

## June 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

- D. Equipment and Supplies. **SCHOOL** will supply **BAYADA's** RN with all necessary equipment, tools, materials and supplies necessary to perform services under this Agreement.
- E. Employment Status. **SCHOOL** understands and agrees that the RN is an employee of **BAYADA**, and **SCHOOL** will not attempt to solicit the RN to work privately for **SCHOOL**, without written authorization from **BAYADA**, during the term of this Agreement and for one (1) year following its termination or expiration. **SCHOOL** recognizes the recruiting, training and retention expenses that **BAYADA** encounters as an employer and acknowledges that **BAYADA** is not a placement or referral service. Should **SCHOOL** desire to hire one of **BAYADA's** employees, **SCHOOL** agrees to provide **BAYADA** with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$10,000.00 whichever is greater. This fee shall apply to any **BAYADA** employee **SCHOOL** wishes to hire.
- F. Compliance Program. **BAYADA** values honesty and confidentiality in all business interactions. **SCHOOL** agrees to report questionable activities involving **BAYADA's** employees to the local office Director named below or to the Compliance Hotline at 1-866-665-4295.
- G. Orientation, Training and Supervision. **SCHOOL** will provide all necessary training prior to a nurse working independently. This includes but is not limited to:
1. Orientation to the school setting- nurses station; emergency equipment, administrative office and school geography.
  2. Training to documentation requirements including forms and filing of forms.
  3. Orientation to the general care and emergency protocols orders
  4. Orientation to all relevant associated procedures.
  5. Back up supervision or resource will be available for any questions or concern.

### III. BILLING AND COMPENSATION

- A. **SCHOOL** agrees to compensate **BAYADA** at a rate of \$60.00/hour for RN services provided under this Agreement. **SCHOOL** must provide **BAYADA** a twenty-four (24) hour cancellation notice or will be subject to charges for services requested.
- B. **BAYADA** shall forward to **SCHOOL** an itemized bill on a weekly basis.
- C. **SCHOOL** agrees to pay submitted bills within sixty (60) days of receipt. Any bill not paid within the sixty (60) day period will be considered delinquent. **BAYADA** reserves the right to pursue any collection remedies to resolve a delinquent account. **SCHOOL** agrees to reimburse **BAYADA** for all collection costs, including attorneys' fees and expenses.

### IV. TERM AND TERMINATION

- A. This Agreement will come into effect beginning on July 1, 2022 and will remain in effect through June 30, 2023. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice. If less than a thirty (30) day advance notice of cancellation is given, a service charge of fourteen (14) days will be incurred.
- C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:

that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.

E. Insurance.

1. **BAYADA** shall maintain general liability and professional liability coverage for any negligent acts or omissions of **BAYADA** employees which may give rise to liability under this Agreement.
2. **BAYADA** shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

F Indemnification. **BAYADA** agrees to indemnify and hold **SCHOOL** harmless with respect to all claims and expenses arising out of, or resulting from, the sole negligence or omission of **BAYADA** or its employees or agents while on assignment to **SCHOOL**.

G Equipment and Supplies. **BAYADA** will supply **BAYADA** employee with all Personal Protective Equipment (PPE).

H Payment of Personnel. **BAYADA**, as an employer, shall remain responsible for the payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State and local tax withholdings, Workers' Compensation, Social Security, employment and other insurance requirements for its personnel.

I Equal Opportunity Employment. **BAYADA** agrees to comply with the New Jersey state requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27, and the Americans with Disabilities Act, where applicable, during the performance of this Agreement and will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. **BAYADA** will provide required reports as requested.

## II. RESPONSIBILITIES OF SCHOOL

A. Payment for Services. **SCHOOL** will remain responsible to compensate **BAYADA** for services rendered pursuant to this Agreement. Section III hereunder shall govern billing terms and compensation.

B. Insurance.

1. **SCHOOL** shall maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of **SCHOOL** acting through its directors, agents, employees or other personnel which may give rise to liability under this Agreement.
2. **SCHOOL** shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

C. Indemnification. **SCHOOL** agrees to indemnify, defend, and hold **BAYADA** harmless with respect to any and all claims and expenses arising from, relating to, or resulting from (1) any act or omission of **SCHOOL** or its employees or agents in connection with the performance of this Agreement, (2) those acts of **BAYADA** employees while working under the direction of **SCHOOL**, its staff or its policies or procedures, or (3) any exposure to the COVID 19 virus except when the sole cause was from a **BAYADA** specific confirmed exposure.

## CONTRACT FOR SCHOOL NURSING SERVICES

This AGREEMENT is made and entered into this 25th day of April, 2022, by **BAYADA Home Health Care, Inc.**, with a service office located at 299 Market Street, Suite 210, Saddle Brook, NJ 07663 (hereinafter referred to as **BAYADA**) and **Hasbrouck Heights Board of Education**, located at 379 Boulevard, Hasbrouck Heights, New Jersey 07604 (hereinafter referred to as **SCHOOL**).

**BAYADA** is a Home Care Agency, licensed to provide services in the states where care is rendered, and **SCHOOL** has identified a need for a nurse to provide basic nursing care to its students.

WHEREAS it is the desire of both parties to make provision for nursing services, to include any setting where student is receiving educational services, in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, **BAYADA** and **SCHOOL** agree to the terms and conditions outlined herein:

### I. RESPONSIBILITIES OF BAYADA

- A. Qualifications of Personnel. The Nurse supplied by **BAYADA** shall be a Registered Nurse (RN) who shall hold a current license, registration or certification **as requested by the SCHOOL district** and shall provide services pursuant to the applicable state laws.
- B.
- C. Personnel Records Inspection. **BAYADA** shall make available for inspection, upon the request of **SCHOOL**, the personnel files of its nurse who is providing onsite services. The contents of such file will include:
  - 1. Verification of current licensure or certification as applicable; and
  - 2. Completed application for employment or resume; and
  - 3. Verified references; and
  - 4. Evidence of annual performance evaluation; and
  - 5. A criminal record check, conducted upon hire, if required by state law; and
  - 6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.
  - 7. Completed and Verified NJ Sexual Misconduct/Child Abuse Disclosure forms.
  - 8. Attestation of employee or vaccination or exemption status where applicable.
- D. Service. **BAYADA** shall provide an RN to **SCHOOL** per **SCHOOL's** request. The RN will provide basic nursing services to **SCHOOL's** students currently attending schools located within **SCHOOL's** district. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse. Upon execution of this Agreement, **SCHOOL** will provide **BAYADA** with a schedule of the **SCHOOL** calendar including all scheduled days off.
- E. Place of Performance. **BAYADA** will provide services primarily at schools located within **SCHOOL's** district. to include any setting where student is receiving educational services, in accordance with the terms of this Agreement. **SCHOOL** acknowledges and understands

1. Dissolution or bankruptcy of either **BAYADA** or **SCHOOL**.
2. Failure of either **BAYADA** or **SCHOOL** to maintain the insurance coverages required hereunder.
3. Breach by **BAYADA** or **SCHOOL** of any of the material provisions in this Agreement.

#### V. ADDITIONAL TERMS

- A. Governing Law. This Agreement will be construed and governed in all respects according to the laws of the State of New Jersey.
- B. Relationship to Parties. The parties enter into this Agreement as independent contractors. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.
- C. Assignment. This Agreement may not be assigned by either party, in whole or in part.
- D. Modification of Terms. No amendments or modifications to the terms of this Agreement will be binding unless evidenced in writing and signed by an authorized representative of each party hereto.
- E. Notices. Any Notice given in connection with this Agreement will be given in writing to the other party, at the party's address listed above. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.
- F. Confidentiality. Except for acknowledging the existence of this Agreement, the parties understand and agree that the terms of this Agreement, including all payment terms, shall be kept confidential unless disclosure is required by law or the parties agree, in writing, to such disclosure. All methods and mode of conduct of business for **SCHOOL** and **BAYADA** are to be kept confidential by **SCHOOL** and **BAYADA** and not disclosed to any other party or used in part or whole without the permission of **SCHOOL** and/or **BAYADA**.
- G. Entire Agreement. This writing evidences the entire Agreement between **BAYADA** and **SCHOOL**; there are no prior written or oral promises or representations incorporated herein. Each Attachment, Fee Schedule, Exhibit or other documents referenced herein and/or attached to this Agreement are incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile or electronic (email) transmission shall be effective as delivery of a manually executed counterpart hereof.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Allison Mantzas  
Director  
*Signing with authority for*  
**BAYADA Home Health Care, Inc.**

\_\_\_\_\_  
*Signing with authority for*  
**Hasbrouck Heights Board of Education**

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

**5/18/22**

Please appoint the following medical doctors on a fee basis for the 2022/23 ESY and RSY as part of the mental health team of the Hasbrouck Heights School District.

**Neurologists**

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

**Developmental Behavioral Pediatrician**

Dr. Katlyne Lubin: \$800  
Other language: \$850  
354 Old Hook Rd # 104, Westwood, NJ 07675  
Email: [developmentaldiagnosics@gmail.com](mailto:developmentaldiagnosics@gmail.com)  
Phone: (201) 358-8801

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

140 East Ridgewood Avenue, Paramus, NJ 07652  
(201) 447-8151  
Developmental Pediatrics  
Neurodevelopmental Evaluations: \$700  
Contact: Taylor Daniel

Rec and Unrec checks

Hand and Machine checks

Attachment

D

06/14/22 14:23

Starting date 4/1/2022

Ending date 4/30/2022

Chk#		Date	Rec date	Code	Vendor name	Check Comment	Check amount
021601	V	03/16/22	04/28/22	X428	KARWOSKI; JACKIE		(60.00)
021610		04/08/22		Z128	I DESIGN PRINTING AND COPY CENTER		205.00
021611		04/08/22		4429	TYCO TEES		177.00
021612		04/27/22		1972	DISTABO, KERI		140.00
021613		04/27/22		X428	KARWOSKI; JACKIE		60.00
021614		04/27/22		L921	CARDINALLI; DIANNE		60.00
021615		04/27/22		B934	DJ LEFAVE		350.00
021616		04/27/22		B934	DJ LEFAVE		350.00
021617	V	04/27/22	05/26/22	F493	SHAHID; SABA		60.00
021618		04/27/22		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE		1,250.00
043522		04/30/22		0271	PRUDENTIAL RETIREMENT(DCRP)		3,523.02
066958	H	04/05/22		6351	COSTCO		317.41
066959		04/04/22		Q047	SCHOOLWIDE, INC		7,200.00
066960		04/05/22		0716	HOME DEPOT		200.00
066961		04/06/22		3021	A.T. &T		106.10
066962		04/06/22		1845	BADRE, JEFF		350.00
066963		04/06/22		O599	CANON FINANCIAL SERVICES,INC		5,051.05
066964		04/06/22		Y106	CONSTELLATION NEW ENERGY, INC		799.94
066965		04/06/22		0730	DIRECT ENERGY BUSINESS		8,808.41
066966		04/06/22		5010	EI ASSOCIATES		61,485.00
066967		04/06/22		Z733	HRICAY, JAMIE		150.00
066968		04/06/22		4336	OPTIMUM		105.55
066969		04/06/22		0227	PITNEY BOWES GLOBAL FINANCIAL SERVICES		925.05
066970		04/06/22		2588	VERIZON WIRELESS		774.57
066972		04/08/22		Q551	NATIONAL ITALIAN HONOR SOCIETY		57.00
066973		04/13/22		1150	DELTA DENTAL		26,192.44
066974		04/25/22		0673	HASBROUCK HEIGHTS ATHLETIC		2,000.00
066975		04/28/22		3021	A.T. &T		171.92
066976		04/28/22		A141	AATSP NATIONAL OFFICE		70.00
066977		04/28/22		1701	ALPINE LEARNING GROUP, INC.		7,643.86
066978		04/28/22		I905	AMATO, MIKAYLA		47.50
066979		04/28/22		1849	AMAZON.COM		70.49
066980		04/28/22		0075	AMERICAN PAPER & SUPPLY COMPANY		2,099.67
066981		04/28/22		2525	AT HOME MEDICAL		20.00
066982		04/28/22		0129	ATRA JANITORIAL SUPPLY COMPANY INC.		620.80
066983		04/28/22		Z812	AVEANNA HEALTHCARE		15,302.50
066984		04/28/22		M999	BCWCA		1,160.00
066985		04/28/22		0180	BERGEN COUNTY SPECIAL SERVICES		44,225.56
066986		04/28/22		1626	BERGEN COUNTY TECHNICAL SCHOOLS		132,795.10

Starting date 4/1/2022              Ending date 4/30/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
066987	04/28/22		1991	BERGEN TRACK & FIELD		1,440.00
066988	04/28/22		1524	BH SECURITY		100.62
066989	04/28/22		2425	BROWNS JANITORIAL SUPPLY		536.37
066990	04/28/22		9024	CABLEVISION LIGHTPATH		13,276.68
066991	04/28/22		2463	CARE PLUS NJ, INC		22,400.00
066992	04/28/22		4396	CAROLINA BIOLOGICAL SUPPLY CO.		15.10
066993	04/28/22		1487	CCL THERAPY, LLC		13,370.00
066994	04/28/22		M789	CIFELLI & SON GENERAL CONSTRUCTION		4,775.00
066995	04/28/22		J295	CONQUER MATHEMATICS, LLC		2,080.00
066996	04/28/22		Y106	CONSTELLATION NEW ENERGY, INC		779.65
066997	04/28/22		1427	COSKEYS ELECTRONIC SYSTEMS INC.		1,107.27
066998	V 04/28/22	04/28/22	0446	EDUCATIONAL DATA SERVICES, INC		
066999	04/28/22		5010	EI ASSOCIATES		27,730.00
067000	04/28/22		0419	EJG Sports, LLC		185.00
067001	04/28/22		1653	FOLLETT SCHOOL SOLUTIONS		997.71
067002	04/28/22		1480	FORUM SCHOOL		12,345.30
067003	04/28/22		0352	FRIDMAN, ESTHER, M.D.		625.00
067004	04/28/22		2255	FUN FIT THERAPY LLC		3,232.50
067005	04/28/22		2748	GRAINGER		393.77
067006	04/28/22		J006	HASSETT, PATRICK		160.00
067007	04/28/22		R020	HAWTHORNE BOARD OF EDUCATION		6,148.71
067008	04/28/22		V737	HITTING WORLD		939.00
067009	04/28/22		0716	HOME DEPOT		1,683.04
067010	04/28/22		3659	IMPACT APPLICATIONS, INC.		892.00
067011	04/28/22		C131	IN-LINE AIR CONDITIONING CO, INC		5,254.55
067012	04/28/22		5602	INSTITUTE FOR MULTI-SENSORY ED		2,550.00
067013	04/28/22		9213	INTEGRATED TRANSLATION SERVICES LLC		90.50
067014	04/28/22		0865	INVO HEALTHCARE ASSOC, LLC		15,860.93
067015	04/28/22		0710	JOHNSON CONTROLS SECURITY SOLUTIONS		1,981.03
067016	V 04/28/22	04/28/22	4037	JOSTENS DIPLOMA PRODUCT COORDINATOR		
067017	04/28/22		4137	K & J ACCESSORIES, INC		6,082.00
067018	04/28/22		U142	LEARNING WITHOUT TEARS		350.90
067019	04/28/22		J480	LODI LANES		720.00
067020	04/28/22		7385	MACHADO LAW GROUP, LLC		5,320.00
067021	04/28/22		1958	MAGIC TOUCH CONSTRUCTION CO., INC		4,745.91
067022	04/28/22		3020	MASCHIO'S FOOD SERVICE, INC.		72,120.63
067023	04/28/22		4644	MESSERY, DINA		100.00
067024	04/28/22		1016	METRO FIRE & SAFETY CO.		4,942.35
067025	04/28/22		0514	MIHALITSIANOS, GERASIMOS		400.98



Starting date 4/1/2022

Ending date 4/30/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
067026	04/28/22		8173	MUSIC AND ARTS		3,704.75
067027	04/28/22		1003	NASCO		300.10
067028	04/28/22		1004	NASSOR ELECTRIC SUPPLY CO., INC.		599.87
067029	04/28/22		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		1,200.00
067030	04/28/22		1527	NEW WORLD MONTESSORI SCHOOL		525.00
067031	04/28/22		2953	NICKERSON CORPORATION		840.00
067032	04/28/22		1018	NJIC		100.00
067033	04/28/22		P670	NJSCHOOLJOBS		100.00
067034	04/28/22		3096	NJSIAA		1,725.00
067035	04/28/22		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGI		542.73
067036	04/28/22		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENT		169.70
067037	04/28/22		B064	NORTHEASTERN INTERIOR SERVICES LLC		967.50
067038	04/28/22		8838	ON-SITE FLEET SERVICE		299.61
067039	04/28/22		4336	OPTIMUM		89.90
067040	V 04/28/22	06/07/22	1228	OTIS ELEVATOR COMPANY		2,518.89
067041	04/28/22		1245	PARAMOUNT EXTERMINATING		542.00
067042	04/28/22		S643	PAYSCHOOLS/CP-DBS,LLC		1,776.00
067043	04/28/22		1619	PEARSON ASSESSMENT		315.00
067044	04/28/22		1568	PHONAK LLC		178.99
067045	04/28/22		3158	PITNEY BOWES PURCHASE POWER		1,000.00
067046	04/28/22		7069	PKF OCONNOR DAVIES, LLP		10,000.00
067047	04/28/22		5556	R&J CONTROL, INC.		525.00
067048	04/28/22		1358	RIDGEFIELD BOARD OF EDUCATION		10,966.00
067049	04/28/22		F543	RIVERSIDE ASSESSMENTS, LLC		1,292.50
067050	04/28/22		4406	SCHOLZ; ROBYN		100.00
067051	04/28/22		1579	SCHOOL SPECIALTY, INC.		1,044.42
067052	04/28/22		Q047	SCHOOLWIDE, INC		14,473.76
067053	04/28/22		M232	SCIENTIFIC BOILER WATER CONDITION CO,INC		649.83
067054	04/28/22		4360	SCUILLA; MICHAEL		744.17
067055	04/28/22		U768	SHAW, MEAGHAN		95.00
067056	04/28/22		0800	SHAW'S COMPLETE SECURITY		251.00
067057	04/28/22		P398	SOR CONSULTING ENGINEERS, INC		6,500.00
067058	04/28/22		2322	SOUTH BERGEN JOINTURE COMM.		138,342.93
067059	V 04/28/22	04/28/22		00.0 \$ Multi Stub Void	#067060 Stub	
067060	V 04/28/22	06/07/22	L336	STAPLES CONTRACT & COMM, INC/ED DATA		3,115.67
067061	04/28/22		0639	SUEZ WATER OF NEW JERSEY		2,194.17
067062	04/28/22		N976	SUPREME CONSULTANTS LLC		3,844.00
067063	04/28/22		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN		6,698.20
067064	04/28/22		0945	THE READING & WRITING PROJECT NETWORK		4,505.30

Starting date 4/1/2022

Ending date 4/30/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
067065	04/28/22		W488	THERAPY ASSOCIATES ABA SERVICES LLC		2,250.00
067066	04/28/22		T755	TOUCHMATH, LLC		3,029.90
067067	04/28/22		B723	VALLE, NICHOLAS		47.50
067068	04/28/22		P887	VALLEY MEDICAL GROUP		547.00
067069	04/28/22		2156	VANDERBECK, C.J. & SON INC		1,597.92
067070	04/28/22		4454	VERIZON		2,156.80
067071	04/28/22		2588	VERIZON WIRELESS		770.46
067072	04/28/22		0209	WARD'S NATURAL SCIENTIFIC		10.62
067073	04/28/22		M704	WINDSOR BERGEN ACADEMY INC		14,061.43
067074	04/28/22		2691	WINDSOR LEARNING CENTER, INC		6,993.00
067075	04/28/22		C858	WINSLOW TOWNSHIP BOARD OF EDUCATION		25,081.48
067076	04/28/22		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS		475.00
067077	04/28/22		4037	JOSTENS DIPLOMA PRODUCT COORDINATOR		262.40
067079	04/29/22		1037	BEYER FORD, LLC		35,896.38
406220	H 04/06/22		1159	STATE OF NJ HEALTH BENEFITS	APRIL HEALTH BENEFITS	360,893.08
430220	04/30/22		PAY	HASBROUCK HEIGHTS PAYROLL		2,001,443.86
430221	H 04/30/22		7269	HASBROUCK HEIGHTS PR AGENCY	APRIL FICA	35,052.48
430222	H 04/30/22		7269	HASBROUCK HEIGHTS PR AGENCY	APRIL TPAF FICA	111,515.83

Starting date 4/1/2022

Ending date 4/30/2022

<b>Fund Totals</b>
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10	General Funds	\$111,515.83
11	GENERAL FUND	\$2,954,685.52
12	Capital Outlay	\$118,631.38
20	Special Revenue Fund	\$104,913.60
60	Enterprise Fund	\$93,181.24
95	STUDENT ACTIVITY	\$2,592.00
	Total for all checks listed	\$3,385,519.57

Prepared and submitted by:

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 10 General Funds

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**Assets and Resources**

**Assets:**

101	Cash in bank		\$2,210,466.58
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		\$9,415,426.00

**Accounts Receivable:**

132	Interfund	\$0.00	
141	Intergovernmental - State	\$879,969.66	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$879,969.66

**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	(\$34,578,299.36)	\$162,005.64

**Total assets and resources**

**\$12,730,067.88**

Starting date 7/1/2021 Ending date 4/30/2022 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
<b>Total liabilities</b>			<b>(\$6,989.44)</b>

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$8,293,649.39
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	(\$26,713,085.10)	
	Less: Encumbrances	(\$7,945,952.41)	(\$34,659,037.51)
	Total appropriated		\$12,892,605.89

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 **\$12,737,057.32**  
**Total liabilities and fund equity \$12,730,067.88**

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$36,196,501.98	\$34,659,037.51	\$1,537,464.47
Revenues	(\$34,740,305.00)	(\$34,578,299.36)	(\$162,005.64)
Subtotal	<u>\$1,456,196.98</u>	<u>\$80,738.15</u>	<u>\$1,375,458.83</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>(\$2,421,988.88)</u>	<u>\$3,492,206.86</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>(\$3,085,009.88)</u>	<u>\$4,003,727.86</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>(\$3,085,009.88)</u>	<u>\$4,003,727.86</u>
Less: Adjustment for prior year	(\$60,000.00)	(\$60,000.00)	\$0.00
Budgeted fund balance	<u>\$858,717.98</u>	<u>(\$2,481,988.88)</u>	<u>\$3,492,206.86</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 4/30/2022 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	31,628,954	Under	1,627
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	23,845		(5,005)
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		34,740,305	0	34,740,305	34,578,299		162,006
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,413,540	97,312	10,510,852	8,198,000	2,223,117	89,735
10300	Total Special Education - Instruction	3,377,155	24,730	3,401,885	2,627,760	768,394	5,732
11160	Total Basic Skills/Remedial – Instruct.	213,250	(75,000)	138,250	84,128	21,005	33,117
12160	Total Bilingual Education – Instruction	181,450	0	181,450	159,996	21,140	314
17100	Total School-Sponsored Co/Extra Curricul	252,000	19,000	271,000	180,941	86,474	3,585
17600	Total School-Sponsored Athletics – Instr	552,505	27,840	580,345	485,266	80,320	14,759
20620	Total Summer School	83,500	(2,000)	81,500	53,242	27,758	500
29180	Total Undistributed Expenditures - Instr	3,378,163	(225,840)	3,152,323	1,904,656	1,032,026	215,641
29680	Total Undistributed Expenditures – Atten	130,289	0	130,289	108,424	21,865	0
30620	Total Undistributed Expenditures – Healt	364,850	0	364,850	219,232	99,366	46,252
40580	Total Undistributed Expend – Speech, OT,	1,114,125	(13,691)	1,100,434	700,077	153,077	247,280
41080	Total Undist. Expend. – Other Supp. Serv	538,012	102,041	640,053	459,787	180,265	1
41660	Total Undist. Expend. – Guidance	694,737	41,375	736,112	568,855	166,258	999
42200	Total Undist. Expend. – Child Study Team	897,912	218	898,130	704,625	185,723	7,782
43200	Total Undist. Expend. – Improvement of I	249,335	(30,869)	218,466	174,881	40,055	3,530
43620	Total Undist. Expend. – Edu. Media Serv.	529,161	(139,601)	389,560	301,616	74,884	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	509,458	104,397	8,874
46160	Support Serv. - School Admin	1,265,524	69,619	1,335,143	1,038,072	276,694	20,377
47200	Total Undist. Expend. – Central Services	508,845	40,294	549,139	414,118	92,419	42,603
47620	Total Undist. Expend. – Admin. Info. Tec	138,549	80,076	218,625	124,997	44,382	49,246
51120	Total Undist. Expend. – Oper. & Maint. O	2,901,689	488,347	3,390,036	2,668,103	677,195	44,738
52480	Total Undist. Expend. – Student Transpor	1,102,987	0	1,102,987	796,439	281,930	24,618
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,208,771	(411,050)	4,797,721	3,835,664	906,205	55,852
75880	TOTAL EQUIPMENT	20,467	233,880	254,347	97,141	153,604	3,602
76260	Total Facilities Acquisition and Constr	1,062,675	0	1,062,675	290,810	227,002	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	26,713,085	7,945,952	1,537,464

Starting date 7/1/2021 Ending date 4/30/2022 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	8,164		(8,164)
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	128,873		(41,209)
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	23,845		(5,005)
72180	10-606-	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				34,740,305	0	34,740,305	34,578,299		162,006

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-__-101	Kindergarten – Salaries of Teachers		437,020	0	437,020	385,520	51,500	0
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		3,293,772	0	3,293,772	2,519,121	774,651	0
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		2,463,071	(100,000)	2,363,071	1,843,229	456,801	63,041
02140	11-140-__-101	Grades 9-12 – Salaries of Teachers		3,134,014	89,494	3,223,508	2,535,835	680,953	6,720
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	(11,000)	132,771	127,474	5,101	196
03040	11-190-1__-340	Purchased Technical Services		268,709	(18,200)	250,509	201,431	48,900	177
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		352,183	(16,439)	335,744	318,036	17,237	471
03080	11-190-1__-610	General Supplies		244,000	176,567	420,567	241,349	166,020	13,197
03100	11-190-1__-640	Textbooks		55,000	(22,957)	32,043	20,497	11,544	1
03120	11-190-1__-8__	Other Objects		16,000	(153)	15,847	2,030	7,887	5,930
04500	11-204-100-101	Salaries of Teachers		136,992	0	136,992	109,724	27,268	0
04520	11-204-100-106	Other Salaries for Instruction		74,190	24,730	98,920	79,136	19,784	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	1,808,465	523,868	0
07020	11-213-100-106	Other Salaries for Instruction		498,600	0	498,600	393,377	105,223	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	4,072	0	3,928
08500	11-216-100-101	Salaries of Teachers		169,620	0	169,620	136,016	33,604	0
08520	11-216-100-106	Other Salaries for Instruction		98,920	0	98,920	76,794	22,126	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	18,480	36,520	0
11000	11-230-100-101	Salaries of Teachers		212,750	(75,000)	137,750	84,020	21,005	32,725
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	159,278	20,472	0
12100	11-240-100-610	General Supplies		1,500	(910)	590	356	120	114
12120	11-240-100-640	Textbooks		200	0	200	0	0	200



Starting date 7/1/2021 Ending date 4/30/2022 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12140	11-240-100-8__	Other Objects	0	910	910	362	548	0
17000	11-401-100-1__	Salaries	227,000	19,000	246,000	161,657	84,343	0
17040	11-401-100-6__	Supplies and Materials	16,000	269	16,269	12,667	332	3,270
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	380	4,380	2,455	1,800	125
17500	11-402-100-1__	Salaries	355,505	0	355,505	334,968	20,537	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	55,000	16,488	71,488	51,578	15,476	4,434
17540	11-402-100-6__	Supplies and Materials	105,000	10,352	115,352	69,057	40,647	5,647
17560	11-402-100-8__	Other Objects	37,000	1,000	38,000	29,662	3,660	4,678
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	(2,000)	23,000	13,961	9,039	0
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	31,446	4,096	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	754,124	(169,777)	584,347	270,144	167,795	146,409
29040	11-000-100-563	Tuition to County Voc. School District-R	671,229	63,961	735,190	532,007	203,183	0
29060	11-000-100-564	Tuition to County Voc. School District-S	398,106	(64,461)	333,645	224,500	99,500	9,645
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	228,340	71,397	299,737	80,133	219,604	1
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,141,235	(83,538)	1,057,697	741,846	256,264	59,587
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	108,424	21,865	0
30500	11-000-213-1__	Salaries	290,350	0	290,350	200,984	89,366	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	208,997	50,428	0
40520	11-000-216-320	Purchased Professional – Educational Ser	847,700	(16,390)	831,310	482,957	102,649	245,705
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	325,844	84,996	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	41,375	733,362	568,132	165,230	0
41580	11-000-218-390	Other Purchased Professional & Technical	500	(500)	0	0	0	0
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	1,000	1,750	723	778	249
41640	11-000-218-8__	Other Objects	1,250	(250)	1,000	0	250	750
42000	11-000-219-104	Salaries of Other Professional Staff	769,726	0	769,726	602,144	164,888	2,694
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	115,186	0	115,186	95,988	19,198	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 4/30/2022 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	(30,869)	212,966	172,911	40,055	0
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	70	0	2,930
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	295,077	74,384	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	6,133	500	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	251,500	50,301	0
45040	11-000-230-331	Legal Services	75,000	13,440	88,440	68,863	19,123	455
45060	11-000-230-332	Audit Fees	36,750	0	36,750	35,000	0	1,750
45100	11-000-230-339	Other Purchased Professional Services	0	26,215	26,215	18,240	7,975	0
45120	11-000-230-340	Purchased Technical Services	15,050	(14,740)	310	0	0	310
45140	11-000-230-530	Communications/Telephone	72,225	1,000	73,225	48,910	23,554	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	56,158	0	2,231
45200	11-000-230-610	General Supplies	7,000	(1,000)	6,000	3,377	1,444	1,179
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	691,373	189,064	0
46020	11-000-240-104	Salaries of Other Professional Staff	137,106	0	137,106	115,255	21,851	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	262,981	0	262,981	205,021	57,960	0
46120	11-000-240-6__	Supplies and Materials	40,000	1,619	41,619	20,458	5,776	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	325,614	89,904	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	1,727	15	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	82,493	22,787	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	21,595	8,510
47600	11-000-252-8__	Other Objects	500	0	500	33	0	467
48500	11-000-261-1__	Salaries	116,523	0	116,523	97,103	19,420	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	362,000	316,372	678,372	630,692	45,827	1,853
48540	11-000-261-610	General Supplies	15,000	22,584	37,584	27,475	6,642	3,467
48560	11-000-261-8__	Other Objects	500	0	500	340	0	160

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49000	11-000-262-1__	Salaries	1,101,578	56,000	1,157,578	932,254	225,324	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	150,000	(64,842)	85,158	47,112	27,619	10,427
49120	11-000-262-490	Other Purchased Property Services	55,000	0	55,000	26,141	28,859	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	114,176	65,443	5,380
49200	11-000-262-621	Energy (Natural Gas)	125,000	35,000	160,000	83,490	76,510	0
49220	11-000-262-622	Energy (Electricity)	240,000	(45,000)	195,000	127,406	67,594	0
49280	11-000-262-8__	Other Objects	16,000	0	16,000	9,100	300	6,600
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	90,000	30,175	120,175	38,040	69,527	12,608
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	70,910	13,040	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	40,468	95,468	63,041	30,217	2,211
51060	11-000-266-610	General Supplies	1,000	10,209	11,209	10,540	0	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	29,762	10,238	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	29,323	7,161	19,516
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 Agree	945,124	100	945,224	700,662	244,549	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	287,440	77,560	0
71060	11-000-291-241	Other Retirement Contributions - PERS	356,166	49,774	405,940	400,682	5,258	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	(392,313)	3,805,217	2,928,218	823,163	53,836
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	148,067	148,067	3,824	144,243	0
75080	12-4__-100-73__	School-Sponsored and Other Instructional	0	9,361	9,361	0	9,361	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	64,095	0	3,500
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	290,810	227,002	538,005
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
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	26,713,085	7,945,952	1,537,464

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 20 Special Revenue Fund

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**Assets and Resources**

**Assets:**

101	Cash in bank		(\$19,737.48)
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	(\$801,269.91)	\$1,337,429.69

**Total assets and resources**

**\$1,330,260.43**

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

**Liabilities:**

101	Cash in bank		(\$19,737.48)
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		\$252,496.65
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	(\$928,799.98)	
	Less: Encumbrances	(\$252,496.65)	(\$1,181,296.63)
	Total appropriated		\$957,402.97
			\$1,209,899.62

Unappropriated:

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

**Total fund balance**

**\$1,209,899.62**

**Total liabilities and fund equity**


**\$1,330,260.43**

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$2,138,699.60	\$1,181,296.63	\$957,402.97
Revenues	(\$2,138,699.60)	(\$801,269.91)	(\$1,337,429.69)
Subtotal	<u>\$0.00</u>	<u>\$380,026.72</u>	<u>(\$380,026.72)</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>\$380,026.72</u>	<u>(\$380,026.72)</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>\$380,026.72</u>	<u>(\$380,026.72)</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>\$380,026.72</u>	<u>(\$380,026.72)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$380,026.72</u>	<u>(\$380,026.72)</u>

Prepared and submitted by :

 6/14/22

Board Secretary

Date

Starting date 7/1/2021 Ending date 4/30/2022 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	377,910	Under	56,740
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	801,270		1,337,430
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	50,380	59,163	109,543	68,537	371	40,635
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	1,516	1,150
88020	Nonpublic Auxiliary Services	70,464	60,052	130,516	78,024	0	52,492
88040	Nonpublic Handicapped Services	57,280	65,936	123,216	40,533	3,668	79,014
88060	Nonpublic Nursing Services	22,426	9,270	31,696	24,841	6,854	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	9,381	6,710	0
88740	Total Federal Projects	1,184,980	308,991	1,493,971	680,911	233,376	579,684
Total		1,569,228	569,472	2,138,700	928,800	252,497	957,403



Starting date 7/1/2021 Ending date 4/30/2022 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	334,326	Under	56,740
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	801,270		1,337,430

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
			50,380	59,163	109,543	68,537	371	40,635
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	1,516	1,150
88020	20-50[-2-5]-__	Nonpublic Auxiliary Services	70,464	60,052	130,516	78,024	0	52,492
88040	20-50[-6-8]-__	Nonpublic Handicapped Services	57,280	65,936	123,216	40,533	3,668	79,014
88060	20-509-__-__	Nonpublic Nursing Services	22,426	9,270	31,696	24,841	6,854	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	9,381	6,710	0
88500	20-__-__-__	Title I	130,995	(20,804)	110,191	54,800	17,979	37,412
88520	20-__-__-__	Title II	35,770	10,909	46,679	982	0	45,697
88540	20-__-__-__	Title III	19,554	20,322	39,876	6,211	5,823	27,843
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	352,435	76,141	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	44,881	69,861	2,732
88709	20-483-__-__	CRRSA Act - ESSER II Grant Program	481,465	0	481,465	204,539	63,573	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 4/30/2022 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	928,800	252,497	957,403

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 30 Capital Projects Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$755,516.48
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	(\$1,210.63)	(\$1,210.63)

**Total assets and resources**

**\$1,614,305.85**

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

**Liabilities:**

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

**Fund Balance:**

Appropriated:

753,754	Reserve for encumbrances		\$3,124,950.88
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$1,562,475.44	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	(\$1,562,475.44)	(\$1,562,475.44)
	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		<b>\$1,614,305.85</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$1,614,305.85</u></b>

Starting date 7/1/2021 Ending date 4/30/2022 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	(\$1,210.63)	\$1,210.63
Subtotal	<u>\$1,562,475.44</u>	<u>\$1,561,264.81</u>	<u>\$1,210.63</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,562,475.44</u>	<u>\$1,561,264.81</u>	<u>\$1,210.63</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,562,475.44</u>	<u>\$1,561,264.81</u>	<u>\$1,210.63</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,562,475.44</u>	<u>\$1,561,264.81</u>	<u>\$1,210.63</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,562,475.44</u>	<u>\$1,561,264.81</u>	<u>\$1,210.63</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 4/30/2022 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	1,211		(1,211)
Total		0	0	0	1,211		(1,211)
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 4/30/2022 Fund: 30 Capital Projects Fund

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	1,211		(1,211)
Total	0	0	0	1,211		(1,211)

**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 4/30/2022 Fund: 40 Debt Service Fund

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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 4/30/2022 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
	<b>Total liabilities</b>			<b>\$0.00</b>

**Fund Balance:**

Appropriated:

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

Starting date 7/1/2021 Ending date 4/30/2022 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 4/30/2022 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 4/30/2022 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 4/30/2022 Fund: 60 Enterprise Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$844,355.38
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	\$686,640.00	
302	Less revenues	(\$785,668.26)	(\$99,028.26)

**Total assets and resources**

**\$753,566.12**

Starting date 7/1/2021 Ending date 4/30/2022 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		\$57,810.00
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$57,810.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$54,769.68
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	\$686,640.00	
602	Less: Expenditures	(\$572,081.71)	
	Less: Encumbrances	(\$54,769.68)	(\$626,851.39)
	Total appropriated		\$114,558.29

Unappropriated:

770	Fund balance, July 1		\$581,197.83
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		<b>\$695,756.12</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$753,566.12</u></b>

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$686,640.00	\$626,851.39	\$59,788.61
Revenues	(\$686,640.00)	(\$785,668.26)	\$99,028.26
Subtotal	<u>\$0.00</u>	<u>(\$158,816.87)</u>	<u>\$158,816.87</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>(\$158,816.87)</u>	<u>\$158,816.87</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>(\$158,816.87)</u>	<u>\$158,816.87</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>(\$158,816.87)</u>	<u>\$158,816.87</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$158,816.87)</u>	<u>\$158,816.87</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	686,640	686,640	785,668		(99,028)
Total		0	686,640	686,640	785,668		(99,028)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	686,640	686,640	572,082	54,770	59,789
Total		0	686,640	686,640	572,082	54,770	59,789



Starting date 7/1/2021 Ending date 4/30/2022 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999		0	686,640	686,640	785,668		(99,028)
Total		0	686,640	686,640	785,668		(99,028)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999		0	686,640	686,640	572,082	54,770	59,789
Total		0	686,640	686,640	572,082	54,770	59,789

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 95 STUDENT ACTIVITY

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Assets and Resources

**Assets:**

101	Cash in bank		\$167,526.90
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	\$224,955.81	
302	Less revenues	(\$131,055.97)	\$93,899.84

**Total assets and resources**

**\$261,426.74**

Starting date 7/1/2021 Ending date 4/30/2022 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		\$17,033.67
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	\$224,955.81	
602	Less: Expenditures	(\$72,019.92)	
	Less: Encumbrances	(\$17,033.67)	(\$89,053.59)
	Total appropriated		\$152,935.89

Unappropriated:

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

Total fund balance

\$261,426.74

Total liabilities and fund equity

\$261,426.74

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$224,955.81	\$89,053.59	\$135,902.22
Revenues	(\$224,955.81)	(\$131,055.97)	(\$93,899.84)
Subtotal	<u>\$0.00</u>	<u>(\$42,002.38)</u>	<u>\$42,002.38</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$42,002.38)</u>	<u>\$42,002.38</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$42,002.38)</u>	<u>\$42,002.38</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$42,002.38)</u>	<u>\$42,002.38</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$42,002.38)</u>	<u>\$42,002.38</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		96,335	128,621	224,956	131,056	Under	93,900
Total		96,335	128,621	224,956	131,056		93,900
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		96,335	128,621	224,956	72,020	17,034	135,902
Total		96,335	128,621	224,956	72,020	17,034	135,902

Starting date 7/1/2021 Ending date 4/30/2022 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	96,335	128,621	224,956	131,056	Under	93,900
Total	96,335	128,621	224,956	131,056		93,900

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	96,335	128,621	224,956	72,020	17,034	135,902
Total	96,335	128,621	224,956	72,020	17,034	135,902

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

April 30, 2022

	Cash Balance 4/1/2022	Cash Receipts April-22	Cash Disbursements April-22	Cash Balance April-22
General Fund - 10	3,919,491.26	1,479,816.48	(3,188,841.16)	2,210,466.58
Special Revenue Fund - 20	51,272.83	33,903.29	(104,913.60)	(19,737.48)
Capital Projects Fund - 30	755,516.03	0.45	0.00	755,516.48
Debt Service Fund - 40	(37,951.88)	0.00	0.00	(37,951.88)
Enterprise Fund - 60	795,689.58	141,913.94	(93,248.14)	844,355.38
<b>Total</b>	<b>5,484,017.82</b>	<b>1,655,634.16</b>	<b>(3,387,002.90)</b>	<b>3,752,649.08</b>
Payroll Account	434.00	1,185,861.43	(1,185,861.43)	434.00
Payroll Agency Account	33,963.63	965,684.78	(989,182.38)	10,466.03
Unemployment Account	100,227.82	17,775.85	(4.31)	117,999.36
Summer Escrow Account	305,680.60	43,392.58	(12.02)	349,061.16
Flexible Spending Account	591.08	0.04	0.00	591.12
<b>Grand Total</b>	<b>5,924,914.95</b>	<b>3,868,348.84</b>	<b>(5,562,063.04)</b>	<b>4,231,200.75</b>

  
Chief School Administrator

  
Date

Month / Year: **Apr 30, 2022**

06/14/22

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)	% 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	20,680	0.20%	1,069,697	1,028,337
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	5,423,992	0	5,423,992	542,399	38,080	0.70%	580,479	504,319
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total	11-4XX-X00-XXX	888,005	13,840	901,845	90,185	31,000	3.44%	121,185	59,185
19620 20620	School-Sponsored Athletics - Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional Alternative									
23620 25100	Education, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	3,378,163	0	3,378,163	337,816	(225,840)	-6.69%	111,976	563,656
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	2,616,949	218	2,617,167	261,717	(98,226)	-3.75%	163,491	359,943
41660 42200	Expenditures - Health, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	257,335	0	257,335	25,734	(31,268)	-12.15%	(5,535)	57,002
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	322,237	10.50%	629,017	(15,457)
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	(411,050)	-7.89%	109,827	931,927
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	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)									
72260	TOTAL GENERAL CURRENT EXPENSE		34,706,163	282,128	34,988,291	3,498,829	(168,311)	-0.48%	3,330,518	3,667,140

Attachment

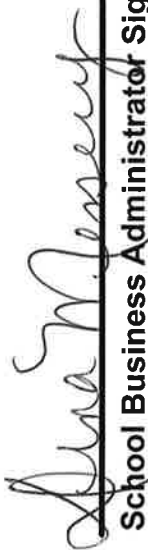




Month / Year: Apr 30, 2022

06/14/22

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) 4/30/2022	% 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	168,311	195.63%	176,915	(159,707)
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	168,311	13.89%	289,482	(47,140)
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

  
 Date

Hasbrouck Heights Board of Education									
Transfers									
Apr-22									
Account Number	Account Description			From	To	Description			
11 000 291 270	Health Benefits			144,243					
12 140 100 732	Instruction - Equipment				144,243	Cafeteria tables - elementary schools			
11 130 100 101	Salaries of Teachers			100,000					
11 140 100 101	Salaries of Teachers				100,000	Staff reclassification			
11 190 100 320	Purchased Professional Educational Services			2,000					
11 190 100 340	Purchased Technical Services			7,200					
11 190 100 610 02	General Supplies				9,200	High school music department replacement of broken instruments			
11 190 100 320	Purchased Professional Educational Services			1,000					
11 190 100 440	Other Purchased Services - Rentals			539					
11 190 100 610 35	General Supplies - Pilot's Log			10,000					
11 190 100 640 02	Textbooks				11,539	High school textbooks for precalculus and AP physics			
11 190 100 890 03	Other Objects			1,500					
11 190 100 610 03	General Supplies				1,500	Middle school supplies for graduation			
11 230 100 100	Salaries of Teachers			5,000					
11 401 100 100 02	Personal Services - Salaries				5,000	Staff reclassification			
11 230 100 100	Salaries of Teachers			7,000					
11 401 100 100 04	Personal Services - Salaries				7,000	Staff reclassification			
11 230 100 100	Salaries of Teachers			7,000					
11 401 100 100 05	Personal Services - Salaries				7,000	Staff reclassification			
11 240 100 610	General Supplies			410					
11 240 100 890	Other Objects				410	Spring conference attendance for ESL staff			
11 401 100 610 02	General Supplies			380					
11 401 100 890 02	Miscellaneous Expenditure				380	Spring concert piano accompanist			

Hasbrouck Heights Board of Education

Transfers

Apr-22

Account Number	Account Description	From	To	Description
11 000 100 562	Tuition Other LEAs - Special	5,000		
11 402 100 610 02	General Supplies		5,000	Athletic entry fees and awards
11 000 221 104	Salaries of Other Prof Staff	30,869		
11 140 100 101 01	Salaries	10,506		
11 000 218 104 03	Salaries of Other Prof Staff		41,375	Staff reclassification
11 000 218 580 03	Other Purchased Services	250		
11 000 218 580 04	Other Purchased Services	25		
11 000 218 610 02	General Supplies		275	Supplies for guidance department college fair
11 000 218 580 04	Other Purchased Services	100		
11 000 218 580 05	Other Purchased Services	125		
11 000 218 610 03	General Supplies	25		
11 000 218 890 02	Other Objects		250	Refreshments for guidance department college fair
11 000 230 340	Purchased Technical Services	11,740		
11 000 230 339	Other Purchased Professional Services		11,740	Engineering services for soil testing at Depken
11 000 291 270	Health Benefits	10,000		
11 000 261 420	Cleaning, Repairs and Maintenance Services		10,000	District wide repairs
11 230 100 101	Salaries of Teachers	56,000		
11 000 262 107	Salaries of Non-Instructional Aides		56,000	Staff reclassification
11 000 291 270	Health Benefits	8,000		
11 000 266 420	Cleaning, Repairs and Maintenance Services		8,000	District fire safety repairs and monitoring
11 000 291 270	Health Benefits	27,750		
11 190 100 640 04	Textbooks	15,000		
11 190 100 610 04	General Supplies		42,750	Euclid school new social studies series K-5
11 000 100 562	Tuition Other LEAs - Special	8,260		
11 000 291 270	Health Benefits	7,000		
11 190 100 440	Other Purchased Services - Rentals	16,000		
11 190 100 640	Textbooks	14,596		
11 190 100 610 05	General Supplies		45,856	Lincoln school new social studies series K-5
11 000 291 270	Health Benefits	6,000		
11 422 100 500	Other Purchased Services	2,000		
11 402 100 500 02	Other Purchased Services		8,000	Athletic entry fees
11 000 291 270	Health Benefits	9,361		
12 402 100 730	Athletic Equipment		9,361	Soccer goals
11 000 291 270	Health Benefits	1,000		
11 402 100 890 02	Other Purchased Services		1,000	Athletic bowling and golf fees

## ESEA FY 2022 BUDGET AMENDMENT

Attachment G

		Amended Budget 4/28/2022	Amended Budget 6/19/2022	Difference	
<b>Title III</b>					
20-241-100-101-00-01-45	Salaries of Teachers - HH	3,000	3,000	-	Hasbrouck Heights
20-241-100-101-00-31-45	Salaries of Teachers -LF	3,994	4,000	6	Little Ferry
20-241-100-300-00-31-45	Purchased Services - LF	3,000	-	(3,000)	Little Ferry
20-241-100-610-00-01-45	Instructional Supplies - HH	13,502	13,502	-	Hasbrouck Heights
20-241-100-610-00-28-45	Instructional Supplies - Becton	2,397	2,397	-	Becton Regional
20-241-100-610-00-31-45	Instructional Supplies - LF	1,000	3,994	2,994	Little Ferry
20-241-100-610-00-32-45	Instructional Supplies - Woodcliff Lake	399	399	-	Woodcliff Lake
20-241-100-610-00-33-45	Instructional Supplies - Hoboken	9,960	9,960	-	Hoboken
20-241-200-200-00-01-45	Personal Svcs - Emp Ben - HH	230	230	-	Hasbrouck Heights
20-241-200-300-00-01-45	Purchased Services - HH	1,318	1,318	-	Hasbrouck Heights
20-241-200-600-00-01-45	Supplies and Materials - HH	450	450	-	Hasbrouck Heights
<b>Total</b>		<b>39,250</b>	<b>39,250</b>	-	

## CARES EMERGENCY RELIEF GRANT

		Amended Budget 2/21/2021	Amended Budget 6/19/2022	Change	
<b>CARES EMERGENCY RELIEF GRANT</b>					
20-477-100-101-00-01-00	Salaries	5,360	5,360	-	
20-477-100-300-00-01-00	Purchased Prof & Tech Services	26,400	26,400	-	
20-477-200-200-00-01-00	Employee Benefits	410	410	-	
20-477-200-300-00-10-00	Purchased Prof & Tech Services	7,500	7,500	-	Corpus Christi
20-477-200-300-00-14-00	Purchased Prof & Tech Services	100	-	(100)	Montesori
20-477-200-600-00-01-00	General Supplies	87,070	87,070	-	
20-477-100-600-00-10-00	General Supplies	9,278	9,278	-	Corpus Christi
20-477-200-600-00-14-00	General Supplies	250	350	100	Montesori
<b>Total</b>		<b>136,368</b>	<b>136,368</b>	-	

**ESEA FY 2023 APPLICATION**

Title I	\$	166,116
Title IIA	\$	34,623
Title III	\$	9,210
Title III Immigrant	\$	5,562
Title IV	\$	10,000
<b>Total</b>	<b>\$</b>	<b>225,511</b>

## 2022-2023 STIPENDS

## ADVISORS AND CLUBS

HIGH SCHOOL		Stipend
504 OFFICER - MSHS	Mary Nuemann/B. Christianson (50/50 split)	\$500.00 each
ATHLETIC TRAINER SUPPLEMENT	Jamie Hricay	\$ 2,500.00
COLOR GUARD	TBD	\$ 1,662.00
COMMUNITY SERVICE ADVISOR	Suzanne Caines Kos	\$ 2,718.00
COMMUNITY SERVICE ADVISOR	Ashley Calligy	\$ 2,718.00
DIRECTOR INSTRUMENTAL MUSIC	Joseph Ascolese	\$ 5,187.00
DRAMA CLUB & SENIOR PLAY	Antoinette Lindquist	\$ 4,232.00
DRILL INSTRUCTOR & DESIGN	Michael Cappolla	\$ 2,616.00
FACULTY TREASURER	Matthew Sparacio	\$ 2,793.00
FRESHMAN CLASS ADVISOR	Ian Zellman	\$ 1,427.00
JUNIOR CLASS ADVISOR	Catherine Cassidy	\$ 1,564.00
OUTREACH CLUB	Patrick Dennehy	\$ 1,831.00
MEDIA SPECIALIST - AM	TBD	\$ 1,486.00
NATIONAL HONOR SOCIETY	Johanna Feria	\$ 1,600.00
PILOT'S LOG	Heather Pope	\$ 3,632.00
SOPHOMORE CLASS ADVISOR	Catherine Cassidy	\$ 1,493.00
CHAIRPERSON, SENIOR CLASS ADVISOR	Kailey Rodnite	\$ 2,897.00
SENIOR FINANCE ADVISOR	Kailey Rodnite	\$ 2,897.00
SENIOR PLAY - MUSICAL DIRECTOR	Samantha Angelillo	\$ 2,897.00
STUDENT COUNCIL	Sophie Baumann	\$ 2,365.00
YEARBOOK	Catherine Cassidy	\$ 2,925.00
THE YOUNG DEM/REP CLUB	TBD	\$ 830.00
ART / SCENERY CLUB	Samantha Angelillo	\$ 830.00
COMPUTER PROGRAMMING	TBD	\$ 830.00
GAY / STR ALLIANCE CLUB	Patrick McShane	\$ 830.00
HEROES & COOL KIDS	B. Christianson, A. Calligy, K. O'Hagan	\$276.66 each
MULTI-CULTURAL CLUB	Molly Tague	\$ 830.00
FUTURE NURSES CLUB	Mary Neumann	\$ 830.00
SPANISH CLUB/HONOR SOCIETY	Maria Squillace	\$ 830.00
ITALIAN CLUB/HONOR SOCIETY	Maurizio Balestra	\$ 830.00
SPIRIT CLUB	Molly Tague	\$ 830.00
MODEL UN	Catherine Cassidy	\$ 830.00
FUTURE SCIENTIST CLUB	Ian Zellman	\$ 830.00
MEDICAL SCIENCE	Daniel Pignatiello	\$ 830.00
AMERICAN SIGN LANGUAGE	TBD	\$ 830.00
SUSTAINABILITY/GOING GREEN CLUB	Lisa Bui	\$ 830.00
YOGA CLUB	Lisa Bernstein	\$ 830.00
WELLNESS CLUB	Maria Abbatiello	\$ 830.00
TBD	TBD	\$ 830.00
TBD	TBD	\$ 830.00
SAT PREP COORDINATOR - Fall Session & Spring Session	TBD	\$32/hr - 10 hrs per session
SAT PREP TEACHER - Fall Session & Spring Session	Bette Shelly	\$2,000 per session
SAT PREP TEACHER - Fall Session & Spring Session	John Zukatus	\$2,000 per session

# 2022-2023 STIPENDS

## ADVISORS AND CLUBS

## Stipend

MIDDLE SCHOOL		
GYM MORNING SUPERVISION	Entire Certificated Staff	\$32/hr
CROSS COUNTRY CLUB	Jesse Coffey	\$ 830.00
JUNIOR POLICE ACADEMY - SUMMER	Michael Stillman	\$ 960.00
MUSICAL DIRECTOR MIDDLE SCHOOL PLAY	Antoinette Lindquist	\$ 1,917.00
MUSICAL DIRECTOR ASSISTANT - MIDDLE SCHOOL PLAY	Angela Gallina	\$ 575.00
STUDENT COUNCIL	Kim Caputo	\$ 1,400.00
MIDDLE SCHOOL NATIONAL HONOR SOCIETY	James Muska	\$ 1,450.00
MIDDLE SCHOOL NATIONAL HONOR SOCIETY ASSISTANT	Jesse Coffey	\$ 844.00
ART CLUB	Allison O'Brien	\$ 830.00
JUNIOR POLICE AUXILIARY (DURING YR)	Michael Stillman	\$ 830.00
MOCK TRIAL	Michael Stillman	\$ 830.00
GEOGRAPHY CLUB	James Muska	\$ 830.00
PEER TO PEER	Kim Caputo	\$ 830.00
TEAM LEADER - GR 6	Michelle Puzio	\$ 830.00
TEAM LEADER - GR 7	Kathy Toy	\$ 830.00
TEAM LEADER - GR 8	Michael Stillman	\$ 830.00
AMERICAN SIGN LANGUAGE	TBD	\$ 830.00
WRITING CLUB	TBD	\$ 830.00
BOOK CLUB	Tina DiLascio	\$ 830.00
GOLF CLUB	TBD	\$ 830.00
GAY/STR ALLIANCE CLUB	Bette Shelly	\$ 830.00
7th GRADE TRIP COORDINATOR	Kathy Toy	\$ 564.00
8th GRADE TRIP COORDINATOR	Kerrie O'Hagan	\$ 564.00
AM CAFETERIA DOOR DUTY	Entire Certificated Staff	\$32/hr
MS/HS ADVISORS/CLUBS		
STEAM	Michael Binazeski	\$ 3,395.00
MS/HS ACADEMIC CHALLENGE	Patrick Dennehy	\$ 830.00
MS/HS CHESS	Michael Binazeski	\$ 830.00
MS/HS DIRECTOR OF VOCAL MUSIC	Antoinette Lindquist	\$ 5,187.00
DANCE CLUB	Bette Shelly	\$ 830.00
LINCOLN SCHOOL		
504 OFFICER – LS (ALL GRADES)	Danielle Reynolds	\$ 500.00
SAFETY PATROL – LS (GRADE 5)	Allison Daly and Danielle Reynolds (50/50 split)	\$876 each
TEACHER IN CHARGE – LS	Vicky DePalma	\$ 1,498.00
WELLNESS ADVISOR	TBD	\$ 1,355.00
LITERATURE CLUB	Cindy Capozzi	\$ 830.00
GOING GREEN (GRADE 4)	Allison Daly and Danielle Reynolds (50/50 split)	\$415 each
STUDENT COUNCIL (ALL GRADES)	Jennifer Martello	\$ 830.00
ROBOTICS CLUB	Cindy Capozzi	\$ 830.00
CODING CLUB	Cindy Capozzi	\$ 830.00
JUMP ROPE TEAM (GRADES 3, 4, 5)	TBD	\$ 830.00
MORNING PLAYGROUND	Entire staff - certificated	\$32/hr
MORNING PLAYGROUND	Entire staff - non-certificated	\$22.51/hr
EUCLID SCHOOL		
504 OFFICER – ES (ALL GRADES)	Lori Bothe	\$ 500.00
SAFETY PATROL – ES (GRADE 5)	Lisa Palladino and Diane Robertson (50/50 split)	\$876 each
TEACHER IN CHARGE – ES	Bridgett Chapin	\$ 1,498.00
WELLNESS ADVISOR	TBD	\$ 1,355.00
LITERATURE CLUB (GRADE 3)	Christina Bari and Lori Bothe (50/50 split)	\$415 each
GOING GREEN (GRADE 4)	Melissa Gyenes and Jennifer Werner (50/50 split)	\$415 each
STUDENT COUNCIL (ALL GRADES)	Jennifer Werner and Nicole Garfi (50/50 split)	\$415 each
EUCLID MARKET PLACE (Trep)	TBD	\$ 830.00
ROBOTICS CLUB (GRADE 5)	Michael Binazeski	\$ 830.00
CODING CLUB (GRADE 4)	TBD	\$ 830.00
MORNING PLAYGROUND	Entire staff - certificated	\$32/hr
MORNING PLAYGROUND	Entire staff - non-certificated	\$22.51/hr



**2022-2023 STIPENDS**

<b>ADVISORS AND CLUBS</b>		<b>Stipend</b>
<b>DISTRICT WIDE</b>		
STAFF INTERVIEW COMMITTEE	Entire staff - certificated	\$32/hr
AFFIRMATIVE ACTION OFFICER	Joseph Colangelo	\$ 500.00
HIB - ANTI BULLYING COORDINATOR	TBD	\$ 1,500.00
APA /DLM COORDINATOR	Frank Avella	\$ 1,500.00
RIGHT TO KNOW	David Cassiere	\$ 3,500.00
SAFETY SPECIALIST	Frank D'Amico	\$ 2,500.00
SAFETY SPECIALIST	TBD	\$ 1,000.00
KEYS PROGRAM COORDINATOR	Joan Catapane	\$ 6,000.00
SCHOOL BUS SUPERVISOR	John Amorosi	\$ 1,230.00
SUPPLY RM CUST - MS/HS	Jorge Cruz 50/50 split	\$ 725.00
SUPPLY RM CUST - MS/HS	Dominick DePalma 50/50 split	\$ 725.00
LEAD CUSTODIAN - MS/HS	Dominick DePalma	\$ 1,200.00
LEAD CUSTODIAN - ES	William Jones	\$ 1,200.00
LEAD CUSTODIAN - LS	Michael Luterzo	\$ 1,200.00
SPORTS PHYSICIAN	Dr. Tailor	\$ 7,000.00
MEDICAL INSPECTOR	Dr. Tailor	\$ 2,000.00
SUBSTITUTE CALLER	Debra Steimel	\$ 4,500.00
ATHLETIC EVENT WORKERS	Entire Staff and Security Personnel	Varied
DETENTION/SATURDAY SCHOOL	Entire staff - certificated	\$32/hr
RESIDENCY OFFICERS	Alan Lustmann	\$ 3,000.00
RESIDENCY OFFICERS	Corey Lange	\$ 3,000.00

COACHES	APPOINTMENTS 22-23	Total Salary
<b>Fall Sports</b>		
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
<b>Winter Sports</b>		
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
<b>Spring Sports</b>		
BASEBALL - HEAD	PAT GABRIELE	\$ 7,745.00
BASEBALL - ASST	TBD	\$ 4,141.00
BASEBALL - ASST	CRAIG LABIANCO	\$ 5,644.00
SOFTBALL - HEAD	JACKIE FERRANTI	\$ 8,003.00
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

<b>2022</b>	<b>Current Rate</b>	<b>July 1st Rate</b>	<b>Approved Hrs not to exceed</b>
Ciraco, Lisa	\$88.25	\$89.25	50
Baptista, Katie	\$87.52	\$88.52	50
Montalto-Philp, Maria	\$79.27	\$88.52	50
Johnson-Gallo, Suzanne	\$87.52	\$89.77	50
Johnson, Dawn	\$87.52	\$89.77	50
Gallina, Angela	\$49.29	\$51.52	50
Tacinelli, Courtney	\$73.04	\$82.29	50
Kristin Costello	\$53.26	\$53.86	50
Ricci, Margaret	\$90.19	\$91.19	50
Avella, Frank	\$58.81	\$61.05	50

**Resolution:**

# POLICY GUIDE

Attachment   L  

## 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

Second Reading: June 16, 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



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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

Second Reading: June 16, 2022



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Student Intervention and Referral Services

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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.





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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

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TEACHING STAFF MEMBERS

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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

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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

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Harassment, Intimidation, and Bullying  
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[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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- 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's<sup>2</sup> 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

Revised (Second Reading): June 16, 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.

Revised (First Reading): May 26, 2022  
Revised (Second Reading): June 16, 2022



# POLICY GUIDE

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Cooperation with Law Enforcement Agencies

Apr 22

M

[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

Revised (Second Reading): June 16, 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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Cooperation with Law Enforcement Agencies

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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Cooperation with Law Enforcement Agencies

## 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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Cooperation with Law Enforcement Agencies

- 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.

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# POLICY GUIDE

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Emergency and Crisis Situations

Apr 22

M

[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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### Emergency and Crisis Situations

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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Emergency and Crisis Situations

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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### Emergency and Crisis Situations

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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## SUPPORT STAFF MEMBERS

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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.



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## SUPPORT STAFF MEMBERS

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### 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

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# BYLAW GUIDE

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Public Participation in Board Meetings  
Mar 16

## 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 minutes' 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  
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**2431.5 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, upon approval of the school Principal or Superintendent.**

**Sport Specific Criteria:**

Football: appearance in ~~2~~ **50%** varsity games - **9**

Soccer: appearance in ~~4~~ **50%** varsity games - **18**

Tennis: appearance in ~~2~~ **50%** matches - **14**

Volleyball: appearance in ~~4~~ **50%** varsity games - **20**

Wrestling: appearance in ~~4~~ **50%** varsity matches - **20**

Basketball: appearance in ~~4~~ **50%** varsity games – **over 20**

Bowling: appearance in ~~4~~ **50%** varsity games - **18**

Winter track: appearance in ~~4~~ **50%** varsity events - **12**

Baseball: appearance in ~~4~~ **50%** varsity games - **20**

Softball: appearance in ~~4~~ **50%** varsity games - **20**

Golf: in varsity lineup for ~~2~~ **50%** matches - **12**

Outdoor Track: appearance in ~~4~~ **50%** varsity events - **15**

Swimming: appearance in ~~4~~ **50%** varsity events - **10**

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.

Approved: May 26, 2022

Revised (First Reading): June 16, 2022

# **DRAFT**

## District Regulation

### **2624.1 - HIGH SCHOOL AP/HONORS: ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS and ACCOUNTABILITY**

Section: Program

Date Created: February 2015

Date Edited: August 2021

### **QUALIFYING CRITERIA**

#### **Honors Criteria**

Students must have a minimum semester 1 average of 85 in a current honors course OR a minimum semester 1 average of 92 in a current college preparatory course. In addition, students must have 1 of the 3 following criteria:

<b>Data Point</b>	<b>Required Score</b>
PSAT/SAT	Minimum scores of 450 or higher for grade 8 in ERW and/or Mathematics  Minimum scores 480 or higher for grades 9-11 in ERW and/or Mathematics  *Most recent test scores will be utilized
ACT	Minimum score of 43 in English and Reading (Combined).  Minimum score of 23 in Mathematics  *Most recent test scores will be utilized
NJSLA	Score of 4 or 5 in English and/or Mathematics  *Most recent test scores will be utilized

### Criteria for Honors Courses

<b>Course</b>	<b>Prerequisite</b>	<b>Semester 1 Honors (H) Grade</b>	<b>Semester 1 College Preparatory (CP) Grade</b>	<b>PSAT/SAT Evidence- Based Reading &amp; Writing (ERW) Score</b>	<b>PSAT/SAT Mathematics Score</b>
Honors English Language Arts (ELA) 9	English 8 (H/CP)	85	92	450	n/a
Honors ELA 10	ELA 9 (H/CP)	85	92	480	n/a
Honors ELA 11	ELA 10 (H/CP)	85	92	480	n/a
Honors ELA 12	ELA 11 (H/CP)	85	92	480	n/a
Honors Algebra 1	Math 8 (H/CP)	85	92	n/a	450
Honors Geometry	Algebra 1 (H/CP)	85	92	n/a	450 or 480 (Pending grade level)
Honors Algebra 2	Geometry (H/CP)	85	92	n/a	480
Honors Precalculus	Algebra 2 (H/CP)	85	92	n/a	480
Honors Statistics	Algebra 2 (H/CP)	85	92	n/a	480
Honors Biology	Earth Science 8 (H/CP)	85	92	450 or 480 (Pending grade level)	450 or 480 (Pending grade level)
Honors Chemistry	Biology (H/CP)	85	92	480	480
Honors Physics	Chemistry (H/CP)	85	92	480	480
Honors World History	Social Studies 8 (H/CP)	85	92	450	n/a

Honors Modern US	World History (H/CP)	85	92	480	n/a
Honors Early US	Modern US (H/CP)	85	92	480	n/a

**\* If a student does not obtain the required PSAT/SAT/ACT or NJSLA standardized test score(s), the following menu may be used:**

Students must have a **minimum of 2** of the following data points in addition to the required semester 1 average. However, placement in science courses require data points from both ELA and Mathematics.

Data Point	Required Score
LinkIt Form B or C	Meeting or Exceeding in English and/or Mathematics
Midterm Exam / Final Exam	90 or higher in Honors course 90 or higher in College Preparatory course
Teacher Recommendation	Teacher must denote "yes" on the recommendation form relative to the content area.

Students who do not meet the initial semester 1 grade requirement(s) may still qualify if their semester 2 average meets the grade requirement(s), along with subsequent qualifying criteria.

**Transfer Students** - Placement in honors classes will be based on past academic records and required prerequisites that have been achieved. A test may be given for a student to qualify for an Honors class where transcripts do not match with our course progression/program.

### **AP Criteria**

Students **must have both:**

1: A minimum semester 1 average of 85 in a current honors prerequisite course OR a minimum semester 1 average of 92 in a current college preparatory prerequisite course.

2: A minimum score of 550 on the most current ERW and/or Mathematics PSAT/SAT sections OR ACT equivalent(s); minimum score of 43 in English and Reading (combined) and a minimum score of 23 in mathematics; required section(s) depending on subject area. Exceptions:



For Art, Computer Science, Music, and World Language, please see specific AP course description below.

All students who enroll in an AP course may take the corresponding AP test at the end of the course, or take a school administered final assessment. When taking the AP test, earning a score of 4 or 5 will result in a 100% reimbursement of the test fee. (A score of 3 will result in 50% reimbursement).

<b>Course</b>	<b>Prerequisite</b>	<b>Semester 1 Honors (H) / AP Grade</b>	<b>Semester 1 College Preparatory (CP) Grade</b>	<b>PSAT/SAT Evidence-Based Reading &amp; Writing (ERW) Score</b>	<b>PSAT/SAT Mathematics Score</b>
AP English Language & Composition	ELA 10 (H/CP)	85	92	550	n/a
AP English Literature & Composition	ELA 11 (H/CP) OR AP ELA & Composition	85	92	550	n/a
AP Calculus	Pre-Calculus (H/CP)	85	92	n/a	550
AP Statistics	Pre-Calculus (H/CP) OR Statistics (H/CP)	85	92	n/a	550
AP Biology	Chemistry (H/CP)	85	92	550	550
AP Chemistry	Chemistry (H/CP)	85	92	550	550
AP Physics	Physics (H/CP)	85	92	550	550
AP Computer Science	Java Programming	85	92	580	580
AP U.S. History	World History (H/CP)	85	92	550	n/a
AP Human Geography/AP Government and Politics/AP World History	Early U.S. History (H/CP)	85	92	550	n/a

AP Psychology	Psychology OR Particular Topics in Psychology	85	92	550	550
AP Italian	Italian 3 / 4 (H/CP)	85	92	n/a	n/a
AP Spanish	Spanish 3 / 4 (H/CP)	85	92	n/a	n/a
AP Music Theory	Subject specific elective	85	92	n/a	n/a
AP Studio Art	Subject specific elective	85	92	n/a	n/a
AP Macroeconomics/AP Microeconomics	Economics	85	92	550	550

\*AP Italian and AP Spanish require students to earn an 85 or higher on a level 3/4 honors midterm or final exam OR a 92 or higher on a level 3/4 college preparatory midterm or final exam, along with the corresponding semester grade.

\*AP Music Theory and AP Studio Art require a subject specific elective along with a teacher recommendation and corresponding semester grade.

Students who do not meet the initial semester 1 grade requirement(s) may still qualify if their semester 2 average meets the grade requirement(s), along with subsequent qualifying criteria.

Students who do not meet the required SAT score(s) may register on their own and provide an updated test score to their school counselor to amend their schedule prior to the start of the upcoming school year.