.00 per 45 minutes, and \$60.00 per 30 minutes.
- Quarterly documentation notes to be billed for 60 minutes at a rate of \$95.00 and completed 4 times a year.
- In the event that the service provider(s) must travel between locations after arriving at work on a given date, billable hours will include transportation time from one location to another.
- If only one (1) student per building is seen, a minimum of one (1) hour will be billed unless time exceeds (1) hour.

CCL THERAPY shall be paid a fee on a monthly basis upon submission of an invoice of services provided by CCL THERAPY to HHBOE. CCL THERAPY shall provide HHBOE with a time sheet and an itemized bill with students serviced at that time indicating all hours worked. HHBOE shall pay all CCL THERAPY invoices within thirty (30) days of submission.

4. This Agreement may only be amended by mutual consent and upon signature of both parties. However, any consent, waiver, approval or authorization shall be effective if signed by the party granting or making such consent, waiver, approval or authorization.

5. In the event of any dispute between the parties concerning this Agreement, this Agreement shall be construed in accordance with the laws of the State of New Jersey and adjudicated in the courts located in the State of New Jersey, without regard to conflicts of law principles.

6. This Agreement may be executed in any number of original counterparts, all of which evidence only one agreement, and only one of which need be produced for any purpose.

7. Any notice, demand, consent, authorization or other communication (collectively a "Notice") which either party is required or may desire to give to or make upon the other party pursuant to this Agreement shall be effective and valid only if in writing, signed by the party giving such Notice, and delivered by express courier or delivery service or by registered or certified mail of the United States Postal Service, return receipt requested, addressed to the other party at the addresses set forth on the first page hereof (or to such other address or person as either party or person entitled to Notice may by Notice to the other specify). Unless otherwise specified, Notices shall be deemed given when received, but if delivery is not accepted, on the earlier of the date delivery is refused or the third day after the same is deposited with the United States Postal Service. Further, facsimile signatures, as well as PDF/scans/emails shall be deemed originals.

8. The invalidation or unenforceability in any particular circumstance of any of the provisions of this Agreement shall in no way affect any of the other provisions hereof, which shall remain in full force and effect.

9. CCL Therapy shall maintain liability insurance in the amount of \$1,000,000/\$2,000,000 per occurrence for the life of this agreement. Said insurance shall name the District as an additional insured.

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Agreement

THIS AGREEMENT is made on this 1st day of July, 2022 (the “**Effective Date**”) by and between **Invo HealthCare Associates**, 2003 S. Easton Road, Suite 308, Doylestown, PA 18901 (hereinafter referred to as “**IHC**”) and **Hasbrouck Heights School District**, 365 Boulevard, Hasbrouck Heights, NJ 07604 (hereinafter referred to as “**Agency**”).

THIS AGREEMENT is intended to describe the conditions of the Agreement under which IHC will engage its Service Providers, who in turn provide specialized therapeutic services to individuals designated by the Agency.

THE PARTIES wish to enter into an AGREEMENT and agree to the following:

1. Relationship of Parties:

The Agency understands and agrees that IHC and the service provider(s) are acting and performing as independent contractors at all times. Accordingly, nothing in this Agreement shall permit the Agency to exercise control or direction over the means or methods by which service providers perform the services for which they have been engaged. However, the Agency and the service provider(s) shall fully comply with all performance standards set forth in this Agreement, all currently approved and generally accepted professional standards governing the particular professional specialty for which service provider(s) has been engaged, and all other applicable local, state or federal rules and regulations pertaining to licensure and the provision of professional services.

IHC will be identified at the Agency’s primary provider of services identified in Exhibit A. In this regard, the Agency agrees to identify all potential service opportunities to IHC and allow IHC fourteen (14) consecutive days to accept the request for services.

2. Services:

Both parties agree that the scope of IHC’s responsibility, as set forth in the AGREEMENT, is limited to contracting with service provider(s) who will provide services for the clients of the Agency identified in Exhibit A.

3. Duties of Service Provider(s):

- (a) The services provided by the service provider(s) under this AGREEMENT will be consistent with the available facilities, the service provider(s)’s professional judgment and the standards established in the Agency’s community.
- (b) The service provider(s) shall maintain adequate and current records, in the manner required by the Agency, for individuals who are provided with service.
- (c) The service provider(s) will furnish a professional liability insurance policy to cover herself/himself. This policy must be effective on or before the service provider(s)’s first day of work.

- (d) In accordance with the State of New Jersey Department of Education Criminal History Record Checks Policy (N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-19.1 & N.J.S.A. 18A:6-4.13 et seq.), the service provider will be responsible for submitting the appropriate documentation for the processing his/her fingerprints. IHC will supply the service provider with the necessary forms for completion and will also be responsible for completing the Transmittal Form and Employee Roster and forwarding the materials to the Department of Education.
- (e) The service provider(s), under their contract, must comply with policies, rules, and regulations of the Agency.

4. Term:

This AGREEMENT shall be from July 1, 2022 to June 30, 2023. However, if IHC does not present a qualified candidate for interview within thirty (30) days from the date on which this AGREEMENT is signed, then the Agency will have the option to terminate the AGREEMENT. Notice of termination will be delivered to IHC by Certified Mail with a return receipt.

5. Fees:

- (a) IHC shall be compensated for services rendered.
- (b) Since IHC incurs daily expenses, IHC will receive from the Agency a guaranteed income approved by the Agency set forth in Exhibit A.
- (c) IHC and Agency mutually agree that the rates in Addendum A will increase by 2% each contract year in order to align with Cost-of-Living Adjustments.

In the event that service provider(s) must travel between locations after arriving for work on a given date, billable hours will include transportation time from one location to another.

The Agency shall make payment within seventy-five (75) days of receipt of a properly prepared and submitted invoice. If the payment is not postmarked from the Agency within seventy-five (75) days of the receipt of the invoice, the Agency agrees to pay an additional 1.5% interest per month on amounts not paid, such interest being calculated beginning day seventy-six (76) from receipt of invoice. Interest should be calculated in accordance with standard accounting procedures. IHC shall bill the Agency for the interest.

Failure by the Agency to pay appropriately submitted invoice within ninety (90) days of receipt may be considered a breach of contract.

For each subsequent contract renewal, the compensation for service provider(s)'s services will be negotiated approximately one month prior to the initiation of the next contract period.

6. Duties of Agency:

- (a) The Agency will provide the service provider(s) with adequate work areas and equipment, as deemed necessary by the Agency, for the service provider(s) to perform her/his job.
- (b) Agency will provide support services as needed.

7. Service of Notices:

Notices served on the Agency will be served by Certified Mail with a return receipt, to the **Hasbrouck Heights School District**, 365 Boulevard, Hasbrouck Heights, NJ 07604. Notices served on IHC will be served by Certified Mail with a return receipt, to **Invo HealthCare Associates**, 2003 S. Easton Road, Suite 308, Doylestown, PA 18901.

8. Law of State to Govern:

The validity, enforceability and interpretation of any of the clauses of this AGREEMENT will be determined and governed by the substantive and procedural laws of the commonwealth of Pennsylvania.

9. Scope of AGREEMENT:

This AGREEMENT constitutes the final, complete and entire contract between the parties and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions of the parties, whether written or oral. There are no representations or other agreements included. No supplemental modification or waiver of this AGREEMENT will be binding unless executed in writing by the parties to be bound thereby.

10. Amendments:

This AGREEMENT may be amended at any time by mutual agreement of the parties. However, before any amendment will be operative or valid, it must be reduced to writing and signed by both the Agency and IHC.

11. Non-Interference, Non-Solicitation, and Restrictive Covenant:

Agency agrees that it may not during the term of this Agreement and for two (2) years after the expiration or termination of this agreement, directly or indirectly, either as agent, partner, owner, investor, adviser or consultant or in any other capacity, employ or otherwise contract for services with the following:

- (a) any service provider(s) that any IHC's staff introduces to Agency, arranges for interview with Agency, or who has provided Services to Agency by or through IHC;
- (b) any business entity (i.e. corporation, company partnership, association) that wishes to use any of IHC staff that has been introduced to Agency, had an arranged interview with Agency, or who has provided Services to Agency by or through IHC; and/or
- (c) any current or former service provider(s) of IHC who has provided Services to Agency under the terms of this Agreement and who is associated with an independent business entity as an employee, officer, agent, partner, owner, investor, lender, director, adviser or consultant or in any other capacity.

12. Default:

The Agency will be in default if any of the following happens:

- (a) The Agency fails to make any payment when due.
- (b) The Agency breaks a promise it has made to IHC, or the Agency fails to perform promptly at the time and in the specified manner provided in this contract.
- (c) The Agency makes any representation or statement to IHC that is false or misleading in any material respect.

13. Confidential Information:

Both parties agree they will not at any time during or after termination of this AGREEMENT use or disclose any confidential information or methods to any person or entity for any purpose whatsoever without the prior written consent of the Agency and IHC.

14. Termination:

This AGREEMENT may be terminated (i) immediately upon written notice of breach of any party by the other party, or (ii) by either party upon sixty (60) days prior written notice. Notice will be delivered to the other party by Certified Mail with a return receipt.

The validity or unenforceability of any particular provision or part of this AGREEMENT will not affect any other provisions. If any provision of this contract is held to any extent invalid by any competent tribunal, that provision will be modified to make it enforceable.

THE PARTIES execute this AGREEMENT on the _____ day of _____, 2022.

Hasbrouck Heights School District

By: _____

Title: _____

Invo HealthCare Associates

By: _____
Matt Stringer, President

Exhibit A
Services and Fees

Service	Rate	Hours
Applied Behavior Analyst	\$65.50/Hour	“as needed”
Board Certified Behavior Analyst	\$105.06/Hour	“as needed”
Board Certified Behavior Analyst – in home services	\$140.00/Hour	“as needed”
Learning Disabilities Teacher Consultant	\$78.54/Hour	“as needed”

SERVICE AGREEMENT

This Service Agreement is entered into between CarePlus NJ, Inc., (herein referred to as "CPNJ") with its principal place of business located at 610 Valley Health Plaza, Paramus, New Jersey and Hasbrouck Heights School District, 379 Boulevard, Hasbrouck Heights, NJ 07604 (School District). This Agreement provides guidelines under which Care Plus NJ, Inc (CPNJ) will provide in-district behavioral healthcare services.

I. Term

This Agreement shall have a term of one school year commencing as of September 1, 2022 and ending June 30, 2023 ("term").

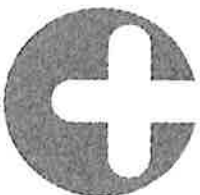
- A. The Parties acknowledge the staffing crisis within the mental healthcare field for qualified clinical professionals.
- B. In light of the staffing crisis, the Parties agree that upon executing this Agreement, Care Plus shall immediately initiate the recruiting process for the clinician to be placed at the School.
- C. Should placement of the clinician by Care Plus exceed sixty days (60), from the date the Agreement is executed, the School District shall have the right to terminate this Agreement, unless both Parties agree to an extension of the recruiting timeframe in writing. Billing under this agreement shall not commence until placement of the assigned clinician is completed.

II. Provision of Services

Care Plus NJ and District have a shared goal of bringing state of the art behavioral healthcare services to the students and families of Hasbrouck Heights School District. Therefore, the services to be provided by CPNJ include, but may not be limited to the following plan designed by CPNJ specifically for the school district.

A. Hasbrouck Heights School District Service Plan:

- 1. CPNJ Staffing (for purposes of this Agreement references to "Staffing" shall mean CPNJ employees hired by CPNJ to provide services under this Agreement):
 - a) CPNJ will provide the placement of one (LAC, LSW, LCSW, LPC, LMFT) 40 hour per week clinician.
 - a) CPNJ will ensure any clinician placed on site will receive the necessary clinical training and supervision as required based on licensure.

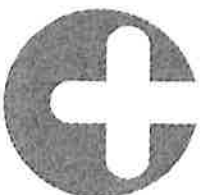


- b) In the event of circumstances necessitating virtual learning (i.e. a public health crisis declared by State and/or federal authorities), The clinician will provide counseling, skill-development groups, collaboration, case management, professional development workshops and parent engagement sessions using virtual platforms, including Care Plus NJ's telehealth account. There will be no disruption in service provisions.
- c) In the event, of a Leave of absence, termination or resignation of the assigned clinician, CPNJ reserves the right to:
 - (i) To replace the vacancy with another available qualified clinician; and/or
 - (ii) To immediately convert in-person services to the CPNJ telehealth platform utilizing an available qualified clinician; and
 - (iii) To immediately commence the recruiting process pursuant to Paragraph I. A-C of this agreement, should a qualified clinician not be available for immediate placement.

B. CPNJ Service Outline:

1. Mental Health Support for Identified Youth:

- a) Collaboration with identified schools' administration, faculty and staff (as defined by District) in program implementation, identification of students in need and mode of service delivery.
- b) Individual and family counseling focused on supporting students' academic success and mental health needs. Caseload for a program focused primarily on individual and family counseling is 20-25 students per full-time clinician, at any given time.
- c) Classroom observation and assistance in implementation of behavior plans to promote students' success, as needed.
- d) Crisis intervention services, as needed.
- e) Social Emotional Learning (SEL) skill-development groups/workshops for students (ex: anger management, stress management, communication skills, substance awareness, executive functioning), based on student/District need.
- f) Community outreach/in-home outreach to students/families to promote school attendance and participation in school-based services and/or link to additional resources.
- g) Case management and collaboration to ensure communication regarding the student's performance in school.
- h) Linkage for students and their family members to resources available through CPNJ and other community providers.



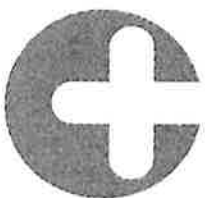
2. District-Wide Supports:

- a) Onsite/virtual school clearances for students determined at-risk to self or others following initial risk assessment by District team member. Maximum: Four (4) clearances per full-time clinician per month.
- b) Four (4) parent engagement workshops.
- c) Four (4) professional development workshops. The duration of professional development workshops is 45 minutes to 2 hours, depending on the topic. Workshop topics include, but are not limited to: Mental Health 101, Suicide Prevention, Trauma Informed Classrooms, Nurtured Heart Approach, Post-COVID Social Emotional Learning, Educator Wellness, and Substance Use Trends for Educators.
- d) Resources via Care Plus NJ's School Based Services website (www.careplus-schools.org).

3. Care Plus Expertise and Opportunity for Wraparound Supports:

By contracting with Care Plus, the network of services and access to system partners becomes available to the students and families of your district. The following outlines just some of the critical services within our network.

- a) Adolescent substance abuse prevention, assessment and Intensive Outpatient Services
- b) Intensive in-home therapeutic services
- c) Linkages to child psychiatry including evaluation and medication monitoring
- d) Outpatient therapy for children, adolescents and adults including family therapy
- e) Evidenced based groups including but not limited to: Girls' Depression, Freedom from Anxiety, LGBTQ support group, Anger Management, Social Skills, Parenting Curriculum, Food/Body Image Group
- f) Traumatic Loss Coalition services including prevention or post-intervention need
- g) Coordinated Specialty Care & NJ Promise – Wraparound therapeutic support for youth at-risk for early psychosis
- h) Korean American Outpatient Services



III. Compensation

- A. For the behavioral healthcare and support services as described herein, the School District agrees to pay to CarePlus NJ the total sum of \$115,000.
- B. CarePlus agrees to accept payments in monthly installments for September 2022 – June 2023. CarePlus shall submit monthly invoices to the School District in the amount of \$11,500 per month. The invoice shall include a verification of hours and services rendered. The School District shall pay such fees no later than thirty (30) days from the date of the invoice.
- C. Both Parties agree that the contract billing period shall run from September 2022 – June 2023.
- D. Pursuant to Paragraph II, Subsection A. 1. C), in the event of circumstances necessitating virtual learning, Care Plus will continue to provide a clinician and support services according to the terms of this Agreement and shall continue to invoice the School District at the compensation rate defined herein.

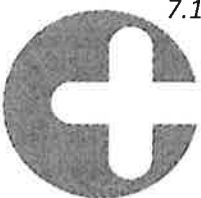
IV. DEDICATED WORKSPACE

The District will provide dedicated office space for the Care Plus clinician(s). At minimum, the office will be private and suitable for counseling sessions. It will include basic office furniture, a computer and telephone.

V. Staffing Licenses/Credentials

Care Plus NJ, Inc. reserves the right to assign staff to this project as it deems appropriate. The School District reserves the right to meet the assigned staff to approve his or her placement. Care Plus will ensure that all of its staff providing services under this Agreement are adequately trained and licensed to provide the respective services. Training of CPNJ staff will cover age and situational appropriateness of services pertaining to the students served under this Agreement. CPNJ further assure the School District that:

- A. As a service provider, CarePlus NJ has and will maintain an active license and current malpractice insurance as required by the agency and the State of New Jersey to operate.
- B. All staff, providing services will receive the necessary clinical supervision needed to provide services under this Agreement.
- C. All CarePlus NJ staff, involved with servicing children under this Agreement, have undergone criminal background checks, and will be fingerprinted as required for employment and assignment under this Agreement and pursuant to the requirements of *N.J.S.A. 18A:6-7.1 to 7.5, and N.J.S.A 18A:6-7.6 to 7.13* as required by the School District.



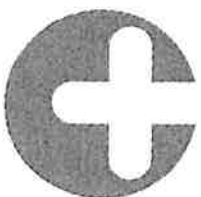
- D. CarePlus certifies that none of its staff involved with the provision of services to students under this Agreement have been disbarred or otherwise excluded from practicing under his /her area of discipline by the State/Federal government or licensing entities. If after execution of this Agreement, CarePlus NJ should learn that a staff person providing services under this Agreement has been deemed an “ineligible person”, then he/she will be removed from responsibility for, or involvement with this Agreement. In such an event, CarePlus NJ reserves the right to replace the individual with another qualified employee.

VI. Non-Solicitation

- A. The School District agrees not to engage or solicit any of the CPNJ assigned employees, agents or representative for any other School District employment or business activity. All details of this business Agreement should be directed to the CPNJ’s Senior Vice President, Nicole McQuillen or her designee. The School District agrees not to discuss payments or invoices associated thereto with any CPNJ employee assigned to provide services under this Contractual Agreement.
- B. The School District further agrees that during the term of this contract and for twelve (12) months after the termination thereof, regardless of the reason for the termination, it will not, directly or indirectly, recruit, solicit, or induce (or attempt to do so), any employee, agent or representative assigned by CPNJ to perform services under this Agreement. Nothing contained herein, however, shall be interpreted to prohibit or restrain the School District from employing an employee, agent, or representative assigned to CPNJ who seeks or pursues such employment without the input, direct or indirect, of the School District.

VII. Independent Contractor

- A. CarePlus staff assigned to perform mental and behavioral health care services for students, and any other services as required to fulfill its obligations under this Agreement, shall perform such services as an independent contractor. As such, no part of this Agreement shall be construed to represent the creation of an employer/employee relationship between the Parties.
- B. Should the relationship of the Parties as independent contractors of the other be challenged by the Internal Revenue Service, the respective Party receiving such notice agrees to promptly notify the other, so that both may jointly collaborate on an appropriate response to the Internal Revenue Service.

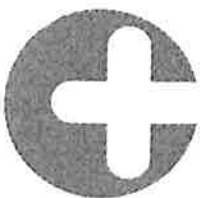


VIII. Confidentiality

Both Parties understand that in order for CarePlus NJ staff to be able to share records and/or have any verbal or written communication regarding a student who has received a service under this Agreement, a CarePlus NJ release form signed by the student/parent must be in place. Pursuant to New Jersey state regulations, all information related to an individual's mental health treatment is protected regardless of an organization's status as a "covered entity" as defined by HIPAA and HITECH. Care Plus NJ, Inc. and the District both certify that their organizations have established policies and procedures to protect the confidentiality and integrity of the Protected Healthcare Information that may be used and disclosed between the agencies for purposes of providing services treatment under this Agreement.

IX. Records

- A. CarePlus' staff will be required to keep and maintain records relating to all mental health, substance abuse and any other behavioral health care services, such as but not limited to comprehensive assessments, treatment plans and progress notes. This requirement also includes student clinical information communicated through email generated by a CarePlus NJ clinician or clinical supervisor, regardless of the medium (i.e. through use of the school email server or that of Care Plus NJ). As such these records will be deemed records of CarePlus NJ. Further the release of these records will be governed by the standards of confidentiality as established by the Division of Mental Health and Addictive Services and can only be released pursuant to N.J.A.C. 10:37-6.79 et al. as to the release of consumers who are minors, which requires a written authorization of the parent/guardian or upon court order.
- B. CarePlus agrees to abide by the limitations on disclosure and re-disclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), 20 U.S.C. §1232g; 34 CFR § 99.33. Care Plus NJ further agrees to abide by the terms set forth in 34 CFR 99.33 (a)(2), which requires that the officers, employees and agents of a Party that receives education record information from the educational institution may use the information, but only for the purposes for which the disclosure was made. Covered data and information for purposes of this Agreement includes paper and electronic student education record information, including evaluations: 1) supplied by the School District and/or the students to the Site or 2) created by Care Plus NJ in connection with the Agreement between the Parties.
- C. Both Parties shall ensure that parents sign the necessary and appropriate Authorizations to Release any confidential mental healthcare records or school records of its students in accordance with the State and Federal regulations governing each respective Party.



- D. Pursuant to N.J.A.C.17:44-2.2, Care Plus NJ shall maintain all documentation related to services under this Agreement for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Controller upon request. Notwithstanding to the contrary, all records deemed to be mental healthcare records of students shall be retained by Care Plus NJ pursuant to N.J.A.C 10:37-6.77 for a period of five years after they reach their 18th birthday.

X. Professional Liability Insurance

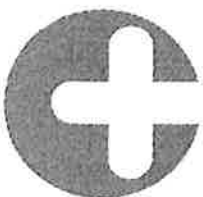
- A. CarePlus NJ, at its own expense, will provide and maintain appropriate and adequate malpractice insurance based on hours worked for the School District in the minimum amount of \$3,000,000 for itself, and its agents, servants, employees who are acting as "Staff" pursuant to the Agreement. In addition, CarePlus shall list the School District as an additional insured on its malpractice insurance policy and provide proof of same.
- B. CarePlus NJ will provide The School District with not less than fifteen (15) days' written notice prior to any modification, expiration or cancellation of any such coverage. Prior to the modification, expiration and/or cancellation of any such coverage, the CarePlus will secure replacement of such coverage upon the same terms and conditions and furnish the School District with a certificate describing such replacement coverage.

XI. General Liability Insurance

CarePlus NJ, at its own expense, will provide and maintain appropriate general liability insurance coverage in the minimum amount of \$1,000,000 per person and \$3,000,000 per accident, and such insurance shall name Hasbrouck Heights School District Board of Education as an additional insured and cover any and all liability arising out of and/or related to Care Plus NJ's rendering of services to Hasbrouck Heights School District's students. Care Plus shall also maintain Workers' Compensation insurance for all of its staff assigned to provider services under the Agreement in amount no less than the statutory minimums.

XII. Proof of Insurance

CarePlus NJ shall furnish the School District with a copy of all applicable professional liability and general liability certificates of insurance prior to the rendering of services set forth herein.

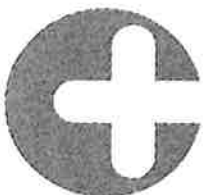


XIII. ANTI-BULLYING BILL OF RIGHTS

CarePlus NJ shall comply with all applicable provisions of the Anti-Bullying Bill of Rights Act, *N.J.S.A 18A: 37-13.1 et seq.*, and the anti-bullying policy of the School District. CarePlus and its staff assigned to provide services under this Agreement shall verbally report any act of harassment, intimidation or bullying of a student of the School District on the same day on which the act was witnessed, or on the same day on which reliable information that a student has been subject to harassment, intimidation or bullying was received, and shall report the same in writing, within two (2) school days. All verbal and written reports of harassment, intimidation or bullying of a student shall be made to the School principal or to any school administrator or safe schools resource officer. Reports may be made anonymously in accordance with the reporting procedures as set forth in the anti-bullying policy. The School District shall provide to CarePlus, and its staff assigned under the Agreement, a copy of the anti-bullying policy and information regarding the policy.

XIV. Indemnification of Parties

- A. CarePlus NJ, Inc. agrees to indemnify and hold harmless the School District, its officers, employees, administrators and /or agents from any claim, complaint, suit, demand, cost, expense or legal fee, penalty, loss or judgment (collectively "liability"), including reasonable attorney's fees, that may at any time be made or instituted against them in any judicial or administrative court, tribunal or other forum, by anyone for the purposes of enforcing a claim for damages resulting from or relating to the services provided by CarePlus NJ or anyone acting on its behalf to Hasbrouck Heights School District students under this Agreement.
- B. The School District agrees to indemnify and hold harmless CarePlus NJ, Inc., its partners, trustees, directors, officers, employees, consultants and agents from any claim, complaint, suit, demand, cost, expense, or legal fee, penalty, loss or judgment (collectively "liability"), including reasonable attorney's fees, that may at any time be made or instituted against them in any judicial or administrative court, tribunal or other forum, by anyone for the purposes of enforcing a claim for damages arising out of the negligence of The School District, its officers, employees, administrators and /or agents as it relates to the services provided by CarePlus NJ or anyone acting on its behalf under this Agreement.



XV. Severability

If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

XVI. Choice of Law

The Agreement is made under, and shall be governed and construed according to, the laws of the State of New Jersey. Each Party hereby expressly agrees to New Jersey as the sole jurisdiction in connection with any action brought or otherwise relating to this Agreement.

XVII. Assignment

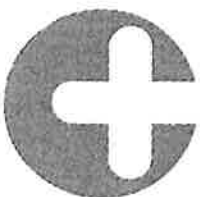
None of the provisions expressed in this Agreement shall be assigned, delegated or transferred by either Party without the prior written consent of both Parties.

XVIII. Amendment

This Agreement may not be amended or modified in any of its provisions except by a subsequent written Agreement executed by duly authorized representatives of Care Plus NJ, Inc. and Hasbrouck Heights School District.

XIX. Termination

- A. Either Party may cancel this Agreement by giving thirty (30) days written notice to the other of such cancellation. Should the latter occur, CPNJ will be entitled to payment for services rendered up to the time of the effective date of termination.
- B. In accordance with Sections IX and X regarding Professional and General Liability Insurance, nothing herein shall be interpreted to limit the School District's right to terminate the contract if CarePlus fails to secure replacement coverage within fifteen (15) calendar days of any expiration or cancellation of coverage.



XX. Mandatory Equal Employment Opportunity

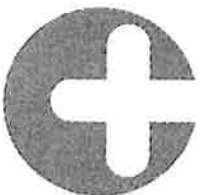
CarePlus NJ is an equal opportunity employer and as such agrees that during the performance of this contract, it will remain compliant with the equal employment directives pursuant to N.J.S.A 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et. seq.

During performance of this contract, CarePlus NJ agrees to comply with P.L. 1975, c. 127, dated June 23, 1975, "Affirmative Action" and in accordance with provisions described in "Exhibit A" attached hereto. The parties to this contract agree to incorporate into this contract the mandatory language of N.J.S.A. 17:27-3.4 et seq. and N.J.S.A. 17:27-3.6, as amended and supplemented from time to time and Care Plus NJ agrees to comply fully with the terms, provisions and obligations of said Regulations. The parties to this contract further agree to incorporate into this contract the mandatory language of N.J.S.A 17:27-1.1 et seq. of the Regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. set forth in Exhibit A as amended and supplemented from time to time and CarePlus NJ agrees to comply with all applicable federal and state laws and regulations governing employment, and shall not discriminate against any employee or applicant for employment based upon race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality sex (including pregnancy), gender identity or expression, atypical hereditary cellular or blood trait, or genetic information. Care Plus shall furnish the Board with all necessary reports as may be required by law.

Both Parties have read, understand, and will abide by the terms and conditions of this Agreement.

Signature: _____ Date: _____
Nicole McQuillen, LCSW; Senior Vice President
Care Plus NJ, Inc.

Signature: _____ Date: _____
Hasbrouck Heights School District





Attachment B

Annual Contract for Services 2022-2023

This notification serves as a contract between Bergen County Special Services School District, Educational Enterprises Division, and Hasbrouck Heights Board of Education School District, the provision of \$7,750.00 services for: Professional Services

LDTTC Services to be provided for a maximum of (50) fifty hours, as needed, for testing.

Services to be provided from July 2022 through August 2022. Billing will be for services provided only.

It is agreed that BCSS will provide services at a rate not to exceed \$7,750.00, unless otherwise agreed upon. The allotted amount of time for staff travel and preparation is included as part of the hours of service. Hasbrouck Heights Board of Education will be responsible for payment of supplies or materials beyond the cost of the contract. The Hasbrouck Heights Board of Education is also responsible for obtaining parental consent for the services. Educational Enterprises Division will forward a bill at the completion of services or monthly. This bill will indicate the actual days/hours of services being provided as well as all required reports and documentation. Finger printing and Mantoux testing have been verified by BCSS for all faculty who provide services through Educational Services.

For Bergen County Special Services School District Educational Enterprises Division:

Signature: Grisel Espinosa
Title: Supervisor of Educational Services
Date: 05/17/2022

For Hasbrouck Heights Board of Education:

Signature: _____
Title: _____ Date: _____

ContractID: ..Hasbrouck HeightsEdCS2256904 (This contract ID will reflected on all paperwork, including billing, associated with this contract.)

Unlocking Potential. Creating Opportunities.

District Administrative Office Grisel Espinosa, Supervisor

540 Farview Ave. • Paramus, NJ 07652 • P: 201.343.6000 x 6541 • F: 201.291.0492 • E: griesp@bergen.org • bergen.org

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

Page 1 of 4

Attachment C

05/23/22 14:45

Starting date 3/1/2022

Ending date 3/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
021599	03/01/22		U789	4 FEET GRAFIX		315.00
021600	03/16/22		0844	HERFF JONES		2,546.00
021601	V 03/16/22	04/28/22	X428	KARWOSKI; JACKIE		60.00
021602	03/16/22		0552	REYNOLDS, DANIELLE		60.00
021603	03/16/22		2727	FIRST STUDENT, INC.		721.50
021604	03/17/22		1929	SPORTSTIME		2,316.50
021606	03/17/22		0072	DESIGN N STITCH - ALEXANDRIA BLOUSE INC		804.00
021607	03/17/22		2313	FIESTA CATERING		5,355.00
021608	03/17/22		2727	FIRST STUDENT, INC.		1,110.00
021609	V 03/24/22	03/24/22	O494	THE FUNPLEX		
033122	03/31/22		PAY	HASBROUCK HEIGHTS PAYROLL		2,028,925.40
033222	H 03/31/22		7269	HASBROUCK HEIGHTS PR AGENCY	MARCH FICA	37,672.01
033522	H 03/31/22		0271	PRUDENTIAL RETIREMENT(DCRP)	MAR DCRP	3,477.99
066418	V 11/29/21	03/31/22	O507	KATZ, LAILA		(47.50)
066850	03/07/22		1150	DELTA DENTAL		103,224.06
066851	03/11/22		2388	4 DIAMOND TRANSPORTATION LLC		2,862.15
066857	03/11/22		0870	BCCSA		125.00
066858	03/14/22		2657	MATTYASOVSKY, TAMAS		53.68
066860	03/17/22		0716	HOME DEPOT		777.48
066861	V 03/21/22	03/21/22	1864	HEIGHTS PIZZA		
066862	03/21/22		1864	HEIGHTS PIZZA		81.71
066863	03/24/22		4336	OPTIMUM		89.90
066864	03/24/22		0132	A.N.D.SERVICES,INC.		1,007.10
066865	03/24/22		3021	A.T. &T		42.39
066866	03/24/22		S367	AATI		50.00
066867	03/24/22		1701	ALPINE LEARNING GROUP, INC.		12,557.77
066868	03/24/22		1849	AMAZON.COM		17.98
066869	03/24/22		W764	AME INC		2,525.80
066870	03/24/22		0075	AMERICAN PAPER & SUPPLY COMPANY		3,793.53
066871	03/24/22		1173	AMOROSI; JOHN M.		150.00
066872	03/24/22		U881	ANDRADES, KEVIN		47.50
066873	03/24/22		2525	AT HOME MEDICAL		20.00
066874	03/24/22		0129	ATRA JANITORIAL SUPPLY COMPANY INC.		93.12
066875	03/24/22		M183	AVANT ASSESSMENT, LLC		119.80
066876	03/24/22		1828	BCCA		456.00
066877	03/24/22		Q119	BCCA		175.00
066878	03/24/22		0180	BERGEN COUNTY SPECIAL SERVICES		50,024.40
066879	03/24/22		1626	BERGEN COUNTY TECHNICAL SCHOOLS		98,152.90
066880	03/24/22		1524	BH SECURITY		570.62

Starting date 3/1/2022 Ending date 3/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
066881	03/24/22		4596	BRADY, ROBERT		696.50
066882	03/24/22		9024	CABLEVISION LIGHTPATH		13,281.00
066883	03/24/22		4348	CALDERON, ERNESTO		161.45
066884	03/24/22		O599	CANON FINANCIAL SERVICES, INC		5,051.05
066885	03/24/22		4396	CAROLINA BIOLOGICAL SUPPLY CO.		1,264.00
066886	03/24/22		1487	CCL THERAPY, LLC		19,596.25
066887	03/24/22		T365	CHRISTIE, FRANKIE		47.50
066888	03/24/22		0340	COMMUNITY SCHOOL		9,861.76
066889	03/24/22		0343	COMPLETE SAW SERVICE OF		808.35
066890	03/24/22		K548	COMPREHENSIVE BEHAVIORAL HEALTHCARE, IN		5,092.50
066891	03/24/22		J295	CONQUER MATHEMATICS, LLC		7,200.00
066892	03/24/22		Y106	CONSTELLATION NEW ENERGY, INC		553.72
066893	03/24/22		1427	COSKEYS ELECTRONIC SYSTEMS INC.		2,965.77
066894	03/24/22		C075	CURRENT THERAPEUTICS, INC		215.00
066895	03/24/22		1505	DAVID GREGORY SCHOOL, INC.		7,598.08
066896	03/24/22		0730	DIRECT ENERGY BUSINESS		15,945.86
066897	03/24/22		2337	DMK APPAREL		360.00
066898	03/24/22		H668	DREZEK, ISABELLA		95.00
066899	03/24/22		L383	FILE BANK INC		324.50
066900	03/24/22		1480	FORUM SCHOOL		18,929.46
066901	03/24/22		2255	FUN FIT THERAPY LLC		2,985.00
066902	03/24/22		9718	GOV CONNECTION INC		1,070.00
066903	03/24/22		V996	HAUPTMAN, JONATHAN		47.50
066904	03/24/22		0716	HOME DEPOT		111.90
066905	03/24/22		C131	IN-LINE AIR CONDITIONING CO, INC		9,806.58
066906	03/24/22		5602	INSTITUTE FOR MULTI-SENSORY ED		3,825.00
066907	03/24/22		I282	JUDITH R. KESSLER		1,250.00
066908	03/24/22		3204	KRYSZ, KIRSTIN		23.80
066909	03/24/22		0874	LEONIA BOARD OF EDUCATION		390.00
066910	03/24/22		D823	LOPEZ, ISABEL		47.50
066911	03/24/22		7385	MACHADO LAW GROUP, LLC		2,888.00
066912	03/24/22		1958	MAGIC TOUCH CONSTRUCTION CO., INC		23,271.18
066913	03/24/22		1016	METRO FIRE & SAFETY CO.		5,947.00
066914	03/24/22		0514	MIHALITSIANOS, GERASIMOS		50.00
066915	03/24/22		1584	NAPA AUTO PARTS		84.07
066916	03/24/22		1004	NASSOR ELECTRIC SUPPLY CO., INC.		120.03
066917	03/24/22		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		1,200.00
066918	03/24/22		K598	NJIC		200.00
066919	03/24/22		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGI		465.23

Starting date 3/1/2022 Ending date 3/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
066920	03/24/22		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENT		20.70
066921	03/24/22		1481	OLIVO,JOSEPH		240.00
066922	03/24/22		4336	OPTIMUM		105.55
066923	03/24/22		1228	OTIS ELEVATOR COMPANY		3,667.00
066924	03/24/22		1245	PARAMOUNT EXTERMINATING		1,027.00
066925	03/24/22		1298	PENN RELAY CARNIVAL		475.00
066926	03/24/22		1568	PHONAK LLC		1,183.99
066927	03/24/22		H259	PRESENTATION SYSTEM		2,150.00
066928	03/24/22		2328	PSE & GCO		47,618.85
066929	03/24/22		5556	R&J CONTROL, INC.		534.28
066930	03/24/22		Y346	REED ACADEMY		9,181.44
066931	03/24/22		1358	RIDGEFIELD BOARD OF EDUCATION		17,291.09
066932	03/24/22		1069	RINGWOOD BOARD OF EDUCATION		17,112.60
066933	03/24/22		2066	S & S ARTS & CRAFTS INC		25.80
066934	03/24/22		0267	SAGE DAY EDUCATIONAL ENTERPRISES		11,093.10
066935	03/24/22		W630	SAVVAS LEARNING COMPANY, LLC		3,644.95
066936	03/24/22		A924	SCHOOL SPECIALTY		291.70
066937	03/24/22		1579	SCHOOL SPECIALTY, INC.		548.60
066938	03/24/22		M232	SCIENTIFIC BOILER WATER CONDITION CO,INC		1,299.66
066939	03/24/22		2024	SHERWIN WILLIAMS CO.		977.70
066940	03/24/22		X125	SMART STITCH/ SPECIALTY GRAPHICS		1,092.95
066941	03/24/22		2322	SOUTH BERGEN JOINTURE COMM.		92,010.07
066942	03/24/22		K092	SPEEDY LUBEOF MAYWOOD, INC		89.55
066943	03/24/22		0639	SUEZ WATER OF NEW JERSEY		1,790.77
066944	03/24/22		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN		7,702.93
066945	03/24/22		X198	THE I LOVE YOU GUYS FOUNDATION		50.00
066946	03/24/22		0945	THE READING & WRITING PROJECT NETWORK		6,646.82
066947	03/24/22		Y544	VALLEY FAMILY COUNSELING		4,000.00
066948	03/24/22		4115	VAN DINE MOTORS, INC.		7,164.27
066949	03/24/22		4454	VERIZON		2,110.40
066950	03/24/22		2588	VERIZON WIRELESS		754.73
066951	03/24/22		0599	W.W. GRAINGER INC.		393.77
066952	03/24/22		0526	WAGE WORKS INC		50.00
066953	03/24/22		2691	WINDSOR LEARNING CENTER, INC		2,664.00
066954	03/24/22		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS		190.00
066955	03/28/22		L336	STAPLES CONTRACT & COMM, INC/ED DATA		6,903.47
066956	03/28/22		3020	MASCHIO'S FOOD SERVICE, INC.		53,987.99
066957	03/30/22		2256	BCCA		30.00
068490	03/07/22		6351	COSTCO		417.89

Starting date 3/1/2022

Ending date 3/31/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
307220	H 03/07/22		1159	STATE OF NJ HEALTH BENEFITS	FEB & MAR	369,212.41
334220	H 03/31/22		7269	HASBROUCK HEIGHTS PR AGENCY	MARCH TPAF	110,845.52

Fund Totals

10	General Funds	\$110,845.52
11	GENERAL FUND	\$3,019,802.70
12	Capital Outlay	\$6,958.66
20	Special Revenue Fund	\$86,590.61
60	Enterprise Fund	\$73,275.39
95	STUDENT ACTIVITY	\$13,288.00
Total for all checks listed		\$3,310,760.88

Prepared and submitted by:


Board Secretary


Date

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

Attachment D

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Starting date 7/1/2021 Ending date 3/31/2022 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$3,919,491.26
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		\$10,415,426.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,145,183.73	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,145,183.73

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	(\$34,575,867.49)	\$164,437.51

Total assets and resources

\$15,706,738.50

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 3/31/2022 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		\$10,945,098.12
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	(\$23,736,414.48)	
	Less: Encumbrances	(\$10,597,401.14)	(\$34,333,815.62)
	Total appropriated		\$15,869,276.51

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		\$15,713,727.94
	Total liabilities and fund equity		<u>\$15,706,738.50</u>

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$36,196,501.98	\$34,333,815.62	\$1,862,686.36
Revenues	(\$34,740,305.00)	(\$34,575,867.49)	(\$164,437.51)
Subtotal	<u>\$1,456,196.98</u>	<u>(\$242,051.87)</u>	<u>\$1,698,248.85</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>(\$2,744,778.90)</u>	<u>\$3,814,996.88</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>(\$3,407,799.90)</u>	<u>\$4,326,517.88</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>\$918,717.98</u>	<u>(\$3,407,799.90)</u>	<u>\$4,326,517.88</u>
Less: Adjustment for prior year	(\$60,000.00)	(\$60,000.00)	\$0.00
Budgeted fund balance	<u>\$858,717.98</u>	<u>(\$2,804,778.90)</u>	<u>\$3,814,996.88</u>

Prepared and submitted by:


Board Secretary

Date



Starting date 7/1/2021 Ending date 3/31/2022 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	31,628,093	Under	2,488
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	22,274		(3,434)
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		34,740,305	0	34,740,305	34,575,867		164,438
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,413,540	64,808	10,478,348	7,229,973	3,156,820	91,554
10300	Total Special Education - Instruction	3,377,155	24,730	3,401,885	2,295,972	1,100,181	5,732
11160	Total Basic Skills/Remedial – Instruct.	213,250	0	213,250	73,626	139,233	392
12160	Total Bilingual Education – Instruction	181,450	0	181,450	138,840	41,748	862
17100	Total School-Sponsored Co/Extra Curricul	252,000	0	252,000	172,808	73,738	5,454
17600	Total School-Sponsored Athletics – Instr	552,505	13,840	566,345	412,825	147,069	6,451
20620	Total Summer School	83,500	0	83,500	53,242	27,758	2,500
29180	Total Undistributed Expenditures - Instr	3,378,163	(212,580)	3,165,583	1,677,697	1,091,892	395,993
29680	Total Undistributed Expenditures – Atten	130,289	0	130,289	97,492	32,797	0
30620	Total Undistributed Expenditures – Healt	364,850	0	364,850	196,868	121,730	46,252
40580	Total Undistributed Expend – Speech, OT,	1,114,125	(13,691)	1,100,434	571,938	236,128	292,368
41080	Total Undist. Expend. – Other Supp. Serv	538,012	102,041	640,053	417,290	222,763	1
41660	Total Undist. Expend. – Guidance	694,737	0	694,737	494,345	198,760	1,632
42200	Total Undist. Expend. – Child Study Team	897,912	218	898,130	619,667	273,345	5,118
43200	Total Undist. Expend. – Improvement of I	249,335	0	249,335	154,784	90,951	3,600
43620	Total Undist. Expend. – Edu. Media Serv.	529,161	(139,601)	389,560	267,666	108,833	13,061
44180	Total Undist. Expend. – Instructional St	8,000	(399)	7,601	6,798	400	403
45300	Support Serv. - General Admin	601,314	21,415	622,729	446,297	155,962	20,469
46160	Support Serv. - School Admin	1,265,524	69,619	1,335,143	936,408	378,358	20,377
47200	Total Undist. Expend. – Central Services	508,845	40,294	549,139	378,904	127,633	42,603
47620	Total Undist. Expend. – Admin. Info. Tec	138,549	80,076	218,625	113,597	55,101	49,927
51120	Total Undist. Expend. – Oper. & Maint. O	2,901,689	414,347	3,316,036	2,497,096	722,958	95,982
52480	Total Undist. Expend. – Student Transpor	1,102,987	0	1,102,987	702,368	372,930	27,688
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,208,771	(197,696)	5,011,075	3,510,595	1,371,178	129,302
75880	TOTAL EQUIPMENT	20,467	80,276	100,743	61,245	39,396	101
76260	Total Facilities Acquisition and Constr	1,062,675	0	1,062,675	208,075	309,737	544,863
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	23,736,414	10,597,401	1,862,686

Starting date 7/1/2021 Ending date 3/31/2022 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	7,664		(7,664)
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	128,512		(40,848)
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	22,274		(3,434)
72180	10-606-	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				34,740,305	0	34,740,305	34,575,867		164,438

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers		437,020	0	437,020	337,330	99,690	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,293,772	0	3,293,772	2,203,342	1,090,430	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		2,463,071	0	2,463,071	1,614,829	848,242	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,134,014	0	3,134,014	2,211,454	922,266	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	122,968	9,606	3,196
03040	11-190-1___-340	Purchased Technical Services		268,709	(11,000)	257,709	188,155	62,177	7,377
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		352,183	100	352,283	312,985	21,278	18,021
03080	11-190-1___-610	General Supplies		244,000	87,261	331,261	213,093	96,425	21,742
03100	11-190-1___-640	Textbooks		55,000	(4,900)	50,100	20,497	0	29,603
03120	11-190-1___-8___	Other Objects		16,000	1,347	17,347	1,840	4,185	11,322
04500	11-204-100-101	Salaries of Teachers		136,992	0	136,992	96,024	40,968	0
04520	11-204-100-106	Other Salaries for Instruction		74,190	24,730	98,920	69,244	29,676	0
04600	11-204-100-610	General Supplies		1,000	0	1,000	541	0	459
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	1,580,359	751,974	0
07020	11-213-100-106	Other Salaries for Instruction		498,600	0	498,600	346,090	152,510	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	1,042	3,030	3,928
08500	11-216-100-101	Salaries of Teachers		169,620	0	169,620	119,054	50,566	0
08520	11-216-100-106	Other Salaries for Instruction		98,920	0	98,920	66,902	32,018	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	15,560	39,440	0
11000	11-230-100-101	Salaries of Teachers		212,750	0	212,750	73,518	139,233	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	138,122	41,628	0
12100	11-240-100-610	General Supplies		1,500	(500)	1,000	356	120	524
12120	11-240-100-640	Textbooks		200	0	200	0	0	200

Starting date 7/1/2021 Ending date 3/31/2022 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	153,795	73,205	0
17040	11-401-100-6__	Supplies and Materials	16,000	649	16,649	12,466	532	3,650
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	2,385	0	1,615
17500	11-402-100-1__	Salaries	355,505	0	355,505	279,355	76,150	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	65,041	44,303	1,008
17560	11-402-100-8__	Other Objects	37,000	0	37,000	24,933	6,625	5,443
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	28,252	7,290	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	754,124	(156,517)	597,607	236,310	71,896	289,401
29040	11-000-100-563	Tuition to County Voc. School District-R	671,229	63,961	735,190	437,162	298,028	0
29060	11-000-100-564	Tuition to County Voc. School District-S	398,106	(64,461)	333,645	186,550	137,450	9,645
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	228,340	71,397	299,737	70,739	216,818	12,181
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,141,235	(83,538)	1,057,697	694,104	278,826	84,767
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	97,492	32,797	0
30500	11-000-213-1__	Salaries	290,350	0	290,350	178,620	111,730	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	60,000	0	60,000	15,446	10,000	34,555
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	2,628	0	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	183,018	76,407	0
40520	11-000-216-320	Purchased Professional – Educational Ser	847,700	(16,390)	831,310	380,797	159,721	290,792
40540	11-000-216-6__	Supplies and Materials	6,000	0	6,000	4,425	0	1,575
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	88,350	410,840	283,346	127,493	1
41020	11-000-217-320	Purchased Professional – Educational Ser	215,522	13,691	229,213	133,943	95,270	0
41500	11-000-218-104	Salaries of Other Professional Staff	691,987	0	691,987	493,622	198,365	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	723	395	382
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	526,785	242,911	30
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	115,186	0	115,186	86,390	28,796	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	6,177	1,638	404
42180	11-000-219-8__	Other Objects	2,000	0	2,000	315	0	1,685

Starting date 7/1/2021 Ending date 3/31/2022 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	152,884	90,951	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	262,126	107,335	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	5,136	1,498	6,526
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	4,248	400	403
44160	11-000-223-8__	Other Objects	0	2,550	2,550	2,550	0	0
45000	11-000-230-1__	Salaries	301,801	0	301,801	226,350	75,451	0
45040	11-000-230-331	Legal Services	75,000	13,440	88,440	63,543	24,443	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	14,475	14,475	5,260	9,215	0
45120	11-000-230-340	Purchased Technical Services	15,050	(3,000)	12,050	0	0	12,050
45140	11-000-230-530	Communications/Telephone	72,225	1,000	73,225	42,059	30,405	761
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	55,888	23	2,478
45200	11-000-230-610	General Supplies	7,000	(1,000)	6,000	787	2,677	2,537
45260	11-000-230-890	Miscellaneous Expenditures	15,849	(2,913)	12,936	10,748	0	2,188
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	622,416	258,021	0
46020	11-000-240-104	Salaries of Other Professional Staff	137,106	0	137,106	103,730	33,377	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	262,981	0	262,981	184,202	78,779	0
46120	11-000-240-6__	Supplies and Materials	40,000	1,619	41,619	20,095	6,139	15,385
46140	11-000-240-8__	Other Objects	13,000	0	13,000	5,965	2,043	4,992
47000	11-000-251-1__	Salaries	403,243	38,000	441,243	290,420	125,098	25,725
47040	11-000-251-340	Purchased Technical Services	16,500	0	16,500	6,805	2,500	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	1,707	36	8,258
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	2,075	0	925
47500	11-000-252-1__	Salaries	65,549	76,000	141,549	71,093	34,187	36,269
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	3,156	20,914	9,191
47600	11-000-252-8__	Other Objects	500	0	500	33	0	467
48500	11-000-261-1__	Salaries	116,523	0	116,523	87,392	29,131	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	362,000	306,372	668,372	611,150	55,193	2,029
48540	11-000-261-610	General Supplies	15,000	22,584	37,584	26,875	7,241	3,467
48560	11-000-261-8__	Other Objects	500	0	500	340	0	160

Starting date 7/1/2021 Ending date 3/31/2022 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	829,336	272,242	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	150,000	(64,842)	85,158	44,894	29,837	10,427
49120	11-000-262-490	Other Purchased Property Services	55,000	0	55,000	23,946	31,054	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	5,056	471	110
49180	11-000-262-610	General Supplies	175,000	10,000	185,000	109,220	70,400	5,380
49200	11-000-262-621	Energy (Natural Gas)	125,000	35,000	160,000	74,681	85,319	0
49220	11-000-262-622	Energy (Electricity)	240,000	(45,000)	195,000	125,826	69,174	0
49280	11-000-262-8__	Other Objects	16,000	0	16,000	8,749	300	6,951
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	90,000	30,175	120,175	37,199	17,695	65,281
50060	11-000-263-610	General Supplies	1,000	0	1,000	0	0	1,000
50080	11-000-263-8__	Other Objects	250	0	250	0	0	250
51000	11-000-266-1__	Salaries	83,950	0	83,950	61,915	22,035	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	32,468	87,468	54,909	32,305	254
51060	11-000-266-610	General Supplies	1,000	10,209	11,209	10,380	161	669
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	26,508	13,492	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	(600)	14,400	9,347	2,963	2,090
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	27,110	6,304	22,586
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	18,863	500	19,363	19,318	0	45
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	945,124	100	945,224	612,059	333,153	13
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	256,126	108,874	0
71060	11-000-291-241	Other Retirement Contributions - PERS	356,166	49,774	405,940	397,159	8,781	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	(178,959)	4,018,571	2,637,986	1,253,299	127,285
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	89,154	224	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	8,757	0	100
75720	12-000-262-73_	Undist. Expend. – Custodial Services	0	67,595	67,595	28,199	39,396	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	208,075	309,737	538,005
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	23,736,414	10,597,401	1,862,686

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$51,272.83
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		\$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	\$2,138,699.60	
302	Less revenues	(\$767,366.62)	\$1,371,332.98

Total assets and resources

\$1,435,174.03

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

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		\$335,704.60
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	\$2,138,699.60	
602	Less: Expenditures	(\$823,886.38)	
	Less: Encumbrances	(\$335,704.60)	(\$1,159,590.98)
	Total appropriated		\$979,108.62
			\$1,314,813.22

Unappropriated:

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

Total fund balance

\$1,314,813.22

Total liabilities and fund equity

\$1,435,174.03

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,138,699.60	\$1,159,590.98	\$979,108.62
Revenues	(\$2,138,699.60)	(\$767,366.62)	(\$1,371,332.98)
Subtotal	<u>\$0.00</u>	<u>\$392,224.36</u>	<u>(\$392,224.36)</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>\$392,224.36</u>	<u>(\$392,224.36)</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>\$392,224.36</u>	<u>(\$392,224.36)</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>\$392,224.36</u>	<u>(\$392,224.36)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$392,224.36</u>	<u>(\$392,224.36)</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2021 Ending date 3/31/2022 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	209,919	434,651	344,007	Under	90,644
00830	Total Revenues from Federal Sources	1,184,980	347,703	1,532,683	414,510	Under	1,118,173
Total		1,569,228	569,472	2,138,700	767,367		1,371,333
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		50,380	59,463	109,843	68,012	371	41,460
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	66,200	0	64,316
88040	Nonpublic Handicapped Services	57,280	65,936	123,216	34,073	3,668	85,474
88060	Nonpublic Nursing Services	22,426	9,270	31,696	21,078	10,617	0
88080	Nonpublic Technology Initiative	10,058	1,702	11,760	10,433	0	1,327
88136	SDA Emergent Needs & Capital Maint.	0	43,584	43,584	0	0	43,584
88140	Other	0	16,091	16,091	8,406	7,685	0
88740	Total Federal Projects	1,184,980	308,691	1,493,671	599,544	313,363	580,764
Total		1,569,228	569,472	2,138,700	823,886	335,705	979,109

Starting date 7/1/2021 Ending date 3/31/2022 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
00761	20-3257	SDA Emergent Needs & Capital Maint.	0	43,584	43,584	43,584		0
00765	20-32__	Other Restricted Entitlements	224,732	166,335	391,067	300,423	Under	90,644
00775	20-441[1-6]	Title I	130,995	(20,804)	110,191	27,400	Under	82,791
00780	20-445[1-5]	Title II	35,770	10,979	46,749	777	Under	45,972
00785	20-449[1-4]	Title III	19,554	23,623	43,177	4,282	Under	38,895
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	235,686	Under	258,359
00823	20-4534	CRRSA Act - ESSER II	481,465	0	481,465	100,558	Under	380,907
00824	20-4535	CRRSA Act - Learning Acceleration Grant	30,898	0	30,898	11,613	Under	19,285
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	569,472	2,138,700	767,367		1,371,333

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
			50,380	59,463	109,843	68,012	371	41,460
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	66,200	0	64,316
88040	20-50[-6-8]-___	Nonpublic Handicapped Services	57,280	65,936	123,216	34,073	3,668	85,474
88060	20-509-___	Nonpublic Nursing Services	22,426	9,270	31,696	21,078	10,617	0
88080	20-510-___	Nonpublic Technology Initiative	10,058	1,702	11,760	10,433	0	1,327
88136	20-492-___	SDA Emergent Needs & Capital Maint.	0	43,584	43,584	0	0	43,584
88140	20-___-___	Other	0	16,091	16,091	8,406	7,685	0
88500	20-___-___	Title I	130,995	(20,804)	110,191	47,950	24,829	37,412
88520	20-___-___	Title II	35,770	10,909	46,679	982	0	45,697
88540	20-___-___	Title III	19,554	20,022	39,576	6,211	4,443	28,923
88560	20-___-___	Title IV	16,308	6,866	23,174	5,450	0	17,724
88620	20-___-___	I.D.E.A. Part B (Handicapped)	424,990	49,719	474,709	303,429	125,147	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	44,606	70,136	2,732
88709	20-483-___	CRRSA Act - ESSER II Grant Program	481,465	0	481,465	179,304	88,808	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

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 20 Special Revenue Fund

Expenditures:

			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88711	20-485-___-___	CRRSA Act - Mental Health Grant	45,000	0	45,000	0	0	45,000
Total			1,569,228	569,472	2,138,700	823,886	335,705	979,109

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$755,516.03
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	(\$1,210.18)	(\$1,210.18)

Total assets and resources

\$1,614,305.85

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$755,516.03
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	(\$1,210.18)	(\$1,210.18)

Total assets and resources

\$1,614,305.85

Starting date 7/1/2021 Ending date 3/31/2022 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
	Total liabilities		\$0.00

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)
	Total appropriated		\$3,124,950.88

Unappropriated:

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

Starting date 7/1/2021 Ending date 3/31/2022 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	(\$1,210.18)	\$1,210.18
Subtotal	<u>\$1,562,475.44</u>	<u>\$1,561,265.26</u>	<u>\$1,210.18</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>\$1,561,265.26</u>	<u>\$1,210.18</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>\$1,561,265.26</u>	<u>\$1,210.18</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>\$1,561,265.26</u>	<u>\$1,210.18</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,562,475.44</u>	<u>\$1,561,265.26</u>	<u>\$1,210.18</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2021 Ending date 3/31/2022 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 3/31/2022 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 3/31/2022 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		(\$37,951.88)
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	\$915,250.00	
302	Less revenues	(\$855,250.00)	\$60,000.00

Total assets and resources

\$22,048.12

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$37,951.88)
411	Intergovernmental accounts payable - state			\$0.00
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			\$0.00
	Total liabilities			\$0.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July		\$0.00	
607	Add: Increase in cur. exp. emer. reserve		\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$563.67
601	Appropriations		\$915,250.00	
602	Less: Expenditures	(\$893,765.55)		
	Less: Encumbrances	\$0.00	(\$893,765.55)	\$21,484.45
	Total appropriated			\$22,048.12

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$22,048.12
	Total liabilities and fund equity			<u>\$22,048.12</u>

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$915,250.00	\$893,765.55	\$21,484.45
Revenues	(\$915,250.00)	(\$855,250.00)	(\$60,000.00)
Subtotal	<u>\$0.00</u>	<u>\$38,515.55</u>	<u>(\$38,515.55)</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>\$38,515.55</u>	<u>(\$38,515.55)</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>\$38,515.55</u>	<u>(\$38,515.55)</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>\$38,515.55</u>	<u>(\$38,515.55)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$38,515.55</u>	<u>(\$38,515.55)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2021 Ending date 3/31/2022 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	187,188		0
Total		915,250	0	915,250	855,250		60,000

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	915,250	0	915,250	893,766	0	21,484
Total		915,250	0	915,250	893,766	0	21,484

Starting date 7/1/2021 Ending date 3/31/2022 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	187,188		0
Total			915,250	0	915,250	855,250		60,000
Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	130,250	0	130,250	108,766	0	21,484
89620	40-701-510-910	Redemption of Principal	785,000	0	785,000	785,000	0	0
Total			915,250	0	915,250	893,766	0	21,484

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$795,689.58
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	(\$650,386.22)	(\$49,746.22)

Total assets and resources

\$754,182.36

Starting date 7/1/2021 Ending date 3/31/2022 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

Total liabilities

\$51,245.00

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$106,944.22
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	(\$478,900.47)	
	Less: Encumbrances	(\$106,944.22)	(\$585,844.69)
	Total appropriated		\$121,739.53

Unappropriated:

770	Fund balance, July 1	\$581,197.83
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance

\$702,937.36

Total liabilities and fund equity

\$754,182.36

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$600,640.00	\$585,844.69	\$14,795.31
Revenues	(\$600,640.00)	(\$650,386.22)	\$49,746.22
Subtotal	<u>\$0.00</u>	<u>(\$64,541.53)</u>	<u>\$64,541.53</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$64,541.53)</u>	<u>\$64,541.53</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$64,541.53)</u>	<u>\$64,541.53</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$64,541.53)</u>	<u>\$64,541.53</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$64,541.53)</u>	<u>\$64,541.53</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2021 Ending date 3/31/2022 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	650,386		(49,746)
Total		0	600,640	600,640	650,386		(49,746)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	600,640	600,640	478,900	106,944	14,795
Total		0	600,640	600,640	478,900	106,944	14,795

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	600,640	600,640	650,386		(49,746)
Total	0	600,640	600,640	650,386		(49,746)
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999	0	600,640	600,640	478,900	106,944	14,795
Total	0	600,640	600,640	478,900	106,944	14,795

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$151,979.96
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	\$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	\$209,342.27	
302	Less revenues	(\$112,917.03)	\$96,425.24

Total assets and resources

\$248,405.20

Starting date 7/1/2021 Ending date 3/31/2022 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		\$1,538.61
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	\$209,342.27	
602	Less: Expenditures (\$69,427.92)		
	Less: Encumbrances (\$1,538.61)	(\$70,966.53)	\$138,375.74
	Total appropriated		\$139,914.35

Unappropriated:

770	Fund balance, July 1		\$108,490.85
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$248,405.20
	Total liabilities and fund equity		<u>\$248,405.20</u>

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$209,342.27	\$70,966.53	\$138,375.74
Revenues	(\$209,342.27)	(\$112,917.03)	(\$96,425.24)
Subtotal	<u>\$0.00</u>	<u>(\$41,950.50)</u>	<u>\$41,950.50</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>(\$41,950.50)</u>	<u>\$41,950.50</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>(\$41,950.50)</u>	<u>\$41,950.50</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>(\$41,950.50)</u>	<u>\$41,950.50</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$41,950.50)</u>	<u>\$41,950.50</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		96,335	113,007	209,342	112,917	Under	96,425
Total		96,335	113,007	209,342	112,917		96,425
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		96,335	113,007	209,342	69,428	1,539	138,376
Total		96,335	113,007	209,342	69,428	1,539	138,376

Starting date 7/1/2021 Ending date 3/31/2022 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	96,335	113,007	209,342	112,917	Under	96,425
Total	96,335	113,007	209,342	112,917		96,425

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	96,335	113,007	209,342	69,428	1,539	138,376
Total	96,335	113,007	209,342	69,428	1,539	138,376

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

March 31, 2022

	Cash Balance 3/1/2022	Cash Receipts March-22	Cash Disbursements March-22	Cash Balance March-22
General Fund - 10	6,620,057.64	439,599.49	(3,140,165.87)	3,919,491.26
Special Revenue Fund - 20	110,125.44	27,738.00	(86,590.61)	51,272.83
Capital Projects Fund - 30	755,515.76	0.27	0.00	755,516.03
Debt Service Fund - 40	(37,951.88)	0.00	0.00	(37,951.88)
Enterprise Fund - 60	767,474.24	101,788.88	(73,573.54)	795,689.58
Total	8,215,221.20	569,126.64	(3,300,330.02)	5,484,017.82
Payroll Account	1,659.00	1,208,651.70	(1,209,876.70)	434.00
Payroll Agency Account	22,585.10	971,063.60	(959,685.07)	33,963.63
Unemployment Account	100,227.41	4.31	(3.90)	100,227.82
Summer Escrow Account	262,376.00	43,314.02	(9.42)	305,680.60
Flexible Spending Account	1,791.05	0.03	(1,200.00)	591.08
Grand Total	8,603,859.76	2,792,160.30	(5,471,105.11)	5,924,914.95


Chief School Administrator

5/23/22
Date

Month / Year: Mar 31, 2022

05/23/22

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)	3/31/2022	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data		Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	10,413,540	76,632	10,490,172	1,049,017	(11,824)		-0.11%	1,037,193	1,060,841
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	5,423,992	0	5,423,992	542,399	113,080		2.08%	655,479	429,319
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0		0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricular, Total School-Sponsored Athletics - Instr, Total Before/After School Programs, Total Summer School, Total Instructional/Alternative Education, 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
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0		0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	3,378,163	0	3,378,163	337,816	(212,580)		-6.29%	125,236	550,396
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	2,616,949	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	248,237		8.09%	555,017	58,543
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	(197,696)		-3.80%	323,181	718,573
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											
72260	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

Attachment

D

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 3/31/2022	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
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 Constr	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 Renaiss Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		35,852,305	347,697	36,200,002	3,620,000	0	0.00%	3,620,000	3,620,000


 School Business Administrator Signature

5/23/22
 Date

[illegible]

New Subs

GESWALDO, MADELENE

TRAVERSO, CAITLYN

FERRERI, JOSEPH

BABBINI, JASON

SCANNELL, KATELYN

VARGAS, YAMILKAR

NAVARROW, AMANDA

Attachment G

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

Attachment H

ESY Staff 2022

Teachers: \$ per hour

Frank Avella

Patrick Dennehy

Molly Tague

Cristen Mizenko

Karen Young

sub: Giana Dilascio

Nurse: \$ per hour

Kim Kane

sub: Heather Meli

Paras: \$ per hour

Ann DePalma - early shift

Melissa Wexler

Bonnie Dallara

Maureen Garden

Rula Nazeh

Melanie Wexler

Giana Dilascio

Stephen Capozzoli

Dana Bincoletto

Kathleen Hughes

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

Summer 2022
Rate per hour _____

Teachers available for meetings:

Regular Ed

**Danielle Reynolds
Danielle Kroncke
Diane Robertson
Betty Chiu
Sandy Claus
Michael Stillman
Michael Warren**

Special Ed Teachers

**Shannon Valenti
Mary Centrella
Jennifer Lopera
Melissa Rad
Patrick Dennehy**

Summer Enrichment Teachers - 2022

Euclid

Cristen Mizenko
Nicole Garfi
Alysha Curtin
Diane Robertson
Stephanie Netelkos
Victoria Zarella
Lori Bothe

Lincoln

Brander, Samantha
LaTorre, Eileen
Georgatos, Aundrea
DePalma, Victoria
Claus, Sandra
Martello, Jennifer
Giaquinto, Jamie
Aida Signorile

Theater Week Teachers

Attachment

K

Euclid Week (July 11-15)

Danielle Kastner
Sandy Claus

Lincoln Week (July 18-22)

Sandy Claus

COACHES	APPOINTMENTS 22-23	Total Salary
Fall Sports		
CHEERLEADING - CO HEAD	JENNA GIAQUINTO	\$ 2,352.00
CHEERLEADING - CO HEAD	GABRIELLA MUSIC DITARANTO	\$ 2,352.00
CHEERLEADING - CO ASST	JENNA GIAQUINTO	\$ 1,317.00
CHEERLEADING - CO ASST	GABRIELLA MUSIC DITARANTO	\$ 1,317.00
CROSS COUNTRY - HEAD	MIKE RYAN	\$ 6,697.00
CROSS COUNTRY - ASST	LEIGHANN RUROEDE	\$ 4,468.00
FOOTBALL - HEAD	BRIAN ILLE	\$ 9,694.00
FOOTBALL - ASST	TOMMY BRENNAN	\$ 6,491.00
FOOTBALL - ASST	JOSEPH FISCHER (50/50 SPLIT)	\$ 3,245.50
FOOTBALL - ASST	DIMITRI FORDE (50/50 SPLIT)	\$ 3,245.50
FOOTBALL - ASST	COREY LANGE	\$ 6,491.00
FOOTBALL - ASST	SEAN MANSFIELD	\$ 6,491.00
FOOTBALL - ASST	ROCKY MINICHELLO	\$ 7,189.00
SOCCER - BOYS - HEAD	PEDRO MARTINEZ	\$ 6,713.00
SOCCER - BOYS - ASST	TBD	\$ 4,141.00
SOCCER - BOYS - ASST	JUSTIN MCCANN	\$ 5,271.00
SOCCER - GIRLS - HEAD	JENNIFER KELLER	\$ 5,955.00
SOCCER - GIRLS - ASST	MOLLY TAGUE	\$ 5,644.00
SOCCER - GIRLS - ASST	TBD	\$ 5,644.00
TENNIS - GIRLS - HEAD	SUZANNE CAINES	\$ 6,697.00
TENNIS - GIRLS - ASST	VANESSA MCCUE	\$ 4,468.00
VOLLEYBALL - GIRLS - HEAD	JACKIE FERRANTI	\$ 6,713.00
VOLLEYBALL - GIRLS - ASST	TBD	\$ 4,141.00
VOLLEYBALL - GIRLS - ASST	TBD	\$ 4,141.00
VOLLEYBALL - MS	CHRISTINE WARREN	\$ 1,946.00
Winter Sports		
BASKETBALL - BOYS - HEAD	MICHAEL CEBULA	\$ 8,638.00
BASKETBALL - BOYS - ASST	TBD	\$ 4,141.00
BASKETBALL - BOYS - ASST	JOSEPH CRABBE	\$ 5,644.00
BASKETBALL - GIRLS - HEAD	MOLLY TAGUE	\$ 6,615.00
BASKETBALL - GIRLS - ASST	ALISA SELLITTO	\$ 4,513.00
BASKETBALL - GIRLS - ASST	TBD	\$ 4,141.00
BOWLING - HEAD	CATHERINE CASSIDY	\$ 3,592.00
SWIM TEAM - HEAD	COOP	\$ -
SWIM TEAM - ASST	COOP	\$ -
INDOOR TRACK - HEAD	ROBERT BRADY	\$ 6,866.00
INDOOR TRACK - ASST	MIKE RYAN	\$ 3,495.00
PARAPROFESSIONAL INDOOR TRACK - ASST	JOHN VALENTI	\$ 3,581.00
WRESTLING - HEAD	KURT FREUND	\$ 8,208.00
WRESTLING - ASST	EVAN DOLAN	\$ 5,644.00
PARAPROFESSIONAL WRESTLING - ASST	DOM ROMEO (50/50 SPLIT)	\$ 2,822.00
WRESTLING - ASST	SHAWN ZAHN (50/50 SPLIT)	\$ 2,822.00
Spring Sports		
BASEBALL - HEAD	PAT GABRIELE	\$ 7,745.00
BASEBALL - ASST	TBD	\$ 4,141.00
BASEBALL - ASST	CRAIG LABIANCO	\$ 5,644.00
SOFTBALL - HEAD	TBD	\$ 7,745.00
SOFTBALL - ASST	JEN KELLER	\$ 5,644.00
SOFTBALL - ASST	TBD	\$ 4,141.00
TRACK - HEAD/COORD	ROB BRADY	\$ 12,315.50
TRACK - ASST	MIKE RYAN	\$ 6,160.00
TRACK - ASST	DILLON FISCHER	\$ 4,891.00
PARAPROFESSIONAL TRACK - ASST	JOHN VALENTI	\$ 6,342.00
TRACK - ASST	JOHN D'AMATO (50/50 SPLIT)	\$ 2,822.00
TRACK - ASST	JESS SARUBI (50/50 SPLIT)	\$ 2,822.00
TENNIS - BOYS - HEAD	SUZANNE CAINES	\$ 6,697.00
TENNIS - BOYS - ASST	JUSTIN MCCANN	\$ 4,017.00
GOLF - HEAD	DAN PIGNATIELLO	\$ 5,999.00

Teachers on Camping Trip June 8th to 10th

- 1) Binazeski
- 2) Caputo
- 3) Coffey
- 4) Drago
- 5) Keller
- 6) Minervini
- 7) Muska
- 8) O'Brien (Angela)
- 9) O'Hagan
- 10) Toy

Admin

- 1) Mastropietro

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

Cheerleading: appearance in 50% of varsity events (selection per policy)

Marching Band: appearance in 50% of marching band 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: April 28, 2022

Second Reading: May 26, 2022

POLICY GUIDE

ADMINISTRATION

1648.15/page 1 of 2

Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

Apr 22

M

[See **POLICY ALERT No. 227**]

1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). The ETS and this Policy are only applicable for employees working in the school nurse's office and any adjoining clinical areas in the school building.

For the purpose of this Policy, "employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.

For the purpose of this Policy, "healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.

The school district will retain all versions of Policy 1648.14 – Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.



POLICY GUIDE

ADMINISTRATION

1648.15/page 2 of 2

Recordkeeping for Healthcare Settings in School Buildings – COVID-19

The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.

By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

29 CFR §1910.502(q)

First Reading: May 26, 2022



POLICY GUIDE

PROGRAM
2416.01/page 1 of 2
Postnatal Accommodations for Students
Apr 22

[See **POLICY ALERT No. 227**]

2416.01 POSTNATAL ACCOMMODATIONS FOR STUDENTS

The Board of Education recognizes students may be returning to school shortly after their child's birth and may need to breastfeed their child or to express breast milk during the school day. The school district will accommodate a student who wants to breastfeed or express breast milk while attending school in the district.

A student shall be permitted to breastfeed their child or to express breast milk while attending school in accordance with a schedule provided by the student to the school nurse, who shall consult with the Principal or designee. The district encourages the student develop a schedule that does not impact a student's instructional time and encourages a student to schedule such time to breastfeed or to express breast milk during study hall time, lunch time, or other non-instructional times of the school day. The student may bring to school a breast pump and any other equipment necessary to express breast milk on school grounds. The student shall not incur an academic penalty for using any reasonable accommodations offered to the student and shall be provided the opportunity to make up any work missed due to such use.

The Principal or designee, in consultation with the school nurse, will designate a lactation/breastfeeding room that is shielded from view and free from intrusion by other students, staff members, and the public. The location must be functional as a space for breastfeeding or expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. Expressed breast milk may be stored in a refrigerator in the school building or in the student's personal cooler. If the space is not a dedicated lactation/breastfeeding room, it must be available when needed. A space temporarily converted into a lactation/breastfeeding room or made available when needed by the student is sufficient; however, a bathroom, even if private, is not a permissible location. A student opting to breastfeed their child in the lactation/breastfeeding room will be responsible to make arrangements for their child to be brought to the school in accordance with a time schedule agreed to by the Principal or designee.

All staff members will assist in providing a positive atmosphere of support for students who are returning to school after the birth of their child. Conduct by a staff member or student that reasonably interferes with a student's performance in school; creates an intimidating, hostile, or offensive environment for a student



POLICY GUIDE

PROGRAM
2416.01/page 2 of 2
Postnatal Accommodations for Students

that is complying with the provisions of this Policy; or that inhibits a student's ability to breastfeed their child or express breast milk while in school will not be tolerated.

The Principal shall ensure Policy 2416.01 is distributed to pregnant students and students who are returning to school after the birth of their child.

N.J.S.A. 26:4C-1; 26:4C-2; 26:4C-3

First Reading: May 26, 2022



POLICY GUIDE

PROGRAM
2417/page 1 of 2
Student Intervention and Referral Services
Apr 22
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[See POLICY ALERT Nos. 177, 203, and 227]

2417 STUDENT INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation in each school building in which general education students are served, a coordinated system for planning and delivering intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board of Education **shall choose the** ~~adopts this~~ appropriate multidisciplinary team approach, **such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model** for planning and delivering the services required under N.J.A.C. 6A:16-8.

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to **support** ~~aid~~ students in the general education program and may be provided for students who have been determined to need special education programs and services pursuant to N.J.A.C. 6A:16-8.1(a). The intervention and referral services provided for students who have been determined to need special education programs and services shall be coordinated with the student's Individualized Education Program Team, as appropriate. **Child Study Team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6.**

The functions of the system of intervention and referral services in each school building which general education students are served shall be pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.



POLICY GUIDE

PROGRAM
2417/page 2 of 2
Student Intervention and Referral Services

The I&RS Team **in each school building** shall review and assess the effectiveness of ~~the provisions of~~ each intervention and referral services action plan in achieving the **identified** outcomes, ~~identified in each action plan~~ and modify each action plan to achieve the outcomes, as appropriate.

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2

Revised (First Reading): May 26, 2022



POLICY GUIDE

TEACHING STAFF MEMBERS

3161/page 1 of 2

Examination for Cause

Apr 22

[See POLICY ALERT No. 227]

3161 EXAMINATION FOR CAUSE

The Board of Education may require the physical and/or psychiatric examination of any teaching staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).

The Superintendent shall require a physical and/or psychiatric examination on a teaching staff member whenever, in the judgment of the Superintendent, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform with reasonable accommodation the position the teaching staff member currently holds, or to detect any health risks to students and other employees.

A teaching staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the teaching staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.



POLICY GUIDE

TEACHING STAFF MEMBERS

3161/page 2 of 2

Examination for Cause

If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the teaching staff member to authorize the release of the examination results to the Superintendent.

If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member.

A teaching staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7;
18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

Revised (First Reading): May 26, 2022



POLICY GUIDE

SUPPORT STAFF MEMBERS

4161/page 1 of 2

Examination for Cause

Apr 22

[See POLICY ALERT No. 227]

4161 EXAMINATION FOR CAUSE

The Board of Education may require the physical and/or psychiatric examination of any support staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).

The Superintendent shall require a physical and/or psychiatric examination on a support staff member whenever, in the judgment of the Superintendent, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform with reasonable accommodation the position the support staff member currently holds, or to detect any health risks to students and other employees.

A support staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the support staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the support staff member in writing within five working days of the support staff member's receipt of the written statement of reasons. A support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the support staff member's own choosing, approved by the Board, and at the support staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.



POLICY GUIDE

SUPPORT STAFF MEMBERS

4161/page 2 of 2

Examination for Cause

If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the support staff member to authorize the release of the examination results to the Superintendent.

If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member.

A support staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7;
18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2 ; 6A:32-6.3

Revised (First Reading): May 26, 2022



POLICY GUIDE

STUDENTS
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Harassment, Intimidation, and Bullying
Apr 22
M

[See POLICY ALERT Nos. 179, 180, 181, 182, 183, 188, 193, 194, 200,
216, and 227]

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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C.	Student Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Harassment, Intimidation, and Bullying Investigation
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I.	Reprisal or Retaliation Prohibited
J.	Consequences and Appropriate Remedial Action for False Accusation
K.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
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POLICY GUIDE

STUDENTS

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Harassment, Intimidation, and Bullying

- N. Reports to Board of Education and New Jersey Department of Education
- O. School and District Grading Requirements
- P. Reports to Law Enforcement
- Q. Collective Bargaining Agreements and Individual Contracts
- R. Students with Disabilities
- S. Approved Private Schools for Students with Disabilities (APSSD)
- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, 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. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); ~~or~~ adoptive parent(s); legal guardian(s); foster parent(s); or parent surrogate(s) of a student. **When** ~~Where~~ parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided ~~such~~ parental rights have not been terminated by a court of appropriate jurisdiction.



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B. Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to **their** ~~his/her~~ person or damage to **their** ~~his/her~~ property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).



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“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students’ abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;



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3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.



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D. Consequences and Appropriate Remedial Actions

~~Consequences and Appropriate Remedial Actions – Students~~

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Consequences – Students

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Factors for Determining Consequences – Student Considerations

- 1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;**
- 2. Degrees of harm;**
- 3. Surrounding circumstances;**
- 4. Nature and severity of the behavior(s);**
- 5. Incidences of past or continuing patterns of behavior;**
- 6. Relationships between the parties involved; and**
- 7. Context in which the alleged incidents occurred.**



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Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

Appropriate Remedial Actions – Students

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of



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problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

~~Factors for Determining Consequences—Student Considerations~~

- ~~1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;~~
- ~~2. Degrees of harm;~~
- ~~3. Surrounding circumstances;~~
- ~~4. Nature and severity of the behavior(s);~~
- ~~5. Incidences of past or continuing patterns of behavior;~~
- ~~6. Relationships between the parties involved; and~~
- ~~7. Context in which the alleged incidents occurred.~~

~~Factors for Determining Consequences—School Considerations~~

- ~~1. School culture, climate, and general staff management of the learning environment;~~
- ~~2. Social, emotional, and behavioral supports;~~
- ~~3. Student staff relationships and staff behavior toward the student;~~
- ~~4. Family, community, and neighborhood situation; and~~
- ~~5. Alignment with Board policy and regulations/procedures.~~

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.



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Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. ~~Admonishment;~~
2. ~~Temporary removal from the classroom;~~
3. ~~Deprivation of privileges;~~
4. ~~Classroom or administrative detention;~~



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5. ~~Referral to disciplinarian;~~
6. ~~In school suspension;~~
7. ~~Out of school suspension (short term or long term);~~
8. ~~Reports to law enforcement or other legal action; or~~
9. ~~Expulsion.~~

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways **they** ~~he or she~~ can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of **their** ~~his or her~~ actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.



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Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure ~~they he or she~~ **do does** not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;



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12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
31. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.



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Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victim's² physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.



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E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. **The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.**

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. **The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.** The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. **The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.**



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A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;



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- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:
 - a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address



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issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and



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- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

[Option – Principal’s Preliminary Determination]

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. ~~The Superintendent or designee may sign off on the preliminary determination.~~

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be



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completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]



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The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. **The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.**

~~An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.~~

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling **as a result of the finding of the investigation**, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action **including seeking further information**, as necessary.



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The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. **A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).**



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At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:



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1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying



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or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation



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may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.4~~5~~, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



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K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent **or designee** shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. **The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.**

The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.



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L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of



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character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 ~~et seq.~~

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public



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hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related acts ~~and potentially bias crimes~~ and school officials must report to law enforcement officials **any bias related acts, in accordance with N.J.A.C. 6A:16-6.3(e), either serious acts or those which may be part of a larger pattern in accordance with** and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.



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The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32~~37~~

N.J.A.C. 6A:16-7.1 et seq.; ~~6A:16-7.9 et seq.~~

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Revised (First Reading): May 26, 2022



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[See **POLICY ALERT** Nos. 182, 184, and 227]

[Required for School Districts with Three or More District Buildings]

R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING, AND ACCOUNTING

A school district with three or more district buildings shall have an automated work order system ~~by July 1, 2010~~ for prioritizing, performing, and recording all maintenance and repair requests for all district buildings and grounds **in accordance with the provisions of N.J.A.C. 6A:23A-6.9.**

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The priority level (for example, urgent, high, average, low);



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- g. The scheduled date(s) of service;
 - h. The trade(s) needed such as general maintenance worker;; custodian;; carpenter;; plumber;; electrician;; **heating, ventilation, and air conditioning (HVAC)**;; grounds;; roofer;; masonry;; glazer;; other;
 - i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated **labor man** hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
- a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time, and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.



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4. Except ~~when~~ ~~where~~ prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. ~~If Where~~, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.
6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

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[See POLICY ALERT Nos. 189, 191, 221, 224, and 227]

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees



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shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:**

1. **Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;**
2. **Does not expose students to content or imaging that is not developmentally or age-appropriate;**
3. **Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;**



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4. **Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;**
5. **Does not require a student to role play as a victim, but may include first aid training in which students participate; and**
6. **Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.**

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. **The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.**

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.



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Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; **18A:41-7a.**

N.J.A.C. 6A:16-5.1; ~~6A:27-11.2~~

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[See POLICY ALERT No. 227]

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

Revised (First Reading): May 26, 2022



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[See POLICY ALERT No. 227]

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
 2. Reviewed and approved by the Executive County Superintendent;
 3. Made available annually to all school district staff, students, and parents;
 4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
 5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
 2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;



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3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.



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- d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
 - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
- a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.



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- b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;



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10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA.



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C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);
 - c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);



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- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

Revised (First Reading): May 26, 2022



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0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
2. Each ~~statement made by a~~ participant shall be limited to ~~5 minutes²~~ **duration (2) three minute statements**;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;
5. The presiding officer may:
 - a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
 - b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;



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- c. Request any person to leave the meeting when that person does not observe reasonable decorum;
- d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
- e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
- f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

N.J.S.A. 2C:33-8
N.J.S.A. 10:4-12

Approved: April 28, 2016
Revised (First Reading): May 26, 2022



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District Policy**0167 - PUBLIC PARTICIPATION IN BOARD MEETINGS**

Section: Bylaws
 Date Created: November 2014
 Date Edited: November 2014

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. This portion of the meeting is open to citizens of Hasbrouck Heights. Residents are to state their names, addresses, and subject matter. Comments may be limited to no more than five minutes per person. The Board Members request that all members of the public be courteous and mindful of the rights of other individuals when speaking. Issues raised by members of the public may or may not be responded to by the Board. Due to confidentiality and legal rights afforded by the State of New Jersey to students and employees, no member of the public may speak about an employee or employees or about a student or students of the district for any reason at any time. All comments will be considered and a response may be forthcoming if and when appropriate. Members of the public must 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. The Board bears no responsibility nor will it be liable for any comments made by members of the public.
2. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
3. Each statement made by a participant shall be limited to ~~five minute duration;~~ ^{two 3 minute statements.}
4. No participant may speak more than once on the same topic until others who wish to speak on that topic have been heard;
5. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
6. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8
 N.J.S.A. 10:4-12

Adopted: 20 November 2014



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