

HASBROUCK HEIGHTS August 24, 2023
Regular Meeting Agenda
Time: 7:30 p.m.

I. A. Meeting called to order at:

B. Announcement of adequate meeting:

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

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on August 7, 2023. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School, Lincoln Elementary School and Hasbrouck Heights School District Website.

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

C. Roll Call

II. Flag Salute

III. Presentations/Awards:

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

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

- V. Approval of Minutes: July 27, 2023
- VI. Correspondence and Report of School Business Administrator/Board Secretary
- VII. Report of the Board President
- VIII. Report of the Superintendent
- IX. Committee and Liaison Reports:
 - A. Education/Curriculum
 - B. Special Education
 - C. Technology
 - D. Facilities
 - E. Recreation
 - F. Finance
 - G. Personnel
 - H. Policy
 - I. NJ/BCSBA
 - J. Borough Council Liaison
 - K. Faculty Liaison
 - L. PTA Liaison

Awards: None

X. Resolutions:

Education /Curriculum Committee

- E08-01-24 Approve the Monthly Discipline Report
- E08-02-24 Approve the Monthly HIB Report
- E08-03-24 Approve the Monthly District Calendar
- E08-04-24 Approve PD
- E08-05-24 Approve PD
- E08-06-24 Approve Elementary School Handbook
- E08-07-24 Approve LS to Host BCCTG Meeting
- E08-08-24 Approve PD
- E08-09-24 Approve HS Student Handbook

- E08-10-24 Approve MS Student Handbook
E08-11-24 Approve Revised Job Description

Special Education Committee

- S08-01-24 Approve OOD Placement
S08-02-24 Approve OOD Placement
S08-03-24 Approve OOD Placement
S08-04-24 Approve OOD Placement
S08-05-24 Approve OOD Placement
S08-06-24 Approve OOD Placement
S08-07-24 Approve OOD Placement
S08-08-24 Approve Additional Hours
S08-09-24 Approve Contracted Services

Technology Committee

None

Facilities Committee

- B08-01-24 Approve Facilities Calendar

Recreation Committee

- R08-01-24 Approve Monthly Field Trip Calendar
R08-02-24 Approve Banners

Finance Committee

- F08-01-24 Approve Financial Certification
F08-02-24 Approve Actual Payroll for
F08-03-24 Approve Estimated Payroll for
F08-04-24 Approve Bills List for
F08-05-24 Approve Reports
F08-06-24 Approve Withdrawal of Funds
F08-07-24 Approve Fundraisers
F08-08-24 Approve Purchase of Textbooks
F08-09-24 Approve Additional Work
F08-10-24 Approve Change Orders
F08-11-24 Approve Online Subscription
F08-12-24 Approve Reading Books
F08-13-24 Approve ELA Materials

F08-14-24 Approve Classroom Library Books

Personnel

P08-01-24	Personnel Action
P08-02-24	Personnel Action
P08-03-24	Personnel Action
P08-04-24	Personnel Action
P08-05-24	Personnel Action
P08-06-24	Personnel Action
P08-07-24	Personnel Action
P08-08-24	Personnel Action
P08-09-24	Personnel Action
P08-10-24	Personnel Action
P08-11-24	Personnel Action
P08-12-24	Personnel Action
P08-13-24	Personnel Action
P08-14-24	Personnel Action
P08-15-24	Personnel Action
P08-16-24	Personnel Action
P08-17-24	Personnel Action
P08-18-24	Personnel Action
P08-19-24	Personnel Action
P08-20-24	Personnel Action
P08-21-24	Personnel Action
P08-22-24	Personnel Action
P08-23-24	Personnel Action
P08-24-24	Personnel Action
P08-25-24	Personnel Action

Policy Committee:

PL08-01-24	Policy/Reg First Reading
PL08-02-24	Policy/Reg First Reading
PL08-03-24	Policy/Reg First Reading

XI. Old Business

XII. New Business

XIII. Open Public Hearing

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks

that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

XIV. Private Session (If **necessary**)

XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION
RESOLUTIONS - August 24, 2023**

AWARDS AND PRESENTATIONS:

RESOLUTIONS:

EDUCATION/CURRICULUM COMMITTEE

RESOLUTIONS:

- E08-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept Monthly Discipline Report:

HS - 0

MS - 0

LS - 0

ES - 0

- E08-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

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

HS - 0

MS - 0

ES - 0

LS - 0

- E08-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

The monthly district calendar

- E08-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve structured Professional Development for staff at Euclid and Lincoln Schools for ELA from the Teachers College Reading and Writing - Paid with ESEA Title II funds - \$25,500.00.

- E08-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve structured Professional Development for Math teachers on NJSLs and best practices for grade 7, Algebra I, and Geometry I - paid with ESEA Title II funds - \$2,448.59.

- E08-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the Elementary School Handbook/Code of Conduct (Attachment A).

- E08-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Lincoln School to host the Bergen County consortium for Teachers of the Gifted on October 18, 2023, at no cost to the district.

- E08-08-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve J. Colangelo, C. Capozzi, E. Caputo, E. LaTorre and K. Young to attend the Reach the World Annual Benefit on September 26, 2023, at no cost to the district - evening event.

- E08-09-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the High School Student Handbook (Attachment B).

- E08-10-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the Middle School Student Handbook (Attachment C).

E08-11-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the revised job description for Supervisor of Instruction and Program Pre-K - 8 (change from Pre-K - 5) - (Attachment D).

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S08-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with BCSS for student #6939 at a cost of \$63,000.00.

S08-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with BCSS for student #485 at a cost of \$20,520.00.

S08-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with BCSS for student #1003067 at a cost of \$78,390.00.

S08-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with BCSS for student #1001267 at a cost of \$78,390.00.

S08-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with BCSS for student #1000981 at a cost of \$63,900.00.

- S08-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with BCSS for student #5375 at a cost of \$63,900.00.

- S08-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with BCSS for student #7006 at a cost of \$63,900.00.

- S08-08-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Amend resolution P06-12-23 for the following:

Lisa Ciraco - additional 50 Summer hours @ \$90.42 per hour

Frank Avella - additional 30 Summer hours @ \$63.75 per hour

Katie Baptista - additional 6 Summer hours @ \$89.69 per hour

- S08-09-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve BCSS Avt. Services to provide Auditory Verbal Technique Services for student #1001241 once per week, not to exceed \$5,775.

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

- B08-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Monthly Facilities Calendar

RECREATION COMMITTEE:

RESOLUTIONS:

R08-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the monthly Field Trip Calendar

R08-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Parents for Athletes to hang small banners (athletes names/portrait) at Depken Field, Hitchcock Field and Gyms.

FINANCE COMMITTEE:

RESOLUTIONS:

F08-01-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

F08-02-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of June in the amount of \$2,298,454.52 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F08-03-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of August at \$1,000,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,000,000.

- F08-04-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year: (Attachment E)

Bills List for the Month of May

Fund 10	General Fund	\$ 4,209,283.50
Fund 20	Special Revenue	\$ 237,144.45
Fund 60	Enterprise	\$ 103,503.55
Fund 95	Student Activity	\$ 52,672.21
Total:		\$ 4,602,603.71
Fund 95	Voided Checks	\$ 4,886.55

- F08-05-24 Be it Resolved that upon the recommendation of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report

Cash Report

Monthly Fund Transfer Report

July (Attachment F)

- F08-06-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Authorize the Business Administrator to withdraw \$54,000 from the Maintenance Reserve account and add it to the 2023-2024 appropriations. The money is needed for paving improvements at Euclid School and a minor asbestos floor abatement in the High School.

- F08-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the following fundraisers:

Yearbook Class - Reusable Bag Sale - 9/1/23 - 6/30/24

Junior Class - Cheesecake Sale - 9/1/23 - 10/30/23
Sophomore Class - Frozen Cookie Dough Sale - 10/1/23 - 11/13/23
Athletic Department Teams - Apparel Sales - 9/1/23 - 6/30/24
Girls Soccer Fundraiser - Snap Raise Donation - 8/25/23 - 10/31/23
Boys Soccer Fundraiser - Snap Raise Donation - 8/30/23 - 10/30/23

F08-08-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Add \$100,000 to the 2023-2024 budget year appropriations to pay for a new math textbook series at the Hasbrouck Heights High School. The funds will come out of the \$252,999 excess Extraordinary Aid that was generated in 2022-2023.

F08-09-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Appropriate \$190,000 out of Capital Reserve Fund to pay for additional unforeseen work that is required to complete the High School Cafeteria Renovations project.

F08-10-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve change orders 12 and 13 with Northeastern Interior Services pertaining to the High School Cafeteria Project. Change order 12 will be funded out of the construction contingency and change order 13 will be funded out of a withdrawal from the Capital Reserves account.

F08-11-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the renewal of BrainPop and BrainPop Jr., an animated educational site for students in all content areas - paid for with CRRSA ESEA Title III funds - \$6,451.50.

F08-12-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve novel study to support Freshman Seminar - paid with ESEA Title I funds - \$456.00.

- F08-13-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of ELA materials to support balanced literacy. Paid with CRRSA and ESSER grant monies - \$8,676.80.

- F08-14-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of classroom library books to support independent reading and balanced literacy curriculum units - paid for with ESEA Title I funds - \$1,116.64.

PERSONNEL COMMITTEE:

RESOLUTIONS:

- P08-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Sheila Rivera as Assistant Volleyball Coach - Step 5 - \$5,644.00.

- P08-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Kathy Stellhorn as a 1-1 Paraprofessional at a rate of \$26,335.00, with a stipend of \$4,000 per contract addendum.

- P08-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the following salary guide movements:

Lisa Colaneri - BA to BA+15

Corinne Miller - MA+15 to MA+30

Stephanie Netelkos - BA to BA+15
Michele Schaffer - BA to BA+15
John Zukatus - MA to MA+15

P08-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Rajmonda Leka as a Euclid School Paraprofessional starting September 1, 2023 at \$26,335.00 per year (pending receipt of all paperwork).

P08-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept the resignation of Molly Tague, HS History Teacher, effective October 6, 2023-60 days notice.

P08-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Aida Signorile as a substitute KEYS Assistant at \$18 per hour.

P08-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve teacher sixth period stipends for the MS/HS - \$3,700.00 per staff member, per year (Attachment G).

P08-08-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept the retirement of V. Giancaspro, effective 4/1/2024.

P08-09-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept leave of absence for Staff# 0170 from 9/5/2023-10/2/2023.

P08-10-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve lunch assistants for Lincoln School for the 23-24 SY, max 2 hours per day at \$18/per hour (Attachment H)

- P08-11-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Accept the resignation of Cristen Mizenko, Euclid School Elementary Teacher, effective 10/6/2023-60 days notice.
- P08-12-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve J. Colangelo as Elementary School Safety Specialist, Stipend @ \$1,000.
- P08-13-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve C. Lange, A. Lustmann and B. Feinberg for 2 hours of Security Training on September 5, 2023 at the following hourly rates:
- C. Lange, \$46.87/per hour
A. Lustman, \$46.87/per hour
B. Feinberg, \$40.58/per hour
- P08-14-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve R. Tschinkel as Head Bowling Coach @ \$4,338.
- P08-15-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve J. Thompson as Euclid School Paraprofessional @ \$26,335.
- P08-16-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Substitute list for the 23-24 SY (Attachment I).

- P08-17-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve the District Affirmative Action (AAT) - (Attachment J)
- P08-18-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve A. Signorile as a Part-Time (.6) Basic Skills Math Teacher at Lincoln School - Paid through Title I Funds - BA, Step 3 - \$34,380.00.
- P08-19-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve T. Edwards as a Part-Time (.6) Basic Skills ELA Teacher at Lincoln School - Paid through Title I Funds - BA, Step 8 - \$35,730.00.
- P08-20-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve B. Feinberg, A. Lustmann, C. Lange to attend Active Shooter Response Training at the HHPD on August 22nd from 4:00 - 8:00 pm - at their hourly rates of \$46.87 (Lustmann and Lange) and \$40.58 (Feinberg).
- P08-21-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Amend Resolution P05-16-23 rescinding M. Tague as Asst. Girls Soccer Coach, Multi-Cultural Club, Pilot's Log and Spirit Club for the 23-24 SY.
- P08-22-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve M. Hackbarth as PT Physical Education teacher for the HS/MS, BA, Step 9, \$36,450.00.

- P08-23-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve C. Bello & M. Ragozzino as MS/HS Visitor Monitors @ \$17/HR; 5.5/HRS per day.

- P08-24-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept the resignation of Bonnie Dallara, LS Paraprofessional, effective August 21, 2023.

- P08-25-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Jadira Ortega, Euclid School Nurse, BA/Step 8 - \$59,550.

POLICY COMMITTEE:

RESOLUTIONS:

- PL08-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the first reading of policy/regulation #1642.01 - Sick Leave (Attachment K).

- PL08-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the first reading of policy/regulation #2419 - School Threat Assessment Teams (Attachment L).

- PL08-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the second reading of Regulation #1110 - Organizational Chart (Attachment M-pending changes).



Euclid School
Home of the Eagles
 1 Burton Avenue
 Hasbrouck Heights, NJ 07604

HASBROUCK HEIGHTS ELEMENTARY SCHOOLS



Lincoln School
Home of the Leopards
 302 Burton Avenue
 Hasbrouck Heights, NJ 07604

Student Handbook 2023-2024

DISTRICT ADMINISTRATION

Administration

Mr. Michael Polizzi
 Mr. Robert Brown
 Mrs. Linda Simmons
 Mr. Joseph Mastropietro
 Mr. Michael Sickels
 Mr. Joseph Colangelo
 Mr. Michael Scuilla
 Mr. Vincenzo Barchini
 Mrs. Dominique Vetrano
 Dr. Matthew Helfant
 Mr. Christopher Garcia
 Mr. Frank D'Amico
 TBD

Title

Interim Superintendent of Schools
 Interim School Business Administrator
 High School Principal
 Middle School Principal
 Euclid School Principal
 Lincoln School Principal
 Director of Athletics
 Director of Testing and Guidance
 Director of Curriculum and Instruction
 Director of Special Services
 HS Vice Principal
 MS Vice Principal
 Supervisor of Instruction and Programming PreK-5

Email Address

polizzimic@hhschools.org
brownrob@hhschools.org
simmonsl@hhschools.org
mastropietroj@hhschools.org
sickelsm@hhschools.org
colangeloj@hhschools.org
scuillam@hhschools.org
barchiniv@hhschools.org
vetranodom@hhschools.org
helfantm@hhschools.org
garciachr@hhschools.org
damicofra@hhschools.org

BOARD OF EDUCATION

Mrs. Lori Cintron, President
 Ms. Nicole Cambell Russo, Trustee
 Mrs. Jillian Ferdinand, Trustee
 Mrs. Kathleen Sausa, Trustee
 Mrs. Lauren Terranova, Trustee

Mrs. Lisa Krommenhoek, Vice President
 Mr. Christopher DeLorenzo, Trustee
 Mr. Kevin Mullins, Trustee
 Mr. Helen Tejada-Ramos, Trustee

HASBROUCK HEIGHTS PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Hasbrouck Heights School District is to focus on student development within a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning.

IMPORTANT TELEPHONE NUMBERS

Euclid School

Main Office 201-288-2138
Main Office Fax 201-727-1409
Nurse's Office 201-393-8178
Nurse's Office Fax 201-288-0753
Child Study Team 201-338-8818
Principal 201-393-8176

Lincoln School

Main Office 201-288-2365
Main Office Fax 201-393-8362
Nurse's Office 201-393-8184
Nurse's Office Fax 201-393-0365
Child Study Team 201-393-8185
Principal 201-393-8182

EUCLID SCHOOL DIRECTORY

Name	Title	E-Mail
Alosco, Patti	Paraprofessional	AloscoP@HHSchools.org
Altizio-Reiner, Maria	Paraprofessional	Altizioreinermar@HHSchools.org
Bari, Christina	3 rd Grade Teacher	BariC@HHSchools.org
Beer, Laura	Art Teacher	Beerlau@hhschools.org
Bothe, Lori	4 th Grade Teacher	BotheLor@HHSchools.org
Brunetti, Natalie	3 rd Grade Teacher	BrunettiNat@HHSchools.org
Calderon, Ernesto	Custodian	CalderonE@HHSchools.org
Chapin, Bridgette	2 nd Grade Teacher	ChapinBri@HHSchools.org
Chiu, Betty	Media Specialist	ChiuBet@HHSchools.org
Colaneri, Lisa	Special Education Teacher	ColaneriLis@HHSchools.org
Curtain, Alysha	1 st Grade Teacher	Curtinaly@hhschools.org
Cuttita, Catherine	2 nd Grade Teacher	CuttitaCat@HHSchools.org
DiGisi, Kristen	Guidance Counselor	DalcortivoKri@HHSchools.org
Farruggio, Maria	PSD Teacher	FarruggioMar@HHSchools.org
Ferrence, Michelle	1 st Grade Teacher	Ferrencemic@HHSchools.org
Gallucci, Joanie	5 th Grade Teacher	GallucciJ@HHSchools.org
Garfi, Nicole	Basic Skills Teacher	GarfiNic@HHSchools.org
Graney, Kerri	Paraprofessional	Graneyker@HHSchools.org
Grieco, Johnna	World Language Teacher	GriecoJoh@HHSchools.org
Gyenes, Melissa	4 th Grade Teacher	GyenesMel@HHSchools.org
Hone, Patty	Secretary	HonePat@HHSchools.org
Hughes, Kathleen	Paraprofessional	HughesKat@HHSchools.org
Innis, Debbie	Paraprofessional	InnisDeb@HHSchools.org
Jones, Bill	Lead Custodian	JonesW@HHSchools.org
Kasper, Kelly	Paraprofessional	Kasperkel@HHSchools.org
Kastner, Danielle	Music Teacher	KastnerDan@HHSchools.org
Kest, Keri	Kindergarten Teacher	KestKer@hhschools.org
Knaggs, Dawn	Custodian	KnaggsDaw@HHSchools.org
Lambe, Pamela	Basic Skills Teacher	LambePam@HHSchools.org
Latorre, Lisamarie	3 rd Grade Teacher	Latorrelis@HHSchools.org

Lowe, Alison	Special Education Teacher	LoweAli@HHSchools.org
Mabel, Michelle	Special Education Teacher	Mabelmic@HHSchools.org
MacMillan, Meghan	ESL	
McKernan, Julie	Special Education Teacher	Mckernanjul@HHSchools.org
Minichiello, Rocco	Phys. Ed. Teacher	MinichielloRoc@HHSchools.org
Moroney, Carron	Instrumental Teacher	MoroneyCar@HHSchools.org
Mullins, Linda	Paraprofessional	MullinsLin@HHSchools.org
Netelkos, Stephanie	Kindergarten Teacher	Netelkosste@hhschools.org
Oettinger, Eileen	4 th Grade Teacher	OettingerEil@HHSchools.org
Palladino, Lisa	5 th Grade Teacher	PalladinoLis@HHSchools.org
Philp, Maria	School Psychologist	PhilpM@HHSchools.org
Popadich, Kim	Paraprofessional	Popadichkim@HHSchools.org
Priore, Lynne	Paraprofessional	PrioreLyn@HHSchools.org
Rispoli, Evelyn	Paraprofessional	RinaldiEve@HHSchools.org
Robertson, Diane	5 th Grade Teacher	RobertsonDia@HHSchools.org
Romano, Connie	Secretary	RomanoC@HHSchools.org
Sabin, Tina	2 nd Grade Teacher	SabinTin@HHSchools.org
Salib, Corinne	Paraprofessional	SalibCor@HHSchools.org
Tacinelli, Courtney	Speech Therapist	TacinelliCou@HHSchools.org
Tattoli, Lorenzo	Phys. Ed. Teacher	TattoliLor@HHSchools.org
TBD	Nurse	
TBD	Paraprofessional	
TBD	Paraprofessional	
TenBerge, Laurie	1 st Grade Teacher	tenbergelau@HHSchools.org
Verdi, Nancy	Paraprofessional	VerdiN@HHSchools.org
Warren, Jenn	Paraprofessional	warrenjen@hhschools.org
Werner, Jennifer	Kindergarten Teacher	WernerJen@HHSchools.org

LINCOLN SCHOOL DIRECTORY

Name	Title	E-Mail
Altamura, Grace	Paraprofessional	AltamuraGra@HHSchools.org
Baptista, Katie	School Social Worker	BaptistaKat@HHSchools.org
Beer, Laura	Art Teacher	BeerLau@HHSchools.org
Bothe, Jordan	Paraprofessional	BotheJor@HHSchools.org
Brancato, Laurie	5 th Grade Teacher - Reading	BrancatoLau@HHSchools.org
Brander, Samantha	1 st Grade Teacher	BranderS@HHSchools.org
Capozzi, Cindy	Media Specialist	CapozziCin@HHSchools.org
Caputo, Eileen	Special Education Teacher	CaputoEil@HHSchools.org
Colaneri, Brenda	Paraprofessional	ColaneriBre@HHSchools.org
Colangelo, Joseph	Principal	ColangeloJ@HHSchools.org
Condal, Taylor	Phys. Ed. Teacher	CondalTay@HHSchools.org
Costello, Krisitn	Speech Therapist	CostelloKri@HHSchools.org
Dallara, Bonnie	Paraprofessional	DallaraBon@HHSchools.org
Daly, Allison	4 th Grade Teacher - Reading	DalyA@HHSchools.org
DePalma, Anna	Paraprofessional	DePalmaAnn@HHSchools.org
DePalma, Victoria	2 nd Grade Teacher/TIC	DePalmaVic@hhschools.org
Felicetti, Karen	Reading Specialist	FelicettiKar@HHSchools.org
Ferreri, Kathy	Paraprofessional	FerreriKat@HHSchools.org
Freschi, Kelly	Paraprofessional	FreschiKel@HHSchools.org
Gasparino, Katie	Speech Therapist	GasparinoKat@HHSchools.org
Georgatos, Aundrea	2 nd Grade Teacher	GeorgatosAun@HHSchools.org
Giaquinto, Jamie	3 rd Grade Teacher	GiaquintoJam@HHSchools.org
Grieco, Johnna	World Language Teacher	GriecoJoh@HHSchools.org
Incognito, Danielle	2 nd Grade Teacher	IncognitoDan@HHSchools.org
Jarosiewicz, Christa	Kindergarten Teacher	JarosiewiczChr@HHSchools.org
Kane, Kimberly	Nurse	KaneK@HHSchools.org
Kastner, Danielle	Music Teacher	KastnerDan@HHSchools.org
Kroncke, Danielle	Kindergarten Teacher	KronckeDan@HHSchools.org
LaTorre, Eileen	5 th Grade Teacher - Math	LaTorreEil@HHSchools.org
Lopera, Jennifer	PREK Teacher	LoperaJen@HHSchools.org
Luterzo, Michael	Lead Custodian	LuterzoMic@HHSchool.org
Lutz, Vanessa	Kindergarten Teacher	LutzVan@HHSchools.org
Magarelli, Erin	Paraprofessional	MagarelliEri@HHSchools.org
Marchese, Vincent	Phys. Ed. Teacher	MarcheseVin@HHSchools.org
Martello, Jennifer	Basic Skills	MartelloJen@HHSchools.org
Meli, Nicole	Guidance Counselor	MeliNic@HHSchools.org
Mertz, Michael	4 th Grade Teacher - Math	MertzMic@HHSchools.org
Moroney, Carron	Instrumental Teacher	MoroneyCar@HHSchools.org
Musco, Jaclyn	3 rd Grade Teacher	MuscoJac@HHSchools.org
Nazeh, Rula	Paraprofessional	NazehRul@HHSchools.org

**ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION (PTA)**

Euclid School PTA

Amanda Carullo, President
Lori Zorat, Vice President
Kareen Medina, Vice President
Michelle Vallone, Vice President
Jessica Stanzione, Recording Secretary
Tara Morrill, Corresponding Secretary
Daniel MacMilan, Treasurer

Lincoln School PTA

Adrienne Simmons, President
Jennie Porfido, 1st Vice President
Heather Meli, 2nd Vice President
Rebecca Sagi, Recording Secretary
TBD, Corresponding Secretary
Helen Tejada-Ramos, Treasurer



Euclid Eagles

Lincoln Leopards



Future Junior Aviators!

HEIGHTS: Where Tradition & Innovation Take Flight!

Olivo, Joseph	Night Custodian	OlivoJos@HHSchools.org
Perez, Jaclyn	Secretary	PerezJac@HHSchools.org
Porfido, Jennie	Special Education Teacher	PorfidoJen@HHSchools.org
Reynolds, Danielle	4 th Grade Teacher - Writing	ReynoldsDan@HHSchools.org
Rogers, Alyssa	1 st Grade Teacher	RogersAly@HHSchools.org
Rooney, Mary Claire	Paraprofessional	RooneyMar@HHSchools.org
Rucci, Nichole	ESL Teacher	RucciN@HHSchools.org
Salerno, Caroline	3 rd Grade Teacher	SalernoCar@HHSchools.org
Schaffer, Michelle	5 th Grade Teacher - Writing	SchafferMic@HHSchools.org
Siconolfi, Lauren	1 st Grade Teacher	SiconolfiLau@HHSchools.org
Silva, Johnny	Night Custodian	SilvaJoh@HHSchools.org
Sisco, Daisy	Secretary	SiscoDai@HHSchools.org
Valenti, Shannon	Special Education Teacher	ValentiSha@HHSchools.org
Wheeler, Karen	Paraprofessional	WheelerKar@HHSchools.org
Young, Karen	Special Education Teacher	YoungKar@HHSchools.org
Zito, Alyssa	Special Education Teacher	ZitoAly@HHSchools.org

Child Study Team		
Dr. Matthew Helfant	Director of Special Services	helfantm@hhschools.org
Ms. Julie Canavatchel	Secretary	canavatcheljul@hhschools.org
Ms. Lucy Gomez	Secretary	gomezluc@hhschools.org
Mrs. Katherine Baptista	Lincoln's Case Manager	baptistak@hhschools.org
Mrs. Maria Philp	Euclid's Case Manager	philpm@hhschools.org

SPECIAL SERVICES

The Hasbrouck Heights School District maintains a professional commitment to providing the best educational opportunities for our children. For students who need specialized help, the special services department has developed a process for providing appropriate individualized educational programs. The special service team includes the following:

- Learning Disabilities Teacher Consultant (LDTTC)
- School Social Worker
- School Psychologist
- Speech Therapist
- Teacher of the Handicapped

The Intervention and Referral Services Committee (I & RS)

The Intervention & Referral Services Committee (I & RS) is a team of teachers, administrators and counselors who receive referrals about students who are not performing to academic expectations. The Committee provides counseling and guidance for students.

- **Euclid School** contact: Mrs. DiGisi at 201-338-8820.
- **Lincoln School** contact: Miss Meli at 201-338-8821.

504 PROCEDURES

Section 504 is that section of the Rehabilitation Act of 1973 which applies to persons with disabilities. Basically, it is a civil rights act which prohibits discrimination against individuals with physical or mental disabilities who attend public or private schools funded with public dollars.

- **Euclid School** contact: Mrs. Bothe at bothelor@hhschools.org.
- **Lincoln School** contact: Ms. Reynolds at reynoldsdan@hhschools.org.

MARKING PERIODS
2023-2024 Elementary School Trimester Dates
K-5

Elementary Schools

# of Days	Tri	Start	½ Way Point	Open Genesis Grading	Finish	(4-5) Report Cards	(K-3) Report Cards
60	1	9/6/23	10/19/23	12/4/23	12/7/23	12/14/23	12/21/23
60	2	12/8/23	1/29/24	3/11/24	3/18/24	3/26/24	4/2/24
60	3	3/19/24	5/7/24	6/3/24	6/24/24	6/21/24	6/21/24

Report Cards for Trimester 1 and Trimester 2 will be mailed home, while Trimester 3 Report Cards will go home via backpack delivery.

Hasbrouck Heights Public Schools 2023-2024 School Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 3-4
August 30
August 31
September 1
September 4
September 5
September 6

September 25
October 9

October 11

November 7

November 9-10

November 22
November 23-24
December 22
Dec. 25-29
January 1

January 2
January 15

February 19-23
February 26
March 28
March 29
April 15-19
April 22
May 27

June 20-24

June 18
June 20

June 24
June 25

District Closed - July 4th
New Staff Orientation
Staff Report Only (PD Day)
Schools Closed
Labor Day - Schools Closed
Staff Only Report
First Day of School - (Students Only AM) In-Service for Staff PM
Yom Kippur - Schools Closed
Columbus Day - Schools Closed
Single Session Day (Students Only)
Election Day - In-Service for Staff (No Students)
NJEA Convention - Schools Closed
Single Session Day
Thanksgiving Recess
Single Session Day
Holiday Recess
New Year's Day (Schools Closed)
Schools Re-open
Dr. Martin Luther King Jr. Birthday - Schools Closed
Winter Recess
Schools Re-open
Single Session Day
Schools Closed
Spring Recess
Schools Re-Open
Memorial Day - Schools Closed
Single Session Days (Students only)
Middle School Graduation
High School Graduation (Rain Date June 21)
Last Day of School
Teacher Check-Out

Three snow days have been built into the calendar. If one snow day is left unused, the last day of school will be June 21, 2024, and Teacher Check-Out will be June 24, 2024. If two snow days are left unused, the last day of school will be June 20, 2024, and Teacher Check-Out will be June 21, 2024. If three snow days are left unused, the last day of school will be June 20, 2024, Teacher Check-Out will be June 21, 2024 and schools will be closed on May 24, 2024. If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 19, 2024.

Total Days for Students - 183
Total Days for Teachers - 187

	= Staff Only Report
	= Single Session Day
	= Schools Closed

Approved: April 27, 2023
Revised: May 18, 2023

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

ARRIVAL AND DISMISSAL PROCEDURES

BELL SCHEDULE (Full Day)

8:20 am	First Bell (Pre-K & Kindergarten)
8:25 am	First Bell (Grades 1-5) <i>Admittance to classrooms</i>
8:35 am	Late Bell (Pre-K – 5) <i>Students must be in their classrooms</i>
11:45 am	Lunch Dismissal
12:45 pm	End of Lunch Hour <i>Admittance to classrooms</i>
12:50 pm	Late Bell
3:03 pm	Dismissal (Pre-K & Kindergarten)
3:08 pm	Dismissal (Grades 1-5)

BELL SCHEDULE (Half Day)

8:20 am	First Bell (Pre-K & Kindergarten)
8:25 am	First Bell (Grades 1-5) <i>Admittance to classrooms</i>
8:35 am	Late Bell (Pre-K – 5) <i>Students must be in their classrooms</i>
12:30 pm	Dismissal (Pre-K & Kindergarten)
12:35 pm	Dismissal (Grades 1-5)

EMERGENCY-CLOSING

The superintendent of schools is authorized by the Board of Education to close schools, open them late or dismiss them early in hazardous weather or in extraordinary circumstances which might endanger the health or safety of pupils or school employees.

DELAYED OPENING

- Administrative and secretarial staff reports at 9:30 a.m.
- Teaching staff reports at 9:40 a.m.
- Students drop-off begins at 9:50 a.m., while the school day starts at 10:08 a.m.
- Students will receive their 1 hour lunch/recess period starting at 11:45 a.m.
- The Superintendent of Schools will utilize School Messenger. (It is extremely important that your contact information is up-to-date)
- Information is also posted on the district website and Genesis.
- **Before school** programs are **canceled** (KEYS, Extra Help, etc.)

In case of an emergency closing prior to the start of the day the following procedures will be followed:

- The Superintendent of Schools will utilize School Messenger. (It is extremely important that your contact information is up-to-date)
- Information is also posted on the district website and Genesis.

SAFETY

In order to provide the highest level of safety during arrival and dismissal, we ask for your cooperation in the following matters:

1. **No student should arrive at school prior to 8:00 a.m. and with a faculty member present.** There is no playground supervision before that time.
 2. If your child walks to school, please remind them to cross only at the corners and to follow the instructions of the crossing guards.
 3. When using the “**20 second drop off**” area in the morning, please make sure that your child exits your car on the curbside by the playground on Burton Avenue, which is the only drop-off zone for both Euclid and Lincoln School. Do not park or pause in the crosswalks. In addition, do not double park or drive past a vehicle dropping off.
- In the event of inclement weather, students should enter Door #2 at Euclid School and Door #1 at Lincoln school. They will line up at their homeroom locations, and will be brought to their classroom by a designated staff member.

VISITORS

ALL visitors need to have a scheduled appointment with a building secretary and/or a faculty/staff member.

ALL visitors will sign in, turn in a photo ID, state the nature of the visit, and the person whom they wish to see. Visitor's badges must be worn at all times.

Visitors are NEVER permitted to go to any classroom to see a student or teacher without permission from the school principal.

We ask that parents/guardians cooperate with these rules in order not to disrupt instruction and to ensure the safety of **ALL** children.

FIRE & LOCK-DOWN DRILLS

Fire Drills are conducted one each month. Detailed exit plans are posted inside each classroom. For fire drills, each class has an escape route to an outside area, which is a safe distance from the building. Children are escorted to these designated areas in less than seventy-five (75) seconds in a safe, quiet, and orderly manner.

Security Drills are conducted monthly and are designed to secure the school buildings efficiently and effectively.

- You will receive a letter throughout the school year after a drill is conducted.

ADMISSIONS/WITHDRAWALS

Children who start kindergarten in the Hasbrouck Heights Public Schools must be five (5) years of age before October 1st of the school year in which they are enrolling, or six (6) years of age if entering first grade.

Regulations are issued prior to the time of registration. Registration requirements for new students in grades 1 through 5 are:

- A record of immunizations which should include DPT and booster, date of last tetanus shot, Polio trivalent, MMR, HIB, Pneumococcal, varicella, Hep B and TB if applicable, PK-Flu.
- An original birth certificate (with seal)
- Residency verification (e.g. certificate of occupancy, utility or phone bill, etc.)
- Lease/deed, or affidavit of landlord
- Proof of parent/guardian identity (e.g. driver's license)
- Copy of custody papers if applicable
- Signed 1040 form (if required)
- Registration Form
- Dental Examination Records
- Signed authorization form if applicable

Parents must give the principal at least three (3) days' notice in writing when a pupil is leaving the Hasbrouck Heights Public School District. A copy of the transfer card will then be prepared and released to the parent by the office of the principal.

Affidavit students (students who are not residing with natural parents) must provide the following additional information:

- From guardian: notarized copy of affidavit of guardian
- Notarized affidavit of Hasbrouck Heights resident adult
- Copy of guardian's most recent signed 1040 tax form
- From parent: notarized affidavit of parent
- Notarized affidavit of non-resident parent
- Copy of parent's most recent signed 1040 tax form
- PLEASE NOTE: All records from foreign countries must be translated into English.

COMMUNICATION

The Elementary School Administrative Team recognizes that students in grades Pre-K through Five are faced with multiple developmental, academic, physical and social changes in their lives. To have a collaborative approach and to assist them in becoming self-sufficient and independent learners, we believe that effective and frequent communication between the home and school is imperative. We ask that you contact your child's teacher as the first step in addressing any questions or concerns that may occur. The following are sources/events that will assist with communication:

- **Daily Homework Posting**

All Elementary School classroom teachers will post homework, tests (grades 4-5 only) and project due dates in Genesis. Quizzes *will not* be posted but won't be administered until the topic has been introduced, practiced, and discussed. Kindergarten-3rd grade operates under a Standards Based Report Card and students' assessments happen on an ongoing and consistent basis, but won't be administered until the topic has been introduced, practiced, and discussed.

- **Official Staff Email Accounts**

All Elementary School staff members have an official email account ending in "@hhschools.org." Complete lists of staff email addresses are located in the front of this handbook or online on the district's website.

- **Back to School Night**

Back to School Night will be held on Wednesday, September 27, 2023. The faculty will present an overview of their instructional programs including classroom rules and procedures.

- ***Live Grades***

All Elementary School families have access to Genesis.

PARENT/TEACHER CONFERENCE DATES

Tuesday, January 9, 2024	1:45 – 3:15 pm (Afternoon, $\frac{1}{2}$ Day Students)
Wednesday, January 10, 2024	6:00 – 8:00 pm (Evening, $\frac{1}{2}$ Day Students)
Tuesday, January 16, 2024	6:00 – 8:00 pm (Evening, $\frac{1}{2}$ Day Students)
Wednesday, January 17, 2024	1:45 – 3:15 pm (Afternoon, $\frac{1}{2}$ Day Students)
Tuesday, January 23, 2024	P/T Conference Snow Date (potential $\frac{1}{2}$ Day Students)

EMERGENCY INFORMATION

Every student is required to have the following information on file in the main office:

- Parents or guardian(s) name(s)
- Complete and up-to-date address & e-mail address
- Home, cell and work phone numbers
- Emergency phone numbers of a friend or relative
- Physician's name and phone number

It is very important, for emergency and registration reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change on emergency card information.

A student information sheet will be sent home electronically in order to update our school files. **Please make corrections/additions and return to the school by Monday, October 2, 2023.** This information will be kept in the main office and on Genesis to be used in case of an emergency.

Grades 3– 5 **PUPIL DISCIPLINE/CODE OF CONDUCT (Policy #5600)**

- PREK-2nd grade student infractions will be handled at the discretion of the Principal.
- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role in each infraction and may determine a different outcome other than the predetermined consequences listed below.

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Disruptive Behavior	1 st offense	Teacher warning	Subsequent offense may include: In School Suspension/Out of School Suspension or Alternative Placement
	2 nd offense	Teacher must notify parent	
	3 rd offense	Referral to the Principal/Parent Notification	
	4 th offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	5 th offense	Referral to the Principal/Principal's Detention/Parent Conference	
Littering on School Property	1 st offense	Referral to the Principal/Warning	
	2 nd offense	Referral to the Principal/Parent Notification	
	3 rd offense	Referral to the Principal/ Parent Notification/Principal's Detention	

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Offensive Language/Written/Gestures	1 st offense	Referral to the Principal/Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal/Principal's Detention/Parent Conference	
Inappropriate Physical Contact	1 st offense	Referral to the Principal/Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 nd offense	Referral to the Principal/ Parent Notification/Principal's Detention	
	3 rd offense	Referral to the Principal/Principal's Detention/Parent Conference	
Inappropriate Physical Contact of a Sexual Nature	All offenses	Referral to the District Affirmative Action Officer.	
Insubordination	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/In School Suspension/Parent Conference	
Forging an Official Document	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	

Forging an Official Document	3 rd offense	Referral to the Principal/In School Suspension/Parent Conference	
-------------------------------------	-------------------------	--	--

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Theft Personal/School Property	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	Subsequent	Referral to the Principal/In School Suspension/Parent Conference	
Destruction of Property/Stealing/Arson/False Alarm	1 st offense	Up to 5 Days Out School Suspension & Restitution for Damages	Police Contacted/Parent Notification
	2 nd & Subsequent offense	Up to 10 Days Out School Suspension & Restitution for Damages	
Vandalism/Graffiti	1 st offense	Referral to the Principal/Parent Notification/Principals Detention	Police may be notified at any level of offense Possible Restitution
	2 nd offense	Referral to the Principal/In School Suspension/Parent Conference	
Verbally Threatening a Staff Member	1 st offense	Referral to the Principal and Guidance Counselor/In School Suspension/Parent Conference	Police may be notified at any level of offense Subsequent offense may include: Alternative Placement
	2 nd offense	Referral to the Principal and Guidance Counselor/Out School Suspension/Parent Conference	
Fighting	Any offense	<i>Penalties may vary according to the</i>	Police may be notified

		<i>severity and frequency of the offense.</i> 1- Day or up to 3- Days In School Suspension and/or Out School Suspension.	
Possession of CDS	Any offense	Indefinite suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified Subsequent offense may include: Alternative Placement

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Sale & Distribution of CDS	Any offense	May include: 10 Day Out School Suspension/Expulsion Referral to Student Assistance Counselor Referral to Community Agency Referral to Child Study Team Police will be notified	Sellers of drugs and/or controlled dangerous substances while on school property or at school sponsored events, are to be suspended immediately pending an expulsion hearing.
Use of Controlled Substance/Possession/Alcohol	1 st offense	Suspension pending assessment and Referral to Student Assistance Counselor	Police will be notified
	2 nd offense	10 Days Out School Suspension and Referral to Student Assistance Counselor	Subsequent offense may include: Alternative Placement
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent) (Policy #5132)	All	Referral to the Principal/Parent Notification/Removal from class until change of clothes is available	
	1 st offense	Warning	
	Subsequent	Principal's Detention	
Smoking	1 st offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified
	2 nd offense	Referral to the Principal/Principal's Detention/Parent Conference	
	3 rd offense	Referral to the Principal/In School	

		Suspension/Parent Conference	Possible Referral to the Student Assistance Counselor
Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/In School Suspension/Parent Conference	Subsequent offense may include: Alternative Placement
Weapons/Firearms/Zero Tolerance	Any offense	Up to 10 Days Out School Suspension/ Parents Notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for school (policy # 5110)		Please refer to the Elementary School K-5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee

STUDENT INFRACTION	OFFENSE	ACTION	COMMENTS
Cutting Detention	1 st offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: In School Suspension /Out of School Suspension
	2 nd offense	Referral to the Principal/2 Principal's Detention/Parent Conference	
Harassment/Intimidation/Bullying (HIB) (policy #5512)		As indicated in policy	

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
2. By any other distinguishing characteristic; and that
3. 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

HEALTH SERVICES

The Hasbrouck Heights school system offers a comprehensive Health Screening Program. The purpose is to identify potential health problems. Parents will be given the opportunity to participate in this **free** program, or may choose to see their family physician at their own expense, for the necessary screenings.

Height, weight, blood pressure, and lice screenings are provided for all students. Audiometric screening is also provided in the 1st, 2nd & 3rd grades, and as the need arises. Scoliosis screening is provided in 5th grade. Vision screening is provided for 2nd and 4th grades.

State guidelines for T.B. screening requires that students from out of country, out of state, or in certain towns / grades in New Jersey be Mantoux tested.

ALL REQUIRED INFORMATION MUST BE RETURNED TO THE MEDICAL OFFICE BY THE FIRST DAY OF SCHOOL, OR SOONER, IF POSSIBLE. NO STUDENT WILL BE ALLOWED TO REMAIN IN SCHOOL WITHOUT MEETING ALL REQUIREMENTS.

Children who are recovering from illness should not return to school until they have been free of symptoms for 24 hours. Please contact the school nurse if you have questions.

In case of Chicken Pox, or other similar diseases, the students must remain at home until lesions are healed and dry.

Students presenting any symptoms of other potential communicable or contagious conditions must report to the school nurse and may be excluded from school until the potentially contagious condition resolves, or they present a note from their physician stating the diagnoses, and that this condition is not communicable.

Students who will be returning to school with sutures (stitches), crutches, or a cast must report to the school nurse upon their return, so that arrangements can be made for their safe participation in all activities.

Parents are urged to communicate with the school nurse regarding any changes in their child's health status, including: food allergies, daily medications taken at home, illnesses, or other special health needs.

Please log onto the following websites for important information, forms and policies:

Hasbrouck Heights Public Schools Health Services- <http://www.hhschools.org/health/index.html>

INSURANCE

The school district has purchased an accident insurance program covering all students on a full excess basis. Full excess means all bills incurred for a covered accident must be submitted to all other medical expense policies under which the student can claim benefits first. If there are any balances due after payments are made, all bills on the claim, and the receipts from the other carrier, must be submitted to us and we will consider the balances, up to policy limits.

Students are covered for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the School Premises. Participants are also covered while participating in Interscholastic Sports, including tryouts, preseason and postseason play, and travel to and from games and/or practice. (Individual travel or travel in a vehicle that is not owned or operated by the school is not covered by the policy.)

New Jersey schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school purchases the accident insurance policy as a public service to assist parents that may be without insurance. The school policy will reimburse covered claims for medical expenses incurred up to the benefit limits of the policy.

If you have other insurance, you must first file a claim with your other insurance carrier and obtain benefits from your other insurance source. This policy is designed to consider payment of the eligible expenses that are not paid by your other insurance source. See the school nurse for claim forms. Other questions should be directed to the Business Office, (201) 288-6150.

AFFIRMATIVE-ACTION

The Hasbrouck Heights Board of Education, in compliance with all federal and state laws, rules, and regulations related to equal education and employment opportunity, is committed to a policy of non-discrimination because of race, color, creed, religion, sex, ancestry, national origin, sexual orientation, or socioeconomic status.

Any student, parent/guardian, or employee may file a grievance relative to affirmative action guidelines (contact the affirmative action officer for detailed procedures). Anyone who is subjected to unwelcome physical advances or verbal or physical conduct of a sexual nature should contact the affirmative action officer as depicted below:

Mr. Joseph Colangelo – colangeloj@hhschools.org

RIGHT-TO-KNOW-ACT P.L 1997, C364

If at any time during the school year there is construction or other activities involving the use of any hazardous materials, the following will be implemented:

- A notice will be posted on a bulletin board within the school stating that hazardous material may be stored at the school.
- A Material Safety Data Sheet will be available concerning the particular material.

If there are any questions concerning this matter, please contact The School Business Administrator, at 201-288-6150.

POLICY/REGULATION

Please review the *highlighted* policies below (refer to the District website <http://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=09ad56643d4f4415a1dbfac7f063f0d6> for ALL other Policies and Regulations):

Policies:

- 5512 – Harassment, Intimidation, and Bullying (M)
- 2624 – Grading System
- 2330 – Homework
- 5200 – Attendance (M)

Regulations:

- 2464 – Gifted and Talented Pupils (M)
- 5410 – Promotion and Retention (M)
- 5511 – Dress Code
- 8462 – Reporting Potentially Missing or Abused Children (M)

Draft Pending:

- Dress Code Policy * Threat Assessment Policy *TBA LDTC *TBA- Social Studies/ Spec Ed, *TBA- Part time PE

Hasbrouck Heights High School Student/Parent Handbook



2023- 2024 School Year

Where Tradition and Innovation Take Flight

TABLE OF CONTENTS

Principals Letter	Page 3
District Administration/ Board Of Education/ HS Teams	Pages 4 & 5
Alma Mater	Page 6
Mission Statement & Vision Statements	Pages 7 & 8
District Calendar	Page 9
Bell Schedules/ Delayed Opening	Page 10
High School Staff & Coaches Directory	Pages 11 & 12
Marking Periods/ Exam Dates	Page 13
Testing Dates	Page 14
Parent Communication	Pages 15 -17
Clubs & Advisors	Page 17
National Honor Society	Pages 17 & 18
Important Policies & Procedures	Pages 19- 24
Counseling Department Services	Pages 25- 30
Course Offerings/ Dual Enrollment/ Advanced Placement	Page 31
Structured Learning Experience	Page 32
HHHS Graduation Requirements	Page 33
Safety Procedures	Page 34
Tuition Students	Page 35

Principal's Letter

Dear Aviators,

It is with great pleasure that I take this opportunity to welcome you to Hasbrouck Heights High School, Home of the Aviators. The HS Administrative Team is extremely proud of the programs that we offer our students and encourage all of you to make the most out of the time you spend with us.

This Handbook has been developed to help you learn as much as possible about our school. Please be reminded that it is very important for you and your parent(s)/guardian(s) to read this Student Handbook in its entirety, to obtain a clear understanding of the expectations, procedures, and policies that are in place at Hasbrouck Heights High School.

Whether you are joining the Hasbrouck Heights school community for the first time or have been with us for a number of years, we encourage you to become an active participant in our schools. In addition to providing you with an excellent academic foundation, we offer many activities and clubs of interest to help you become a well-rounded and self-reliant young adult.

We hold the highest expectations for all of you and are looking forward to the upcoming school year with great excitement and hope that it will be a rewarding and successful year for each of you. Our strong commitment to Excellence, and Equity is our promise to everyone!

For additional information, please visit our district website at www.hhschools.org

Respectfully yours,

Mrs. Linda Simmons
High School Principal

District Administration

<u>Administration</u>	<u>Title</u>	<u>Email Address</u>
Mr. Michael Polizzi	Interim Superintendent of Schools	polizzimic@hhschools.org
Mr. Robert Brown	Interim Business Administrator	brownrob@hhschools.org
Mrs. Linda Simmons	High School Principal	simmonsl@hhschools.org
Mr. Christopher Garcia	High School Vice Principal	garciachr@hhschools.org
Mr. Vincenzo Barchini	Director of Guidance	barchiniv@hhschools.org
Mr. Michael Sculla	Athletic Director	scuillam@hhschools.org
Mr. Joseph Mastropietro	Middle School Principal	mastropietroj@hhschools.org
Mr. Frank D'Amico	Middle School Vice Principal	damicofra@hhschools.org
Mr. Michael Sickels	Euclid School Principal	sickelsm@hhschools.org
Mr. Joseph Colangelo	Lincoln School Principal	colangeloj@hhschools.org
Mrs. Dominique Vetrano	Director of Curriculum	vetranodom@hhschools.org
Dr. Matthew Helfant	Director of Special Services	helfantm@hhschools.org

Board of Education

Click Here for Board Member Emails

Mrs. Lori Cintron	President
Mrs. Lisa Krommenhoek	Vice President
Ms. Nicole Russo	Trustee
Mr. Christopher DeLorenzo	Trustee
Mrs. Jillian Ferdinand	Trustee
Mr. Kevin Mullins	Trustee
Mrs. Kathleen Sausa	Trustee
Mrs. Helen Tejeda- Ramos	Trustee
Mrs. Lauren Terranova	Trustee

Where Tradition and Innovation Take Flight

Child Study Team

<u>Name</u>	<u>Title</u>	<u>Email</u>
Dr. Lisa Ciraco	School Psychologist	ciracol@hhschools.org
Mrs. Dawn Johnson	Social Worker	johnsond@hhschools.org
Mrs. Suzanne Gallo	LDTC	gallos@hhschools.org
TBA	LDTC	N/A

Custodial Team

<u>Name</u>	<u>Email</u>
Jorge Cruz	cruzjor@hhschools.org
Rafael Cuya	cuyaraf@hhschools.org
Dominick DePalma	depalmad@hhschools.org
Anthony Hassett	hassettant@hhschools.org
Patrick Hassett	hassettpat@hhschools.org
Pablo Montanez	montanezpab@hhschools.org

Security Team

<u>Name</u>	<u>Email</u>
Barry Feinberg	feinbergbar@hhschools.org
Corey Lange	langecor@hhschools.org
Alan Lustmann	lustmannala@hhschools.org

Tech Team

<u>Name</u>	<u>Email</u>
John Hone	honejoh@hhschools.org
Bob Iarossi	iarossir@hhschools.org
Tom Matty	matty@hhschools.org
Ronald Todd	toddronald@hhschools.org

Where Tradition and Innovation Take Flight

ALMA MATER

There Are Many Other Schools

Of this there is no doubt

Still we'll always cling to Hasbrouck,

For we know there's a butane route.

That's to win all of the victories

In the classroom and the track

And be loyal sons and daughters

Of the Orange and the Black.

When the cares of life o'er take us

Mingling fast our locks with gray

Should Our Dearest Hope Betrayus

False fortunes fall our way.

Still we'll banish cares and sadness

As we turn our memories back and recall the days of gladness

'Neath the Orange and the Black

GO AVIATORS!!!!

Mission & Vision Statements

Mission Statement

The mission of the Hasbrouck Heights School District is to focus on student development within a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning.

Vision Statement

Hasbrouck Heights School District believes that learning is measured by the integrity and achievement of its students...

- Students will become independent and self-sufficient citizens, who will succeed and contribute responsibly in a global society.
- Students will be accountable for their work and behavior.
- Students will take pride in their school and community.
- Students will have mutual respect for the different learning styles, strengths, needs and challenges of others.
- Students will be actively engaged in the learning process through diversified classroom activities that challenge all learners.
- Students will be 21st century, college and career ready.

Vision Statements Continued

COMMUNITY STAKEHOLDERS

The Hasbrouck Heights School District believes in the value of a diverse community and is actively involved in efforts to promote and create partnerships that celebrate the qualities and individuals that make our community unique.

- Parents/guardians are actively involved in all aspects of the educational process.
- Community service promotes effective partnerships with community stakeholders.
- District and local government connections are apparent through various collaborative efforts.
- The district establishes effective relationships with various educational institutions.

Where Tradition and Innovation Take Flight

TECHNOLOGY

The Hasbrouck Heights School District believes that technology plays an integral role in improving the quality of instruction and supports learning by providing students and staff with the tools necessary to affect the mission of the district.

- District enhances student learning through the use of technology tools.
- Students will learn effective communication, research, presentation, and personal productivity skills through the effective application of technology.
- Students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate to create and communicate knowledge.
- Students will develop an understanding of the nature and impact of technology as they relate to the individual and a global society.

CURRICULUM

The Hasbrouck Heights School District will provide each student with a diverse education, aligned with New Jersey Core Content Curriculum and Common Core Standards

- The curriculum reflects the District's commitment to innovation, continuous improvement, and excellence.
- The teachers will maintain the curriculum to reflect changes in standards in order to meet the instructional needs of students.
- The curriculum provides students with the tools necessary to become 21st Century College and Career ready.
- The district will provide ongoing professional development to support the effectiveness of the curriculum and to strengthen instruction.
- The curriculum cultivates active student learning.

[Click Here](#) for updates to the District Calendar

Hasbrouck Heights Public Schools 2023-2024 School Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 2023						
S	M	T	W	T	F	S
					1	2
3	4			7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6		8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 3-4
August 30
August 31
September 1
September 4
September 5
September 6

September 25
October 9

October 11

November 7

November 9-10

November 22
November 23-24

December 22

Dec. 25-29

January 1

January 2
January 15

February 19-21
February 26

March 28

March 29

April 15-19

April 22

May 27

June 20-24

June 18

June 20

June 24

June 25

District Closed - July 4th
New Staff Orientation
Staff Report Only (PD Day)
Schools Closed
Labor Day - Schools Closed
Staff Only Report
First Day of School -
(Students Only AM) In-
Service for Staff PM
Yom Kippur - Schools Closed
Columbus Day - Schools
Closed
Single Session Day (Students
Only)
Election Day - In-Service for
Staff (No Students)
NJEA Convention - Schools
Closed
Single Session Day
Thanksgiving Recess
Single Session Day
Holiday Recess
New Year's Day (Schools
Closed)
Schools Re-open
Dr. Martin Luther King Jr.
Birthday - Schools Closed
Winter Recess
Schools Re-open
Single Session Day
Schools Closed
Spring Recess
Schools Re-Open
Memorial Day - Schools
Closed
Single Session Days (Students
only)
Middle School Graduation
High School Graduation
(Rain Date June 21)
Last Day of School
Teacher Check-Out

Three snow days have been built into the calendar.
If one snow day is left unused, the last day of
school will be June 21, 2024, and Teacher Check-
Out will be June 24, 2024. If two snow days are
left unused, the last day of school will be June 20,
2024, and Teacher Check-Out will be June 21,
2024. If three snow days are left unused, the last
day of school will be June 20, 2024, Teacher
Check-Out will be June 21, 2024 and schools will
be closed on May 24, 2024. If more than three
snow days are used, schools will be in session
during the Spring Recess starting, in reverse
order, with Friday, April 19, 2024.

Total Days for Students - 183
Total Days for Teachers - 187

	= Staff Only Report
	= Single Session Day
	= Schools Closed

Approved: April 27, 2023
Revised: May 18, 2023

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24		26	27	28	29
30						

Where Tradition and Innovation Take Flight



HASBROUCK HEIGHTS
MIDDLE SCHOOL/HIGH SCHOOL
BELL SCHEDULE



HIGH SCHOOL
Grades 9-12

Period 0: 7:00- 7:50am
Period 1: 7:55- 8:39am
Homeroom: 8:39-8:46am
Period 2: 8:49-9:33am
Period 3: 9:36-10:20am
Period 4: 10:23-11:07am
Period 5: 11:10-11:54am
Period 6: 11:57-1:05pm
6A Class: 11:57-12:41am
Lunch B: 12:44- 1:05pm
Lunch A: 11:57-12:18pm
6B Class: 12:21-1:05pm
Period 7: 1:08- 1:52pm
Period 8: 1:55-2:39pm

SINGLE SESSION SCHEDULE

Period 1: 7:55- 8:33am
Period 2: 8:36-9:06am
Period 3: 9:09-9:39am
Period 4: 9:42-10:12am
Period 5: 10:15-10:45am
Period 6: 10:48-11:18am
Period 7: 11:21-11:51am
Period 8: 11:54-12:24pm

MIDDLE SCHOOL
Grades 6-8

None
Period 1: 7:55-8:39am
Homeroom: 8:39-8:46am
Period 2: 8:49-9:33am (Gr. 6 Cycle)
Period 3: 9:36-10:20am (Gr. 7 Cycle)
Period 4: 10:23-11:31am
4A Class: 10:23-11:07am
Lunch B: 11:10-11:31am (Gr. 6/7)
Lunch A: 10:23-10:44am (Gr. 7/8)
4B Class: 10:47-11:31am
Period 5: 11:34-12:18pm (Gr. 8 Cycle)
Period 6: 12:21-1:05pm (Gr. 6 PE)
Period 7: 1:08- 1:52am (Gr. 7 PE)
Period 8: 1:55- 2:39pm (Gr. 8 PE)

SINGLE SESSION SCHEDULE

Period 1: 7:55- 8:33am
Period 2: 8:36-9:06am
Period 3: 9:09-9:39am
Period 4: 9:42-10:12am
Period 5: 10:15-10:45am
Period 6: 10:48-11:18am
Period 7: 11:21-11:51am
Period 8: 11:54-12:24pm

DELAYED OPENING SCHEDULE (MS & HS)

Period 1: 10:00-10:20am

Period 4: 10:23am- Follow regular full-day schedule

STAFF LIST AND EMAILS

Last Name	First Name	Subject	Email
Abbatiello	Maria	PE	abbatiellom@hhschools.org
Ascolese	Joseph	Music	ascolesej@hhschools.org
Balestra	Maurizio	Italian	balestramau@hhschools.org
Bancroft	Skyler	Art	bancroftsky@hhschools.org
Bernstein	Lisa	Social Studies	bersteinl@hhschools.org
Bevacqua	Nicole	Special Ed	bevacquanic@hhschools.org
Brooks	Melanie	Spanish	brooksleemel@hhschools.org
Caines	Suzanne	ELA/ Special Ed	cainessuz@hhschools.org
Calderon	Paola	Art	calderonpaola@hhschools.org
Cassano	Philip	Math	cassanop@hhschools.org
Cassidy	Catherine	Social Studies	cassidyc@hhschools.org
Centrella	Mary	Special Ed	centrellam@hhschools.org
Clifton	Robert	Science	cliftonrob@hhschools.org
Conner	Kerriane	Math	connerker@hhschools.org
Danny	Monica	Special Ed	dannymon@hhschools.org
Dennehy	Patrick	Special Ed	dennehypat@hhschools.org
Freund	Kurt	PE	freundkur@hhschools.org
Gordon	Tammy	Science	gordontam@hhschools.org
Healey	Carolynne	Math	healeyc@hhschools.org
Ismailovski	Tracey	Special Ed	ismailovskitra@hhschools.org
Krysz	Kirstin	Special Ed	kryszk@hhschools.org
Lindquist	Antoinette	Music	lindquistant@hhschools.org
Mason	Paul	Social Studies	masonp@hhschools.org

McCue	Vanessa	Business	mccuevan@hhschools.org
McShane	Patrick	ELA/ Special Ed	mcshanepat@hhschools.org
Monetti	Danielle	English	monettid@hhschools.org
Music	Gabriella	ELA	musicgab@hhschools.org
O'Brien	Allison	Art.	obrienall@hhschools.org
Palumbo	Michael	Social Studies	palumbomic@hhschools.org
Pignatiello	Daniel	Chemistry	pignatiellod@hhschools.org
Pellegrino	Christine	Special Ed	pellegrinochr@hhschools.org
Pope	Heather	ELA	popehea@hhschools.org
Prashker	Hana	ELL	prashkerhan@hhschools.org
Putkisto	Alexis	Math	putkistoale@hhschools.org
Rodnite	Kailey	Social	rodnitekai@hhschools.org
Roman	Ivana	Math	romaniva@hhschools.org
Sapin	Sophie	Social	sapinsop@hhschools.org
Scano	Alysa	Music	scanoaly@hhschools.org
Schmarack	Justin	PE	schmarakjus@hhschools.org
Sherbin	Michael	Math	sherbinm@hhschools.org
Squillace	Maria	World Language	squillacem@hhschools.org
Tague	Molly	History	taguemol@hhschools.org
Van Dam	John	English	vandamj@hhschools.org
Warren	Michael	Social Studies	warrenm@hhschools.org
Zellman	Ian	Science	zellmanian@hhschools.org
Zukatus	John	Math	zukatusjoh@hhschools.org

Coaches Directory

[Click here](#) for Sports and Coaching Staffs

Where Tradition and Innovation Take Flight

Marking Period Dates

Marking Period 1:

Start Date: September 6th, 2023

End Date: November 8th, 2023

Report Cards Issued: November 16th, 2023

Marking Period 2:

Start Date: November 13th, 2023

End Date: January 25th, 2024

Report Cards Issued: February 2nd, 2024

Marking Period 3:

Start Date: January 26th, 2024

End Date: April 3rd, 2024

Report Cards Issued: April 10th, 2024

Marking Period 4:

Start Date: April 4th, 2024

End Date: Last Day of School

Report Cards Issued: Last Day of School

Midterm Exams (Single Session Days for High School Students) : *January 18- Periods 1 & 8. January 19- Periods 2 & 7. January 22- Periods 3 & 6. January 23- Periods 4 & 5.*

Final Exams: *TBD BASED ON SNOW DAYS ETC.*

Testing Dates

PSAT (Grades 9-11)- Date: October 11, 2023

This is a practice test to help students prepare for the SAT test. The test is made up of two parts including critical reading and mathematics.

SAT- Dates: October 7, 2023 & June 1, 2024

There are two different dates for SAT's hosted by the Hasbrouck Heights School District. The location for both test dates is HHHS. Please remember to register at collegeboard.org. Any questions please contact your guidance counselor.

NJGPA Assessment Dates: March 11-15, 2024

The New Jersey Graduation Proficiency Assessment (NJGPA) consists of an ELA and a mathematics component to be administered to students in grade 11 for the purpose of meeting the state graduation assessment requirement. Each assessment is typically administered in computer-based format. ELA focuses on grade 10 standards with an emphasis on writing effectively when analyzing text. Mathematics focuses on Algebra 1 and Geometry with an emphasis on applying skills and concepts and understanding multi-step problems that require abstract reasoning and modeling real-world problems.

NJSLA- Assessment Dates: April 29-May 24, 2024

The New Jersey Student Learning Assessment focuses on math, english and science. The assessment tests skills acquired during their current and previous years. This is a computer based assessment.

AP Testing- Dates May 6-10 & May 13-17, 2024

Hasbrouck Heights High Schools offers students the chance to take advanced placement tests in multiple subject areas. Visit collegeboard.org for official dates for each test.

Parent Communication

The Administrative Team recognizes that students in grades 9-12 are faced with multiple developmental, academic, physical, and social changes in their lives.

To have a collaborative approach and to assist them in becoming self-sufficient, independent learners, we believe that effective and frequent communication between home and school is a must.

We ask that you contact your child's teacher as a first means to resolve issues that may occur. In addition, counselors and members of the Child Study Team are also available as an initial contact for various situations.

The following are procedures within the building that assist us with communication. Thank you for taking the time to read this as we look forward to a great school year.

*Please note that the building administration monitors and regulates each of the communication procedures detailed below and therefore, issues of inefficiency should be immediately reported to the building principal.

Back to School Night- Date: September 20th, 2023 (6:00 PM)

Each fall the High School Invites parents to spend an evening at the school with our wonderful faculty and staff. The faculty will present their instructional programs and classes. This includes classroom rules and expectations as well.

Daily Homework Postings

All HHHS classroom teachers will post all homework, test, and project due dates in Genesis.

Staff Email Accounts

All HHHS staff members have an official email account ending in "@hhschools.org." Teachers are encouraged to respond to all emails in a timely manner. A complete list of staff email addresses is located in this handbook or online on the district's website.

Telephone Communication

Please contact all HHHS staff members by calling the main office at 201-393-8164. HHHS staff members are encouraged to respond to all phone calls in a timely manner.

Where Tradition and Innovation Take Flight

Report Cards

Report cards are issued four times a year and report progress for an entire marking period. See Handbook sections on "Grading Policy" and "Report Cards" for details.

Live Grades

All HHHS families have access to our "live grades" online reporting program via Genesis. When a student receives a grade below a 65 an email is sent to the parent/guardian/student. Homework completion for each week will be updated every Friday. Tests, quizzes, essays and other graded projects will be posted to Genesis immediately after the teacher completes the grading process.

Please note that lengthy assignments, exams, projects, and essays might take up to a week to post to Genesis. At the beginning of each school year, parents will receive directions, a username and password in order to access Genesis. Genesis will replace the formal "paper" mid-term progress report.

Parent Emails

In addition to emails and genesis, on the 30th of each month we will be sending out a slideshow entitled "Aviators in Action." The goal of this newsletter is to highlight our students and all of the various things they do throughout their high school experience.

Parent Surveys – From time to time parents/guardians will be asked to participate in a survey.

Numbers to Remember

Main Office	(201) 393-8164
Main Office Fax #-	(201) 288-2083
Attendance- Mrs. Fran Del Vecchio	(201) 393-8190
Nurse- Mrs. Mary Neumann/Mrs. Rita Perdomo	(201) 393-8160
Child Study Team Office	(201) 393-8150/8151
District HIB Coordinator- Dr. Mathew Helfant	(201) 393-8379
Student Assistance Counselor- Mrs. Barbara Christianson	(201) 288-1426
Athletic Director- Mr. Michael Sculla	(201) 393-8171

Getting Messages to Students during the School Day

In order to maintain an orderly, safe and productive school environment, the office staff will strive to minimize classroom interruptions. PA announcements will ONLY be made during period 1.

1. Students are permitted to use the office telephone only in the event of an emergency.
2. Students are responsible for checking in at the office to collect "dropped off" items.

Where Tradition and Innovation Take Flight

3. Classrooms will not be interrupted to summon individual students to the office to collect items “forgotten” at home and delivered to school.
4. Parents should refrain from texting/calling students on their cell phones during the school day. Cell phones are not permitted in the hallways and should only be used during lunch time. Teachers will take phones if they are being used during class time or in the hallways, this includes the locker rooms as well.

Clubs, Programs & Advisors

[Click Here for Clubs & Advisors](#)

[Click Here for Programs & Advisors](#)

National Honor Society

Advisors:

Johana Fera- feriajoh@hhschools.org

Samantha Incremona- incremonasam@hhschools.org

Membership in the Hasbrouck Heights High School Chapter of the National Honor Society is to be based upon scholarship, service, leadership, and character. Membership is an honor bestowed upon a select group of students by the school faculty through the Faculty Council.

Section1. The Faculty Council of the chapter elects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

Scholarship: The scholarship requirement is a 4.2 GPA (students in the Class of 2026 will need a 4.4; scale of 5.3) based on a student's cumulative grade point average after their 3rd, 5th or 7th semester.

Leadership: The number of offices a student has held in school or community organization, also including effective participation in other co- curricular activities.

The student who exercises leadership:

- Exercises positive influence on peers in upholding school ideals.
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in other school or community actions.
- Is thoroughly dependable in any responsibility accepted.

Service: Actions undertaken by the student which are done with or on behalf of others without any direct, financial or material compensation to the individual performing the service. The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Is willing to represent the class or school in inter-class and inter scholastic competition.
- Shows courtesy by assisting visitors, teachers and students.

Character:

A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

In addition, it can also be said that the student of character:

- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

To be eligible for membership the candidate must be a member of junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester.

Update: Candidates must have a cumulative scholarship average of at least a 4.4 (scale of 5.3) beginning with the Class of 2026. Candidates shall then be evaluated on the basis of service, leadership, and character.

Important Policies

The following policies and regulations support student learning for the 2023-2024 school year. **It is very important to review the following policies/ regulations with your child** prior to the start of the school year. Please [Click Here](#) to review Board Policies. Thank you.

- [Attendance- 5200](#)
- [Grading System- 2624](#) and [AP/ Honors Criteria- 2624.01](#)
- [Code of Conduct/ Discipline- 5600](#)
- [Communicable Disease- 8451](#)
- [Pediculosis Management- 8454](#)
- [Promotion/ Retention 5410](#)
- [Harassment, Intimidation and Bullying- 5512](#)
- [Graduation Requirements- 5460](#)
- [Dress Code- 5511](#)
- [Substance Abuse- 5530](#)
- [Field Trips- 2340](#)
- [Plagiarism- 5701](#)
- [Use of Electronic Communication and Recording Devices- 5516](#)
- [Search and Seizure- 5770](#)
- [Reporting Potentially or Abused Children- 8462](#)

Procedure for Absenteeism

All students are expected to make attendance in school a top priority. **It is critical that every student and their parent/ guardian accept responsibility for the students attendance and make every effort possible to be on time for school.** This will promote a positive learning environment and will positively impact student achievement.

If a student is to miss school as a result of an excused absence or unexcused absence, it is the responsibility of the student's parent/ guardian to notify the school no later than 8:15 AM.

The process of Notifying the main office is as follows:

1. Please call Mrs. Del Vecchio in the attendance office at [201- 393-8190](#) again, no later than 8:15.
2. Please include the student's **name, grade, and a call back phone number** for the parent/ guardian.

Types of Absences & Tardies

- Tardiness/ absent from school or class that is caused by a student's illness (supported by documentation), an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student's compliance with a request or directive of an administrator will be considered **justified and is excused**. All other incidents of tardiness will be considered unexcused.
- A student who develops a pattern of tardiness/ absences, excused or unexcused, will be given an attendance action plan and offered counseling with an appropriate staff member to determine the cause of the tardiness.

Late to School

- Any student who reports to school **after 7:55 am** must report to the Hall Monitor located at the **front door**. The student must sign in and receive a late pass. The pass must be given to the classroom teacher for admittance to his/her class.
- In addition, if a student is late for any reason, the student's parent/ guardian must call Fran Del Vecchio (**201- 393-8190**) in the attendance office prior to the student's arrival

Discipline for Tardiness to School

- 1-3 tardies – excused
- 4th tardy- central detention
- 7th tardy- 2 central detentions
- 10th tardy- Saturday school (8-11 am HS Media Center; Parent notification)
- 13th tardy- Saturday school (8-11 am HS Media Center; Parent notification, **Attendance Action Plan**)
- >20 tardies- may lose 1st period credit

Late to Class

Lateness to class is excused **only when a student has a pass from a staff member when arriving to class**. If a student is less than three minutes late to class, the teacher has the authority to address the "time lost" as they see fit. If a student is late to class three times for more than three minutes, it will be considered a "cut" and disciplinary action will be taken.

Student Conduct:

Lockers

Lockers are designed only for the storage of books, school supplies, and outerwear and are not designed to provide security for valuables.

All students are urged to take precautions with their possessions. **Make sure lockers are closed and locked.**

Personal belongings should not be left where others may have the opportunity to take them. Please keep the lockers clean and free from odor-causing items.

Students who tamper with other students' lockers will be subject to disciplinary action. Locker inspections will occur during the school year.

The Hasbrouck Heights School District respects student privacy and provides students with a locker in which they may store clothing, school materials, and other personal property.

Although each student is responsible for maintaining the locker assigned to him/her, all lockers are and shall remain property of the school district.

Students May not use multiple lockers for storage. Lockers may not be used as a depository for substances or objects which are illegal or which constitute a threat to the health, safety, and welfare of the occupant of the school buildings.

School administrators reserve the right to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental guardianship or pupil consent, and without reasonable suspicion of the presence of contraband.

Cafeteria

Lunch period is an opportunity to relax and interact with friends.

Students are expected to clean up after themselves, behave appropriately and follow the directions of the teachers and administrators in charge. Trash barrels are available to deposit trash. There are also containers specifically designated for recycling, and all are encouraged to help with the school's effort in this regard. Leaving trash on the table or throwing trash on the floor is unacceptable. Students who display inappropriate behavior during lunch or who do not clean up after themselves may have restricted lunchroom access as a consequence.

Hallway Behavior

Students are expected to keep to the right while traveling in the hallway, keep voices low, and keep moving to your next classroom. It is important not to gather with friends or stop to talk during the passing of classes. Loitering could result in lateness to class (which would require a late pass). Students are not permitted to enter classrooms without a teacher present. Students must wait outside and line up along the lockers until the teacher arrives and/or permits student entrance.

Gum Chewing

Careless disposal of gum in drinking fountains, furniture, and floors presents sanitation issues, cleaning problems, costly repair and most importantly a lack of pride in your school.

Assemblies and Performances

Enter and exit in a quiet, orderly manner. No talking or physical contact during the performance. Remain in one's seat for the duration of the program, unless one has an emergency or assignment. If a student must enter/exit, do so only between selections, not during a performance. Any student/child who's not part of the performance must remain seated with an adult. Treat the performer(s) in a respectful manner and offer appropriate applause.

Theft

Report any theft to the Administration immediately. Students are encouraged not to bring valuables to school, to lock their hall lockers and to use a locker and a lock in the gym locker room. The school is not responsible for lost or stolen items. Laptops, cases, phones, wallets, etc. should never be left unattended.

Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Smoking and Vaping

Every student has the right to be educated in a clean and safe environment. Smoking in any public building in New Jersey is illegal. Therefore, by State law and Board Policy, smoking and the use of tobacco products is prohibited on school district property including building, grounds, and school vehicles. Further, students are also prohibited from the use and/or possession of tobacco products at any school-sponsored event. Students who violate this policy shall be subject to disciplinary procedures.

Steroids:

Student athletes participating in our sports programs will be subject to random steroid testing. For more information please contact Athletic Director, Michael Sculla, at scuillam@hhschools.org.

Narcotics Drugs and Alcohol:

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C.6A:16-7.5.

Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

Plagiarism:

One of our main goals each school year is to provide an atmosphere where academic honesty is valued. Students who engage in cheating and plagiarism are using someone else's work and efforts, claiming them as their own, for their own benefit.

Cheating is defined as both giving and receiving information for the purpose of improving grades on a quiz, test, essay, research paper, or homework. Plagiarism is also considered cheating. A student who is identified as cheating or plagiarizing by giving or receiving answers on a quiz or test or copying someone else's work on an essay, research paper, homework or other assignments will be disciplined according to the Code of Conduct.

Technology Acceptable Use:

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Counseling Department Services

In an effort to more fully meet the needs of our students and parents, Hasbrouck Heights High School has a complete staff of certified counselors and a Student Assistance Counselor (SAC), all who are ready to assist families in dealing with a wide range of issues, including those of academics, career exploration, personal concerns, and college admissions. By providing services such as individual and group counseling, student appraisal, teacher consultation, parent education programs, student orientation and transition activities, and resource referral.

The School Counselors have the goal of helping students to make those choices that will lead to success in all aspects of school life and beyond. Periodically, information highlighting certain activities and events will be emailed home and/or posted on the district website to help parents support the efforts of the school in regard to their child's development.

Students and/or parents may request a conference with a counselor at any time. Parents are encouraged to notify the counseling staff of any difficulty a child may be experiencing so that as much personal assistance as possible may be offered.

Director of Guidance & Testing

Mr. Vincenzo Barchini
201- 393-8163
barchiniv@hhschools.org

Johanna Feria

School Counselor
Grades 10-12 (A-F)
feriajoh@hhschools.org

Alisa Rios

School Counselor
Grades 10-12 (G-N)
riosali@hhschools.org

Ashley Calligy

School Counselor
Grades 10-12 (O-Z)
calligyash@hhschools.org

Jessica Pinelli

School Counselor

Grade 9

pinellijes@hhschools.org

Samantha Incremona

School Counselor (Mental Health)

Grades 9-12

incremonasam@hhschools.org

Individual Counseling

Your school counselor is available in the Counseling Office. The special services staff members (social worker, psychologist, and learning disabilities specialist), are also available in the special services offices.

Intervention and Referral Services (I&RS)

The I&RS Committee is a team of teachers, administrators and counselors who receive referrals about students who are not performing to academic expectations. The Committee provides counseling and guidance to students. The High School I&RS Coordinator is Mrs. Barbara Christianson, who can be reached at christiansonb@hhschools.org

504 Officer

The 504 Officers for the High School are Mary Neumann, school nurse and Barbara Christianson, SAC. They can be contacted at 201-393-8160.

Student Assistance Counselor (SAC)

The function of a Student Assistance Counselor (SAC) is to provide confidential assistance to students who are experiencing serious social difficulties or emotional difficulties. Our SAC, Mrs. Barbara Christiansen, is always available to assist students. Mrs. Christianson can be reached at (201) 288-1426. Frequently, students or teachers will refer a student who is exhibiting difficulties (usually of a non-academic nature) to the SAC. Parents are also welcome to make such referrals.

Extra Help

If a student requires extra help in a particular subject area, the student should speak to the teacher in order to schedule an appointment outside of their scheduled extra help sessions. Morning and afternoon extra help sessions are available. A schedule is set at the beginning of the year that the students are made aware of during the first couple weeks of school.

Home Instruction

A student may be placed on home instruction for physical or psychological disability, based upon the recommendations of a physician and/or the Child Study Team. The education received by the student on home instruction has the same status as what would have been received had the student-attended school regularly. Additional information is available through the Guidance Office.

Access to Student Records

The Hasbrouck Heights High School District shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, and allowing accessibility to pupil records.

Parents/guardians shall be notified at least annually of their rights in regard to pupil records and have access to copies of the applicable state and federal laws and local policies available upon request. Such notifications shall be in the language of the parent/guardian. Should the parental rights of one or the other natural or adoptive parent be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review pupil records should be denied to the person whose rights have been terminated.

A non-adult pupil may assert rights of access only through his/her parent/guardian. However, guidance or child study team personnel, at their discretion, may disclose pupil records to non-adult pupils; or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons. The parent/guardian shall either have access or be specifically informed about only that portion of another pupil's record that contains information about his/her own child.

College Application Process

Schedule and Course Change

The course schedule distributed to each student at the beginning of the semester expresses the results of a prior planning process shaped by the student's educational needs, interests, and desires.

During that process, school counselors and other personnel provide guidance to students and their parents so that individual choices are informed by an awareness of available options and the longer range impact of course selections. The results of this process are used to build the master schedule, balance class selections and equalize teacher load.

In summary, the scheduling process is designed to achieve the following goals:

- To encourage students to undertake a challenging and balanced program of study that widens their life options.
- To help students make and abide by informed decisions that serve their educational interests.
- To enable the school to make full use of available human resources.

During the first five days of the new semester, the Counseling Department will attempt to quickly resolve requests that reflect the following:

- A scheduling error resulting in an incomplete or inaccurate program (Example: no lunch, wrong course);
- Changes warranted by summer school makeup;
- Course addition(s) that do not require course drops and/or multiple course changes;
- Level changes as per course requirements

Only requests that reflect these circumstances will be processed during the first five days of the new semester.

After the first five days of the new semester and through the end of the second week of the new semester, the Counseling Department will meet with students to consider additional kinds of scheduled change requests. In petitioning for a change, students should be prepared to discuss why the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not per se justify a change. **Changes that would not be considered:**

- Teacher preference
- Lunch considerations
- An interest in joining friends in a particular class
- Or any combination of the above

Unless there are unusual or exceptional circumstances, or unless it is deemed in the student's best interest, no student-initiated schedule changes (with the exception of course withdrawals as discussed below) will be processed after the **second week of the semester.**

Any change in a student's program must have parent's written permission if the student is under 18 years of age, as well as approval by the supervisor/administrator.

If a course is dropped prior to the add/drop deadline, October 6, the course will not be reflected on the transcript.

In addition, a student must replace the dropped course with a replacement course. After the add/drop deadline has passed, a grade of "W or W/Fail" will be given for the dropped course, and no additional credit course may be taken.

If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.

If a student is a senior and is requesting a change in course from a higher to lower level course, if the change is recommended by the teacher and counselor, then the student will receive credit for the lower level.

Students in grades 9, 10, and 11 who meet the criteria for the test taking skills courses are required to remain in the course until proficiency is shown (mid-year or full-year). The grade and credits from test taking skills courses are included in GPA calculations.

No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exceptions could be necessitated for transfer students or with administrative approval.

No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.

Senior Final Exam Exemption

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

- Attain a grade of 90 or higher in each of the four marking periods.
- Attain a grade of 90 or higher on the midterm examination.
- Accumulate no more than six (6) unexcused absences in a full year course or three (3) unexcused absences in a semester course.

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

AP Courses- In lieu of taking a 4th marking period exam in June, students may be required to take an AP test at the time approved by the College Board. In order to be exempt from an AP course final after taking an AP exam, students must be in good academic standing, holding an average of 80 or higher at the end of the third marking period. Fourth marking period grades will be left up to the discretion of the individual instructor on the criteria for which the student will be graded (project, etc.).

Summer School

Most students complete their high school graduation requirements within four years. However, that time frame becomes seriously jeopardized if students fail required courses, which are usually also sequential in nature. Therefore, students who fail a required course must make up the course in summer school immediately, if they intend to graduate on time.

If the course is not offered in summer school, or if the student chooses not to attend summer school, the student will repeat the course the next school year.

Parents- Please do not make summer vacation plans or allow your child to commit to a summer job if he or she is in danger of failing a required course. Your child's academic responsibilities and requirements should take first priority, and every effort should be made to work toward a year-end

Transcripts

Official Transcripts: Are sent to a college, university, a state or federal agency, etc. In no case will an Official Transcript be sent or given directly to the student or parent.

Unofficial Transcripts: Are for a student's personal or general use. It does not bear the official seal of the high school. They may be sent or given directly to a student or parent/ guardian.

Working Papers: Please visit Myworkingpapers.nj.gov for directions on how to create an account. [Click Here](#).

Course Offerings & Graduation Requirements

For all course offerings and graduation requirements, [PLEASE CLICK HERE.](#)

Dual Enrollment & AP Courses

Dual Enrollment

A dual enrollment course is a class sponsored by a college or university, which is taken by a high school student for college credits. Upon completion, students receive credit from a sponsoring institution and can apply to transfer these credits to whatever college or university they attend. Tuition is minimal. Hasbrouck Heights currently has a relationship with the following colleges. Please visit their websites to view the colleges that accept their courses.

Dual Enrollment Partnerships:

Bergen Community College Courses:

- Intro to Accounting
- Entrepreneurship
- Modern U.S. History Honors
- Chemistry Honors
- Italian 3
- Italian 4
- Psychology (Pending approval)
- Sociology (Pending approval)

Seton Hall University Courses:

- Anatomy and Physiology
- Calculus
- English Language Arts 12 Honors
- Music Theory Honors
- Spanish 4
- Statistics CP (Pending approval)
- Statistics Honors

Advanced Placement:

AP Biology	AP Psychology
AP Calculus	AP Spanish
AP Chemistry	AP Statistics
AP Computer Science	
AP English Language & Composition	
AP English Literature & Composition	
AP Music Theory	
AP Studio Art	
AP Physics	

Where Tradition and Innovation Take Flight

Project Forward

Hasbrouck Heights High School, in partnership with Felician University, is proud to offer the Project Forward program to upperclassmen. Students can register for fall, spring, and/or summer classes. All college courses are in addition to, and not in place of, classes taken at Hasbrouck Heights High School.

Program Requirements:

Hasbrouck Heights High School upperclassmen interested in Project Forward must:

- Maintain at least a 3.0 GPA at HHHS.
- Receive a B or higher in all college courses in order to register for additional courses.
 - **HHHS has the right to drop any student from any course upon receiving the previous semester's final grades.*
- Maintain an acceptable disciplinary record and must be cleared by HHHS's School Counseling Department.
- Not exceed or come close to the allotted number of late arrivals/absences as per the HHHS attendance policy.
- Make all payments to Felician University online or directly to the Bursar's office. A receipt must be given to the HHHS School Counseling Department to confirm payment upon course registration.

Program Enrollment

There will be a maximum of 20 students enrolled in Project Forward (10 in the Fall term and 10 in the Spring term). Students will have the option to take summer classes. Priority will be given to seniors first.

Courses

Students may take up to 30 credits at Felician University. Students must choose from courses in the 100 and low 200 levels with no prerequisites. Students must choose their first, second, and third choices to ensure that every effort can be made to enroll them in the courses that fit their schedule. All Felician University courses can be found on the Felician University website.

If you have additional questions, please contact your school counselor.

Work Based Learning

To prepare students for college and career, success in life, and work in an economy driven by information, knowledge, and innovation. that requires a public education system where teaching and learning are aligned with 21st-century learning outcomes."

This program is designed to assist students to find opportunities to prepare themselves for the changing world. Students will work with the SLE Coordinator to find meaningful work experiences that allow them to gain experience and a competitive edge in post-secondary planning and transition. If you have questions regarding SLE and how to take advantage of this program please email me and we can explore if this is the right fit for you.

Where Tradition and Innovation Take Flight

Graduation Requirements

The Hasbrouck Heights School District Board of Education will recognize the successful completion of the secondary school instructional program by awarding a state-endorsed diploma, certifying that the student has met all state and local requirements for high school graduation, which are consistent with state and district goals, objectives, and proficiency standards in accordance with the Board Policy 5460, students are required to complete the following:

- A. A minimum of 40 documented community service hours (prorated at 10 hours per academic year)

Subject Area	Total credits to include the following:
Math	Minimum of 15 credits *(Class of 2024-Min 20 credits) Must include Algebra I and Geometry
English	Minimum of 20 credits
Science	Minimum of 15 credits Must include Biology
Social Studies	Minimum of 15 credits Must include Early US, Modern US, and World History
Personal Finance	Minimum of 2.5 credits
World Language	Minimum of 5 credits (10 or more credits recommended for 4-year college entrance)
Fine/Practical Performing Arts	Minimum of 5 credits
21st Century Life & Careers	Minimum of 5 credits
Physical Education/Health	Minimum of 5 credits each year in attendance
Additional Coursework/Electives	Minimum of 20 credits

Credit Revision

Students Graduating in 2024- Minimum of 130 Credits

Weighted Grading Scale (Per Credit)

Grade point average is computed for students by a process that includes all subjects for which credit is given and all grades including failures. Differential weighting, by an additional point, is used for Honors and Advanced Placement courses.

	Standard(CP)	Honors	College Level (AP/DE)
A+	4.6	5.0	5.3
A	4.3	4.7	5.0
A-	4.0	4.4	4.7
B+	3.6	4.0	4.3
B	3.3	3.7	4.0
B-	3.0	3.4	3.7
C+	2.6	3.0	3.3
C	2.3	2.7	3.0
C-	2.0	2.4	2.7
D	1.3	1.7	2.0
F	0.0	0.0	0.0

Where Tradition and Innovation Take Flight

All students must: **Meet the NJ Department of Education Graduation Assessment Requirements:** <https://nj.gov/education/>

*Students who do not complete all graduation requirements will **not** be permitted to participate in graduation ceremonies. Any modification in the requirements contained in this policy must be approved by the Superintendent of Schools, with the exception programs as defined in N.J.A.C. 6:8 or in N.J.A.C. 6:28-4.8 (Special Education, Diplomas and Graduation).*

Safety Procedures

Fire Drills

Fire drills will be conducted twice each month. At the sound of the Fire alarm, all students are to exit the building according to the directions posted in each classroom, or at the direction of the teacher/staff member in charge. Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden. Disciplinary action will be taken to any student in violation.

Lock Down Drills

Lock-Down Drills are conducted once each month and are designated to secure the school buildings efficiently and effectively. Students will be given clear directions by their classroom teacher regarding the procedures at the start of the school year. Students are expected to cooperate with all the rules and procedures outlined by the classroom teacher.

Cell Phones

Cell phones must be turned off and put in cell phone cadi during class time, unless instructed otherwise by the classroom teacher. **Cell phones are no longer permitted for use in the hallways, locker rooms, and bathrooms.** Cell phones may be used during lunch and study halls with the permission of the teacher. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.

Unauthorized use of cell phones will lead to **confiscation of the phone as well as disciplinary action** against the violator. Any student who needs to make an emergency phone call may use the phone in the Main Office.

Electronic Devices

Electronic devices, including but not limited to earbuds, airpods, headphones, smart watches, and Ipads are not permitted in halls or classrooms. Teachers may allow use of particular electronic devices in their classroom, this is up to the individual teacher and the educational purpose.

Items in violation will be confiscated and turned into the Main Office. All entertainment is to be school-appropriate. Devices will be confiscated if misused, and will be returned only to a parent.

Recording and Social Media

Social media can not be accessed during school hours. All students and staff members are prohibited from using cell phones, cameras, webcams, school computers or any form of audio or video recording device in the classroom or during any instructional time outside the classroom, to record, display, post or transmit any form of personally identifiable information about any district employee or student, unless written permission is given by the staff member

Where Tradition and Innovation Take Flight

or the parent of the student whose information is involved.

It shall also be a violation of this policy for any student or staff member to use privately or commercially owned devices, networks or websites to post, display or transmit personally identifiable information about school employees or students, if that information was obtained in the classroom, during an instructional session outside of the classroom, or during a school related activity.

Tuition Students

The Board will, with the consent of the Board upon such terms, admit nonresident pupils on a tuition basis pursuant to N.J.S.A.18A:38-3 if there is space available and the pupil is in compliance with the district's attendance and discipline policies.

Thank you for taking the time to read our student handbook. We are looking forward to a wonderful 2023/2024 school year.

HASBROUCK HEIGHTS

MIDDLE SCHOOL

Student/Parent Handbook



2023-2024 School Year

“WHERE TRADITION AND
INNOVATION TAKE FLIGHT!”

Table of Contents

PRINCIPAL'S LETTER	4
DISTRICT ADMINISTRATION	5
BOARD OF EDUCATION	5
MISSION STATEMENT.....	7
VISION STATEMENT.....	7
2023-2024 SCHOOL CALENDAR.....	9
MIDDLE SCHOOL/HIGH SCHOOL BELL SCHEDULE.....	10
MIDDLE SCHOOL CLUBS AND ADVISORS.....	11
MIDDLE SCHOOL ENTRANCE	15
MIDDLE SCHOOL CONTACT INFORMATION:.....	16
Getting Messages to Students during the School Day	17
Attendance	18
Tardiness	19
Signing Out During the School Day	19
Chain of Communication.....	20
Fire Drills.....	21
Lock Down Drills	21
Medical HOLD.....	21
Shelter-In-Place	22
Cell Phones.....	22
Dress Code.....	22
Mask Wearing	23
School Lockers.....	23
Cafeteria/Lunchroom	23
Hallway Expectations	24
Gum Chewing	24
Assemblies & Performances	24
Academic Integrity	24
Grading Scale.....	24

Homework.....	25
FIELD TRIPS.....	26
HARASSMENT, INTIMIDATION AND BULLYING	26
SCHOOL SAFETY TEAM- Middle School.....	26
EMERGENCY CLOSING/DELAYED OPENING	28
Middle School Delayed Opening.....	28
Notifications	28
CURRICULUM AND INSTRUCTION.....	28
MIDDLE SCHOOL COURSE OFFERINGS for 2023-2024	29
GUIDANCE DEPARTMENT SERVICES	30
Director of Guidance	31
School Counselors	31
The 504 Officer	31
Student Assistance Counselor- Mrs. Barbara Christianson	31
The Intervention and Referral Services Committee (I &RS).....	31
Affirmative Action Officer	31
Extra Help	31
Junior Aviator Character MVP Program	32
Heroes & Cool Kids Program.....	32
Sidekicks Program	32
CHILD STUDY TEAM	33
MIDDLE SCHOOL STAFF 2023-2024	34
IMPORTANT DATES for 2023- 2024 School Year	36
MS TESTING	37
POLICIES AND REGULATIONS.....	37

PRINCIPAL'S LETTER

It is with great pleasure that I take this opportunity to welcome you to Hasbrouck Heights Middle School. HHMS is a special place for students to learn and grow and we are extremely proud of the programs that we offer our students. We encourage you to make the most of your time with us!

This Handbook has been developed to help you and your parents learn as much as possible about our school services, procedures, and policies. It is a quick reference guide that you will find extremely useful throughout the 2023-2024 school year. It is the responsibility of the student and their parents/guardians to read this Handbook thoroughly and in its entirety, so that you can gain a clear understanding of the expectations, procedures, and policies that we have in place here at Hasbrouck Heights Middle School.

Whether you are joining the Hasbrouck Heights school community for the first time or have been with us for a number of years, we encourage you to become an active participant in our schools. In addition to an excellent academic program, we offer various activities and clubs that will assist our students in becoming well-rounded, self-reliant young adults. We truly care about each and every one of our students and are committed to developing them in all aspects of their lives.

We look forward to the upcoming year with great excitement and hope that all our students will enjoy a successful and rewarding school year. For more information, please visit our district web site at www.hhschools.org

Very truly yours,

Mr. Joseph Mastropietro
Middle School Principal

"SAFETY, RESPONSIBILITY, RESPECT!"



HEIGHTS: Where tradition and innovation take flight!

DISTRICT ADMINISTRATION

<u>Administrator</u>	<u>Title</u>	<u>Email Address</u>
Mr. Michael Polizzi	Interim Superintendent of Schools	polizzimic@hhschools.org
Mr. Robert Brown	Interim School Business Administrator	brownrob@hhschools.org
Mrs. Linda Simmons	High School Principal	simmonsl@hhschools.org
Mr. Joseph Mastropietro	Middle School Principal	mastropietroj@hhschools.org
Mr. Joseph Colangelo	Lincoln School Principal	colangeloj@hhschools.org
Mr. Michael Sickels	Euclid School Principal	sickelsm@hhschools.org
Mr. Christopher Garcia	High School Vice Principal	garciachr@hhschools.org
Mr. Frank D'Amico	Middle School Vice Principal	damicofra@hhschools.org
Dr. Matthew Helfant	Director of Special Services	helfantm@hhschools.org
Mr. Vincenzo Barchini	Director of Guidance and Testing	barchiniv@hhschools.org
Mrs. Dominique Vetrano	Director of Curriculum & Instruction	vetranodom@hhschools.org
Mr. Michael Sculla	Director of Athletics	scuillam@hhschools.org

BOARD OF EDUCATION

Mrs. Lori Cintron- President

Mrs. Lisa Krommenhoek- Vice President

Mrs. Nicole Campbell Russo

Mr. Christopher DeLorenzo

Mrs. Jillian Ferdinand

Mr. Kevin Mullins

Mrs. Kathleen Sausa

Mrs. Helen Tejeda-Ramos

Mrs. Lauren Terranova

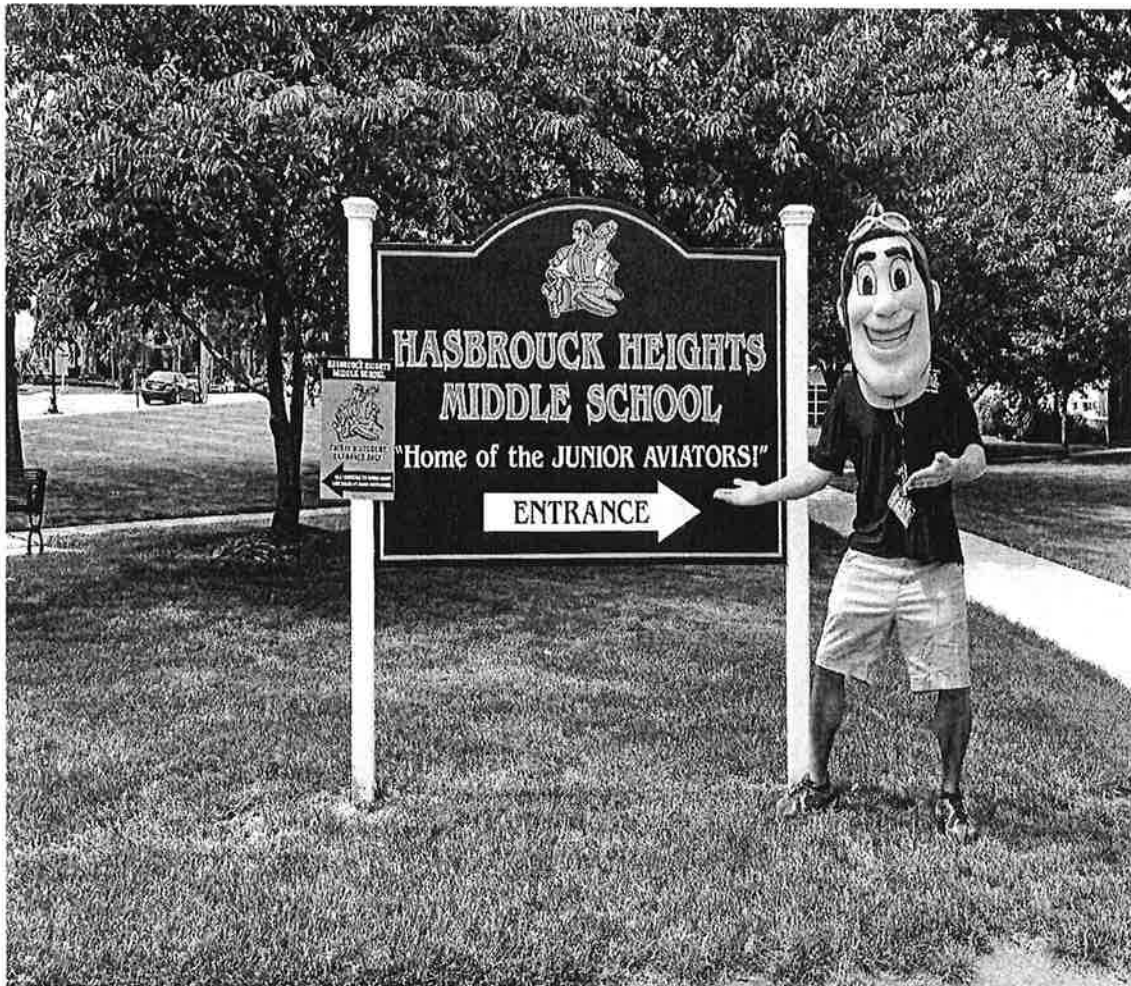
HEIGHTS: Where tradition and innovation take flight!



“SAFETY, RESPONSIBILITY, RESPECT!”

SCHOOL COLORS: ORANGE AND BLACK!

SCHOOL MASCOT: “*Franklin*”, the JUNIOR AVIATOR!



HEIGHTS: Where tradition and innovation take flight!

MISSION STATEMENT

The mission of the Hasbrouck Heights School District is to focus on student development within a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning.

VISION STATEMENT

STUDENTS

Hasbrouck Heights School District believes that learning is measured by the integrity and achievement of its students.

- Students will become independent and self-sufficient citizens, who will succeed and contribute responsibly in a global society.
- Students will be accountable for their work and behavior.
- Students will take pride in their school and community.
- Students will have mutual respect for the different learning styles, strengths, needs and challenges of others.
- Students will be actively engaged in the learning process through diversified classroom activities that challenge all learners.
- Students will be 21st century, college and career ready.

COMMUNITY STAKEHOLDERS

The Hasbrouck Heights School District believes in the value of a diverse community and is actively involved in efforts to promote and create partnerships that celebrate the qualities and individuals that make our community unique.

- Parents/guardians are actively involved in all aspects of the educational process.
- Community service promotes effective partnerships with community stakeholders.
- District and local government connections are apparent through various collaborative efforts.
- The district establishes effective relationships with various educational institutions.

TECHNOLOGY

The Hasbrouck Heights School District believes that technology plays an integral role in improving the quality of instruction and supports learning by providing students and staff with the tools necessary to affect the mission of the district.

- District enhances student learning through the use of technology tools.
- Students will learn effective communication, research, presentation, and personal productivity skills through the effective application of technology.
- Students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate to create and communicate knowledge.

- Students will develop an understanding of the nature and impact of technology as they relate to the individual and a global society.

CURRICULUM

The Hasbrouck Heights School District will provide each student with a diverse education, aligned with New Jersey Student Learning Standards.

- The curriculum reflects the District's commitment to innovation, continuous improvement, and excellence.
- The teachers will maintain the curriculum to reflect changes in standards in order to meet the instructional needs of students.
- The curriculum provides students with the tools necessary to become 21st Century College and Career ready.
- The district will provide ongoing professional development to support the effectiveness of the curriculum and to strengthen instruction.
- The curriculum cultivates active student learning.

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

2023-2024 SCHOOL CALENDAR

Hasbrouck Heights Public Schools 2023-2024 School Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 3-4
August 30
August 31
September 1
September 4
September 5
September 6

September 25
October 9

October 11

November 7

November 9-10

November 22
November 23-24
December 22
Dec. 25-29
January 1

January 2
January 15

February 19-23
February 26
March 28
March 29
April 15-19
April 22
May 27

June 20-24

June 18
June 20

June 24
June 25

District Closed - July 4th
New Staff Orientation
Staff Report Only (PD Day)
Schools Closed
Labor Day - Schools Closed
Staff Only Report
First Day of School -
(Students Only AM) In-
Service for Staff PM
Yom Kippur - Schools Closed
Columbus Day - Schools
Closed
Single Session Day (Students
Only)
Election Day - In-Service for
Staff (No Students)
NJEA Convention - Schools
Closed
Single Session Day
Thanksgiving Recess
Single Session Day
Holiday Recess
New Year's Day (Schools
Closed)
Schools Re-open
Dr. Martin Luther King Jr.
Birthday - Schools Closed
Winter Recess
Schools Re-open
Single Session Day
Schools Closed
Spring Recess
Schools Re-Open
Memorial Day - Schools
Closed
Single Session Days (Students
only)
Middle School Graduation
High School Graduation
(Rain Date June 21)
Last Day of School
Teacher Check-Out

Three snow days have been built into the calendar. If one snow day is left unused, the last day of school will be June 21, 2024, and Teacher Check-Out will be June 24, 2024. If two snow days are left unused, the last day of school will be June 20, 2024, and Teacher Check-Out will be June 21, 2024. If three snow days are left unused, the last day of school will be June 20, 2024, Teacher Check-Out will be June 21, 2024 and schools will be closed on May 24, 2024. If more than three snow days are used, schools will be in session during the Spring Recess starting, in reverse order, with Friday, April 19, 2024.

Total Days for Students - 183
Total Days for Teachers - 187

	= Staff Only Report
	= Single Session Day
	= Schools Closed

Approved: April 27, 2023
Revised: May 18, 2023

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook



MIDDLE SCHOOL/HIGH SCHOOL BELL SCHEDULE



HIGH SCHOOL

Grades 9-12

Period 0: 7:00- 7:50am
Period 1: 7:55- 8:39am
Homeroom: 8:39-8:46am
Period 2: 8:49-9:33am
Period 3: 9:36-10:20am
Period 4: 10:23-11:07am
Period 5: 11:10-11:54am
Period 6: 11:57-1:05pm
6A Class: 11:57-12:41am
Lunch B: 12:44- 1:05pm
Lunch A: 11:57-12:18pm
6B Class: 12:21-1:05pm
Period 7: 1:08- 1:52pm
Period 8: 1:55-2:39pm

SINGLE SESSION SCHEDULE

Period 1: 7:55- 8:33am
Period 2: 8:36-9:06am
Period 3: 9:09-9:39am
Period 4: 9:42-10:12am
Period 5: 10:15-10:45am
Period 6: 10:48-11:18am
Period 7: 11:21-11:51am
Period 8: 11:54-12:24pm

MIDDLE SCHOOL

Grades 6-8

None
Period 1: 7:55-8:39am
Homeroom: 8:39-8:46am
Period 2: 8:49-9:33am (Gr. 6 Cycle)
Period 3: 9:36-10:20am (Gr. 7 Cycle)
Period 4: 10:23-11:31am
4A Class: 10:23-11:07am
Lunch B: 11:10-11:31am (Gr. 6/7)
Lunch A: 10:23-10:44am (Gr. 7/8)
4B Class: 10:47-11:31am
Period 5: 11:34-12:18pm (Gr. 8 Cycle)
Period 6: 12:21-1:05pm (Gr. 6 PE)
Period 7: 1:08- 1:52am (Gr. 7 PE)
Period 8: 1:55- 2:39pm (Gr. 8 PE)

SINGLE SESSION SCHEDULE

Period 1: 7:55- 8:33am
Period 2: 8:36-9:06am
Period 3: 9:09-9:39am
Period 4: 9:42-10:12am
Period 5: 10:15-10:45am
Period 6: 10:48-11:18am
Period 7: 11:21-11:51am
Period 8: 11:54-12:24pm

DELAYED OPENING SCHEDULE (MS & HS)

Period 1: 10:00am -10:20am
Period 4-8: 10:23am- 2:39pm → Follow regular full-day schedule

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

MIDDLE SCHOOL CLUBS AND ADVISORS

2023-2024 SCHOOL YEAR

CLUB/ ADVISOR

Academic Challenge Club- Patrick Dennehy
Art Club- Allison O'Brien
Beta Club (MS Honor Society) - James Muska / Jesse Coffey
Book Club- Tina DiLascio
Chess Club- Mike Binazeski
Choir Club- Alysa Scano
Cross Country Club- Jesse Coffey
Dance Club- Bette Shelly
E-Sports Club Grade 6- James Muska
E-Sports Club Grade 7 & 8- James Muska
Foreign Language Club- TBD
Gay/ Straight Alliance Club- Bette Shelly
Geography Club- James Muska
Green/ Environmental Club- Dave Rispoli
Junior Police Academy- Michael Stillman
Middle School Volleyball- Christine Warren
Mock Trial Club- Michael Stillman
Morning Sports- MS Staff
Middle School Play- Angela Gallina/ Lori Farquhar
Peer to Peer- Kim Caputo
STEAM Club- Mike Binazeski
Student Council- Kim Caputo
Wellness Club- Dana Regan

Academic Challenge Club- Advisor: Mr. Patrick Dennehy

The Academic Challenge club will provide middle school students the opportunity to challenge themselves academically, while showcasing their knowledge of various subject areas against other middle school students.

Art Club- Advisor: Ms. Allison O'Brien

The Art Club is designed to provide all middle school students the opportunity to explore their interests in art, painting, and project design. Students will have the opportunity to work with their peers to brainstorm ideas and work collaboratively in developing various art projects.

Beta Club- Advisor: Mr. Muska & Ms. Coffey

The Beta Club is a non-profit leadership-service organization whose purpose is to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship. It is a student-centered organization that develops and nurtures students by providing opportunities for them to demonstrate the ideals of character, leadership,

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

achievement and service in a global community.

Book Club- Advisor: Mrs. DiLascio

The MS Book Club will be open to all 6th, 7th, and 8th grade students with a passion for Reading. Students will have the opportunity to read, discuss, and share their thoughts and ideas about their independent reading in a group setting with peers.

Chess Club- Advisor: Mr. Binazeski

The Chess Club is designed to provide a forum for students to learn how to play the game of chess, as well as develop strategies to help them compete in tournaments against opponents in grades 6-8. Chess Club members will also be given an opportunity to compete against another local school during the school year.

Choir Club- Advisor: Mrs. Lindquist

The Choir Club will be an exciting opportunity for students to showcase their talents and learn about the various components of singing in a choir. Choir students will be able to perform at our winter and spring concerts, as well as our MS/HS POPS concert throughout the year.

Cross Country Club- Advisor: Ms. Coffey

The Cross-Country Club will be an athletic-based club that promotes aerobic exercise and team building. Students will have the opportunity to participate in various running activities, which will help promote aerobic and muscular endurance, as well as help students build lifelong skills related to exercise.

Dance Club- Advisor: Ms. Shelly

The Dance Club will be an exciting opportunity for students to develop and showcase their skills related to movement, fitness, and dance.

E-Sports Club (Grade 6 Club and Grades 7-8 Club) - Advisor: Mr. Muska

E-Sports helps students develop and improve critical skills such as teamwork, communication, strategy development, coordination, and creativity. The students will participate in E-sport gaming through safe and secure E-sports competitions.

Gay-Straight Alliance Club- Advisor: Ms. Shelly

Students will have the opportunity to participate in an organization that brings together LGBTQ and Straight students in order to provide a safe place to socialize and talk about issues related to sexual orientation and gender identity. Students in the GSA will have a chance to advocate for equity and justice for all students.

Geography Club- Advisor: Mr. Muska

The Geography Club will enable middle school students the opportunity to test their geographical literacy skills against other students in the middle school. Students will also have

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

the chance to qualify for the annual Geography Bee, which is held each year in the spring.

Green/ Environment Club- Advisor: Mr. Rispoli

The Green/Environmental Club will help raise awareness regarding environmental issues, such as protection, conservation, preservation, and restoration of our environment; while at the same time, promote measures that will bring meaningful change and improvements to our environment.

Junior Police- Advisor: Mr. Stillman

The Junior Police Academy takes place each summer shortly after graduation. It is a hands-on experience modeled after the real police academy and is open to all 8th grade students. This program is led by Mr. Stillman and the Hasbrouck Heights Police Department.

Middle School Play- Advisor: Mrs. Lindquist/ Ms. Gallina

Membership is open to all students who share the club's goal of promoting awareness of theater and performing arts. Participation in the productions as an actor on stage is by audition only. The winter musical is for middle school students only. Drama Club is designed to develop the students' theatrical skills in theatre work. Drama provides opportunities for student actors to develop their artistic abilities and gain a working knowledge of the Theatre Arts as well as a greater appreciation for all the Arts.

Mock Trial Club- Advisor: Mr. Stillman

Students will learn about our justice system and laws as they prepare a case for trial. Mock Trial members will assume the roles of lawyers, witnesses, and jurors when they enact a realistic trial to weigh the evidence and reach a verdict!

Morning Gym- Advisor: MS Staff

Morning Gym is for middle school students only and will take place in the Old Gym each morning. Students may use this time to get some morning exercise with friends, while playing a variety of different team sports activities throughout the school year.

Peer To Peer- Advisor: Mrs. Caputo

Peer to Peer is a nationally recognized club, which began in the year 2000 by the Princeton Center for Leadership training. Since its inception, the club has morphed to take on many of the challenges that both students and schools face on a daily basis. Topics covered include, but are not limited to: bullying, cyber safety, positive peer relationships, and drug, alcohol, and smoking awareness.

STEAM/Robotics Club- Advisor: Mr. Binazeski

The Robotics Club meets each week to learn about various concepts related to science,

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

engineering, technology, and math. Students will engage with each other in collaborative projects, such as designing a real-life robot. This robot will be used in competition against other schools throughout the school year. Students will also have the opportunity to learn how to code their own Drones as part of the STEAM experience!

Student Council- Advisor: Mrs. Caputo

The Hasbrouck Heights Middle School Student Council is an active governmental organization. Two students from every homeroom, at each grade level are elected by their peers to represent the general student body. These student representatives are required to attend one meeting per month, meetings which generally last one hour. Additionally, the students are required to participate in the committees and fundraising efforts. Through collaboration and dedicated leadership, the Student Council provides a voice for the general student body in creating the best possible school environment at HHMS!

Volleyball Club- Advisor: Ms. Warren

The Volleyball Club will provide students the opportunity to learn the game of volleyball with their peers. Individual skills and strategies will be taught, while at the same time allowing the students the chance to showcase their talents in team competition.

Wellness Club- Advisor: Mrs. Regan

The Wellness Club will help to educate and bring awareness to middle school students on the importance of balancing physical, mental, emotional, and social health. Wellness is a critical component in the lives of developing adolescents and the club will explore engaging, lifelong activities that students can use to bring balance to their overall health.

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

MIDDLE SCHOOL ENTRANCE



HASBROUCK HEIGHTS MIDDLE SCHOOL ENTRANCE AT-A-GLANCE

NEW! The Middle School Entrance has been **relocated** from its previous location. The MS Entrance is now located at **Door # 15**, located at the corner of **Paterson Avenue** and the **Boulevard**.



Door # 15 is a STUDENT ENTRANCE ONLY.

Some very important items to know regarding the NEW Middle School Entrance:

1. MS Students will use the MS Entrance (Door # 15) to enter the school building **each day** beginning at 7:25am. Students should **NOT** arrive any earlier than 7:25am as there will be no supervision for the students.
2. Parents/guardians should be aware that the student drop off has been moved closer to the Boulevard by the Middle School Entrance sign.
3. **Important:** Typically, 7:45-7:55 is the busiest time for student drop offs. To ensure that your student arrives to class on time, please make every effort to drop off prior to 7:45 am. **The MS Entrance will be closed at 9am. Students who are tardy to school after 9am must report to Door #1 (Main Entrance).**
4. All visitors, guests, parents, & guardians will need to report to **Door # 1** located on the Boulevard (Main Entrance) for early student pick-ups, meetings with school staff, dropping off lunches/school items ANY time during the school day.
5. A Visitor Monitor will be available at **Door # 1** each school day to assist you upon your arrival. **The hours of operation are 7:00am-3:00pm Monday through Friday** throughout the school year.



HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

MIDDLE SCHOOL CONTACT INFORMATION:

Main Office/ Attendance- Mrs. Mason	(201) 393-8170
Middle School Principal- Mr. Mastropietro	(201) 288-1218
Middle School Vice Principal- Mr. D'Amico	(201) 338-8815
Main Office Clerical Assistant- Mrs. Behr	(201) 338-8169
Main Office Fax #	(201) 288-2083
Guidance Counselor (A-L) Mrs. Gesell	(201) 393-8167
Guidance Counselor (M-Z) Mrs. O'Hagan	(201) 393-8156
Nurse- Mrs. Neumann	(201) 393-8160
Child Study Team	(201) 393-8150
Student Assistance Counselor- Mrs. Christianson	(201) 288-1426

COMMUNICATION

Hasbrouck Heights Middle School staff recognizes that students in grades 6-8 are faced with various developmental, academic, physical, and social changes in their lives. In order to best provide a collaborative approach to assisting our students in becoming self-sufficient, independent learners, we believe that effective and frequent communication between home and school is a necessity. We ask that you please contact your child's teacher as a first means to resolve any issue that may occur. Guidance Counselors and members of our Child Study Team are also available as an initial contact for any issues that may arise. Parents will receive ongoing communication from the school through the following procedures:

- **Daily Homework Posting**
All HHMS classroom teachers will post all homework, test, and project due dates on Genesis.
- **Official Staff Email Accounts**
All HHMS staff members have an official email account ending in "@hhschools.org." Teachers are encouraged to respond to all emails in a timely manner. A complete list of staff email addresses is in this handbook and on the district website. Please contact all staff members directly via email. At that time, you may request a return phone call or a meeting.
- **Telephone**
Please contact the **Middle School Office at 201-393-8170** with any questions or concerns regarding Hasbrouck Heights Middle School.
- **Google Classroom**
Parents should work closely with their child to monitor their Google Classrooms that have been set up for each class. Quite often, the most pertinent and timely information about upcoming assignments and assessments is communicated directly through Google Classroom.

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

➤ **Back to School Night**

Each fall, the Middle School invites parents to spend an evening at the school. The MS faculty will present an overview of their instructional programs including classroom rules and procedures. Parents are encouraged to participate in the evening's activities in order to best familiarize themselves with their child's daily routine. Middle School Back to School Night will be on **Tuesday, September 19th, at 6:45pm.** Before *BTS Night*, we will also be hosting "*Parent Information Nights*" for our two overnight Field Trips for 7th and 8th grade parents. These presentations will begin at 6:00pm (prior to BTS Night).

➤ **Report Cards**

Report cards are issued four times throughout each school year, once for each of the four Marking Periods. See the ***MS Marking Period Dates*** section of this Handbook for more information regarding specific dates.

➤ **Live Grades**

All HHMS parents and guardians have access to live grades online, via Genesis. When a student receives a grade below a 65, an email is sent to the parent, guardian, and student. Once again, please note that Google Classroom should also be monitored on a regular basis, as a means of tracking your child's assignments.

➤ **Friday Folder (The JAFF!)**

Each Friday throughout the school year, a newsletter is emailed home with important information, reminders, and announcements that are relevant to Hasbrouck Heights Middle School. You may also access the Friday Folder at any time on our school website. **If you do not receive the Friday Folder, please contact the main office to update your email.**

➤ **Twitter**

Students, parents, and community members are encouraged to follow us on our Twitter page **@HHJrAviators**. The Junior Aviator Twitter page will contain information about upcoming events, as well as pictures and highlights from middle school events.

*Homework completion for each week will be updated every Friday. Tests, quizzes, essays and other graded projects will be posted to Genesis after the teacher completes the grading process.

* At the beginning of each school year, parents will receive directions, a username and password to access Genesis.

Getting Messages to Students during the School Day

In order to maintain a safe, orderly, and productive school environment, the office staff will strive to minimize classroom interruptions.

1. Students are permitted to use the office telephone only in the event of an emergency (Forgetting homework does not constitute an emergency).

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

2. Students are responsible for checking in at the office to collect “dropped off” items.
3. Classrooms will not be interrupted to summon individual students to the office to collect items “forgotten” at home and delivered to school.
4. Parents should refrain from texting/calling students on their cell phones during the school day. **Students will be disciplined according to the Code of Conduct, regardless of whether the communication is with a parent or guardian.**

Attendance

All students are expected to make attendance in school a top priority. The teachers, administrators, and staff recognize their responsibility to provide a thorough and efficient education to all students. **Therefore, it is critical that every student and parent/guardian accepts responsibility for attendance at school, as required by state law.** Excellent attendance will positively impact student achievement!

Absences

If a student will be absent from school, it is the responsibility of the student’s parent/guardian to notify the school. The process for notifying the school of the student’s absence should be followed as outlined below:

1. **The parent/guardian should call Mrs. Lisa Mason in the Middle School Office at (201) 393- 8170, no later than 8:00 am (notification after 8:45am will be considered truant). If there is no answer, please leave a message on the voicemail system.**
2. The information provided should include the student’s name, grade, and a callback phone number to reach the parent/ guardian. It is our top priority to ensure the safety of our students at all times. **PLEASE BE SURE TO CALL IN ALL ABSENCES!**

Students that are absent from school for any reason are responsible for the completion of assignments missed during their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence, provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences from school or from a class, excused or unexcused, deprives the student of the educational and classroom experiences deemed essential to learning. Excessive absences may result in retention at grade level or loss of credit/ removal from a course, in accordance with policies of the Board of Education. According to BOE policy, a student who accrues more than 15 Absences may be in danger of losing credit for their course. Students shall be subjected to the school district’s response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from class within the school day may subject a student to consequences that may include the denial of a student’s participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with the maintenance of good order and the continuity of classroom instruction. Such absences may result in the removal from a class or course of study.

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

Tardiness

We believe that punctuality is an important element of school attendance. Pupils who are late to school or late to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and the other students.

Tardiness to school or class that is caused by a student's illness, an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

Late to School:

Students are considered late if they have not arrived in Period 1 by 7:55 am.

Any student who reports to school after 7:55am must report to the Visitor Monitor located at the Middle School Entrance. The student will receive a late pass from the Visitor Monitor which will be handed to the teacher for admittance into class. Any MS students who are late after 9:00am MUST report to Door # 1 (Main Entrance on Boulevard).

Discipline Issued for Tardies to School:

In accordance with Board policy, students who are tardy will be subject to disciplinary action as outlined below:

1-3 Tardies:	Excused
4 th Tardy:	Central Detention
7 th Tardy:	2 Central Detentions
10 th Tardy:	Saturday School Detention
13 th Tardy:	Saturday School Detention & Action Plan Implemented
15 th Tardy:	Potential loss of course credit (if Action Plan not followed)

Late to Class:

If a student is less than three minutes late to class, the teacher has the authority to address the "time lost" as they see fit. If a student is late to class more than three minutes, it will be considered an unexcused tardy.

Signing Out During the School Day

Any middle school student that needs to sign out from school during the school day for any reason (e.g. doctor's appointment, going home sick, etc.) must adhere to the following procedure:

- Parent/Guardian notifies MS Main Office via phone call or email.
- Parent/Guardian provides exact time of pick-up for appointment.

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

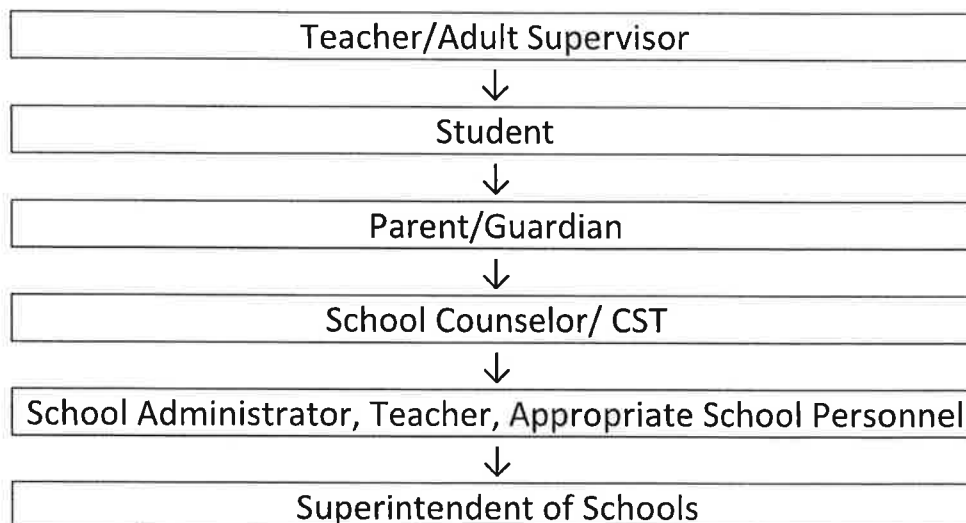
- Parent/Guardian arrives at Door # 1 (Main Entrance on Boulevard).
- Visitor Monitor contacts MS Main Office.
- Main Office Secretary calls the student from class to report directly to the MS Main Office.
- Student gets sign-out slip from MS Secretary and reports to Visitor Monitor Desk at Door #1.
- Parent/Guardian and Visitor Monitor signs the slip to permit the student to exit the building.

Chain of Communication

School-related concerns involving a student are usually resolved by the Teacher or other staff member with supervisory responsibilities. In order to address school-related concerns effectively and efficiently in the best interest of the student, the following Chain of Communication will be followed. If the concern is not resolved, proceed to the next step in the Chain of Communication. The Principal or her/his designee reserves the right to intervene at any point of the Chain of Communication in the best interest of the student.

Concern of Teacher/ Staff Member:

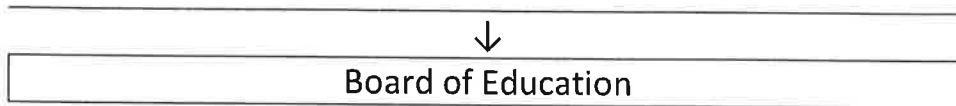
1. Teacher/Staff Member addresses/ communicates concern with student(s) involved.
2. Teacher/Staff Member addresses/communicates concern with the parent/guardian.
3. Teacher/Staff Member addresses/communicates concern with a School Counselor/CST staff member.
4. School Counselor/ CST staff member addresses/communicates concern with Student, Parent/Guardian, and Teacher/Staff Member.
5. School Administrator addresses/communicates concern and facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., Counselors, CST, etc.).
6. School Administrator addresses/communicates concern to the Superintendent of Schools.
7. The Superintendent of Schools communicates concern to the Board of Education.



HEIGHTS: Where tradition and innovation take flight!

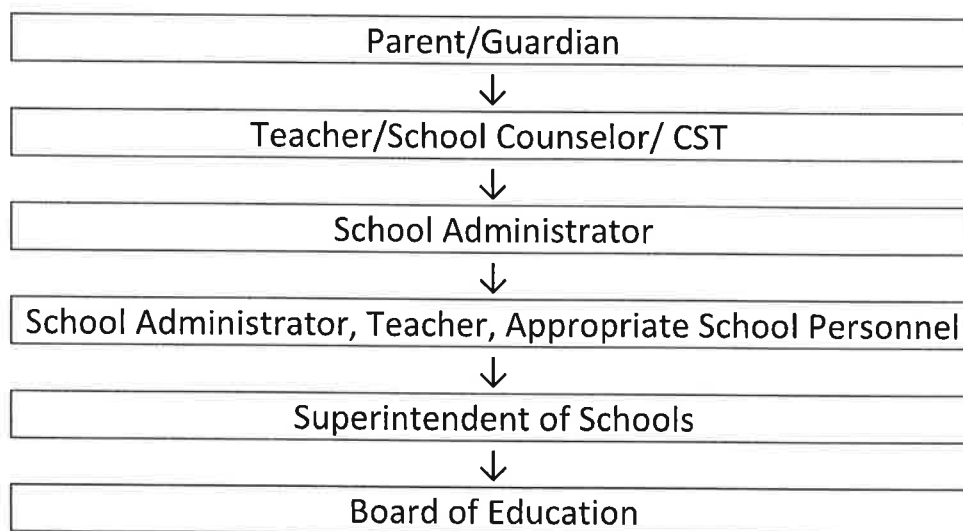
HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook



Concern of Parent/Guardian of Student:

1. Parent/Guardian of the student addresses/communicates concern to the Teacher, School Counselor, or CST.
2. Parent/Guardian addresses/communicates concern to a School Administrator.
3. School Administrator facilitates communication between Parent/Guardian, Teacher, and appropriate school personnel (i.e. counselors, CST, etc.) in order to address/communicate concern.
4. Parent/Guardian addresses/communicates concern to the Superintendent of Schools.
5. Parent/Guardian addresses/communicates concern to the Board of Education.



Fire Drills

Fire drills will be conducted at least one time each month during the school year. At the sound of the fire alarm, all students are to exit the building according to the directions posted in each classroom, or at the direction of the teacher/staff member in charge. Students are to conduct themselves in an orderly and silent fashion; misconduct of any kind while leaving or returning to the building is forbidden. Disciplinary action will be taken to any student in violation.

Lock Down Drills

Lockdown Drills are conducted once each month and are designed to secure the school buildings efficiently and effectively. Students will be given clear directions by their classroom teacher regarding the procedures at the start of the school year. Students are expected to cooperate with all of the rules and procedures outlined by the classroom teacher.

Medical HOLD

A Medical HOLD drill is designed to restrict movement throughout the school building for any particular reason. Most often, this type of drill is called when there is a medical emergency within

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

the school building. No visitors to the school building will be permitted during a Medical HOLD.

Shelter-In-Place


A Shelter in Place drill will be called any time there is a need to keep all students and staff sheltered inside of the school building. No visitors to the school building will be permitted during a Shelter in Place.

Cell Phones

Cell phones are **NOT** permitted at the middle school. Students may bring a cell phone to school with them; however, the phone must be housed inside of their school locker. Phones should be turned off or silenced during the school day. Students who are caught with their cell phone out during the school day will be disciplined according to the Code of Conduct. For more information on the middle school code of conduct, please click here: [Code of Conduct](#)

Dress Code


Student attire that is worn to school is expected to be neat and clean. Any clothing that is transparent, distracting, unsafe or disruptive to the school environment will not be permitted. Clothing shall cover the torso and shorts/skirts should extend to the mid-thigh of the legs. Visible undergarments and flip-flops/ slides are not permitted.



HASBROUCK HEIGHTS MIDDLE SCHOOL

PERMITTED FOOTWEAR OPTIONS

As specified by [Board of Education](#) policy and the [Student Handbook](#), and in the interest of student safety, only shoes or sneakers are permitted to be worn in school. Crocs, slides, slippers, or similar footwear are **NOT** to be worn to school.



DO WEAR

- . Sneakers*
- . Shoes
- . Boots

***Sneakers MUST be worn during physical education classes.**

DON'T WEAR

Slides, Crocs, or slippers as they present a safety hazard and are against regulations.




Image for illustrative purposes only.

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

The Principal or his/her designee is responsible for determining the appropriateness of a pupil's attire. If a pupil is determined to be in violation of the Board policy on dress and grooming, his/her parent(s) or legal guardian(s) will be called and the pupil will be sent home to change. If it is not feasible to send the pupil home, he/she will be in school and excluded from attending classes for the remainder of the session or until appropriate attire can be brought to the school. The pupil must report to the Principal or his/her designee at the beginning of the next session prior to readmission. Any time lost due to the violation of this policy will count as an unexcused absence. For more specific information on student dress code, please click on the following link: [Dress Code Regulation](#)

Mask Wearing

Masks are optional while inside of the school building, as per the current guidance from the Department of Education. Guidance and protocols related to Covid-19 are constantly changing, so please stay in communication with the school regarding mask wearing for students. Also, please review our Code of Conduct Regulation regarding mask-wearing by clicking on the following link: [Code of Conduct](#)

School Lockers

Lockers are designed only for the storage of books, backpacks, school supplies, and outerwear. All students are urged to take proper precaution with their possessions. Make sure lockers are closed and locked at all times. **Only school-issued locks will be used on lockers at Hasbrouck Heights Middle School.** Personal belongings should not be left where others may have the opportunity to take them. Please keep the lockers clean and free from odor-causing items. Students who tamper with other students' lockers will be subject to disciplinary action. Locker inspections will occur during the school year.

The Hasbrouck Heights School District respects student privacy and provides students with the use of a locker in which they may store clothing, school materials, and other personal property. Although each student is responsible for maintaining the locker assigned to him/her, all lockers are and shall remain the property of the school district. Students may not use multiple lockers for storage. Lockers may not be used as a depository for substances or objects which are illegal or which constitute a threat to the health, safety, and welfare of the occupants of the school buildings. Accordingly, the BOE authorizes the school Principal or his/her designee to search lockers and their contents at any time on blanket or random basis, without notice, and without parental guardianship or pupil consent, and without reasonable suspicion of the presence of contraband.

Cafeteria/Lunchroom

Lunch period is an opportunity to relax and interact with friends. Students are expected to clean up after themselves, behave appropriately, and follow the directions of the teachers and administrators in charge. Trash barrels are available to deposit trash. There are also containers specifically designated for recycling, and all are encouraged to help with the school's effort in this

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

regard. Leaving trash on the table or throwing trash on the floor is unacceptable. Students who display inappropriate behavior during lunch or who do not clean up after themselves may have restricted lunchroom access (lunch detention) as a consequence.

Hallway Expectations

Students are expected to keep to the right while traveling in the hallways, keep voices low, and keep moving to your next classroom. It is important not to gather with friends or stop to talk during the passing of classes. Loitering could result in lateness to class. Students are not permitted to enter classrooms without a teacher present. Students must wait outside and line up along the lockers until the teacher arrives and/or permits student entrance. **Students are NOT permitted to open any exterior door for anyone at any time while passing in the hallways.**

Gum Chewing

Careless disposal of gum in drinking fountains, furniture, and floors presents sanitation and cleaning problems with costly repair. **Therefore, gum chewing is not permitted.**

Assemblies & Performances

Students are expected to:

- Enter and exit in a quiet and orderly manner.
- No talking or physical contact during the performance.
- Remain in your seat for the duration of the program, unless you have permission from a staff member. If a student must enter/exit, do so only between selections, not during a performance.
- Treat the speakers in a respectful manner and offer appropriate applause.

Academic Integrity

One of our main goals each school year is to provide an atmosphere where academic honesty is valued. Students who engage in cheating and plagiarism are using someone else's work, claiming it as their own, for their own benefit. Cheating is defined as both giving and receiving information for the purpose of improving grades on a quiz, test, essay, research paper, or homework. Plagiarism is also considered cheating. A student who plagiarizes someone else's work will be disciplined according to BOE policy.

Grading Scale

The Middle & High School will use the following grading scale:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

F 55-64 (For first three marking periods)
<64 (For marking period 4)

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

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

- Regular assessments are necessary to determine if each student has achieved the instructional objective established by the teacher during lesson planning for each instructional period of the day. Teachers should use, at a minimum, four (4) assessments per marking period.
- No one (1) assessment can count for more than 25% of the Assessment portion of the grade

10% Class Participation (Participation): Includes factors such as displaying a positive interest in the classroom/ presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere in the classroom.

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

***Class Participation** and **Homework** may be combined into one (1) category to reflect a 20% weighting.

Procedures: At the midpoint in each marking period, students should have completed a number of formative and summative assessment which will be accurately recorded in Genesis to reflect each student's proficiency and essential understanding of the New Jersey Student Learning Standards.

- If a student is absent for a summative or formative assessment, the assessment should NOT be "made-up" during the following class period/instructional time. Before/After school is when assessments should be made up. Students will have up to three (3) school days (or longer as per the teacher and/or Principal) to complete missed work or assignments.
- Participation includes factors such as displaying a positive interest in the classroom/presentation, displayed by active and inquisitive contributions adding to the academic or working atmosphere in the classroom.
- Preparation includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

Homework

Homework will be assigned on a regular basis, with the goal being to practice skills and reinforce concepts learned while in class. Homework will be graded on the following percentage system:

- 100% for completion or good effort;
- 75% for partial or average effort;

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

- 50% for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completion;
- 0% for no homework or nearly no homework.

Important to Note: Teachers may assign one (1) homework assignment per week to be graded for accuracy. Teachers must make students aware of which homework assignment will be graded. Grading for the completed work will abide by the following grading scale: 55-100.

FIELD TRIPS

Hasbrouck Heights Middle School offers a variety of educational field trips for all students in grades 6, 7, & 8. Here is a complete list of field trips that our students will have the opportunity to participate in during their time at HHMS:

- Grade 6- Medieval Times
- Grade 7: Happiness is Camping Field Trip
- Grade 8: Washington DC Trip

HARASSMENT, INTIMIDATION AND BULLYING

1. Report all HIB's verbally to Vice Principal (Principal Designee) –staff member has two days to write report.
2. Vice Principal informs parents of all students involved on the day it occurs.
3. Investigation must begin within 1 day of the incident-investigation must be completed within ten school days.
4. Investigation must be given to the Superintendent within two days of completion.
5. Results must be provided to the School Board by the time of the next Board meeting.
6. Within five days of the Board of Education meeting the parents are sent a letter regarding the outcome of the investigation.
7. Parents can request a hearing in Executive Session after receiving all information and the hearing must be held within ten days of the request.
8. The Board of Education's decision may be appealed to the Commissioner of Education no later than 90 days after the issuance of the Board's decision.
9. A parent, pupil, legal guardian, 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.).

For additional information OR to file a HIB complaint, visit our HIB portal located on the district's website by clicking here: [Anti-Bullying Portal](#)

SCHOOL SAFETY TEAM- Middle School

Mr. Vincenzo Barchini	Mr. Joseph Mastropietro
Mr. Frank D'Amico	Mrs. Barbara Christianson
Mrs. Lindsey Gesell	Ms. Kerrie O'Hagan

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS MIDDLE SCHOOL

Student/Parent Handbook

Mrs. Ashley Calligy	Ms. Dawn Johnson
Mrs. Rita Perdomo	Mrs. Mary Neumann
Ms. Angela Gallina	Mrs. Kathy Toy
Mrs. Elizabeth Liu- Parent Representative	

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

EMERGENCY CLOSING/DELAYED OPENING

The Superintendent is authorized by the Board of Education to close schools, open late, or dismiss early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

In the event of an emergency, an automated phone call will be made via **Blackboard**, which is our emergency communication system. All timely communications will be made through our Blackboard system (phone, text, email).

Middle School Delayed Opening

In the event of a delayed opening, the following procedure shall be adhered to:

1. Administrative staff reports at 9:00am
2. Administrative Assistant staff reports at 9:55am
3. Teaching staff reports at 9:55am
4. Students report at 10:00am

Delayed Opening Schedule:

10:00am-10:20am: Report to Period 1

10:23am- 2:39pm: Follow Regular Schedule (Periods 4- 8)

Notifications

1. Blackboard Messenger (phone, text, email)
2. District Website- www.hhschools.org

CURRICULUM AND INSTRUCTION

The Hasbrouck Heights School District will provide relevant, innovative and rigorous educational opportunities to students at all grade levels. The curriculum and instruction is aligned to the New Jersey Student Learning Standards (NJSLS).

- The curriculum reflects the district's commitment to innovation, continuous improvement, and excellence.
- The curriculum prepares students to think critically, master the challenges of life-long academic, cultural, social, economic and emotional and professional advancements as well as participate constructively as citizens in the global society.
- The curriculum provides students with the tools necessary to become 21st Century College and Career ready. Our instructional programming is designed to prepare all students to meet or exceed state and national educational standards.

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

The Hasbrouck Heights curriculum can be found on our [district website](#). The [links](#) provide families with the opportunity to view the district curriculum. If you would like to meet about the standards or curriculum documents, please contact Mrs. Dominique Vetrano, Director of Curriculum, at vetranodom@hhschools.org to schedule an appointment.

MIDDLE SCHOOL COURSE OFFERINGS for 2023-2024

Middle School Language Arts

Reading 6
Reading 6 Honors
Writing 6
Writing 6 Honors
Reading 7
Reading 7 Honors
Writing 7
Writing 7 Honors
Reading 8
Reading 8 Honors
Writing 8
Writing 8 Honors

Middle School History

Ancient Civilizations 6
Ancient Civilizations 6 Honors
American History 7
American History 7 Honors
American History 8
American History 8 Honors

Middle School Science

Physical Science 6
Physical Science 6 Honors
Life Science 7
Life Science 7 Honors
Earth Science 8
Earth Science 8 Honors

Middle School Mathematics

Math 6
Math 6 Honors

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

Math Topics 6
Math Topics 6 Honors
Math 7
Math 7 Honors
Math Topics 7

Math Topics 7 Honors

Math 8
Math 8 Honors
Math 8 Topics
Math 8 Topics Honors
Algebra I Honors

Middle School Physical Education/Health

Grade 6
Grade 7
Grade 8

Electives/ Other Courses

Art 6, 7, 8
Concert Band 6, 7, 8
Music Appreciation 6, 7, 8
Personal Finance 6, 7, 8
Spanish 6, 7, 8
STEAM 6, 7, 8
ESL 6, 7, 8

GUIDANCE DEPARTMENT SERVICES

In an effort to meet the needs of our students and parents more fully, Hasbrouck Heights Middle School has a complete staff of certified School Counselors and a Student Assistance Counselor, all of whom are ready to assist students, as well as their families with any issue that may arise.

By providing services such as individual and group guidance, student appraisal, teacher consultation, parent education programs, student orientation and transition activities, and resource referral, our guidance department's # 1 goal is to help our students make positive and productive choices that will lead to success in all aspects of school, life, and beyond. Periodically, information highlighting certain activities and events will be mailed home via our Guidance Department Newsletter. Students and/or parents may request a conference with a counselor at any time. Parents are encouraged to notify their child's School Counselor of any difficulties their child may be experiencing so that the student receives the necessary help that they may need.

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

Director of Guidance

Mr. Vincenzo Barchini

(201) 393-8163

barchiniv@hhschools.org

School Counselors

Mrs. Lindsey Gesell: Grades 6, 7, & 8- Last Names A- L

Ms. Kerrie O'Hagan: Grades 6, 7, & 8- Last Names M-Z

Our Guidance Team is committed to providing academic, social, emotional, and college/career readiness services to all students. In addition, our counseling team will continue to support the mission and vision of the district; with a focus on the development of well-rounded young adults by supporting student success, inspiring lifelong personal growth, and helping to shape young citizens that will make meaningful contributions to society.

The 504 Officer

The 504 Officers for the High School and Middle School are Mrs. Mary Neumann (School Nurse) and Mrs. Barbara Christianson (SAC Counselor). Mrs. Neumann can be contacted at 201-393-8160 and Mrs. Christianson can be reached at (201) 288-1426.

Student Assistance Counselor- Mrs. Barbara Christianson

The function of a Student Assistance Counselor (SAC) is to provide confidential assistance to students who are experiencing serious social or emotional difficulties. Our SAC, Mrs. Barbara Christianson, is always available to assist students. Mrs. Christianson can be reached at (201) 288-1426 or by calling the MS Main Office at (201) 393-8170.

The Intervention and Referral Services Committee (I & RS)

The I&RS Committee is a team of teachers, administrators and counselors who work to create educational plans for struggling students who have been identified as such by their subject area teachers. The team works collaboratively to set up a plan that will target areas of academic support as well as behavior supports, as needed. The Committee provides feedback to teachers, coordinates academic counseling sessions for students, and prepares a personalized learning plan to monitor student success and growth. If you feel that your child would benefit from our *Intervention and Referral Services*, please contact your child's School Counselor, Mrs. Gesell (last name A-L) or Ms. O'Hagan (last name M-Z).

Affirmative Action Officer

Mr. Joseph Colangelo

colangeloj@hhschools.org

Extra Help

If a student requires extra help in a particular subject area, each teacher has at least one

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

designated time for extra help each week. The ***Extra Help Schedule*** will be disseminated to all students and parents at the start of each school year from the Guidance Department with designated days/times that each MS teacher will hold their Extra Help sessions.

In addition, the High School National Honor Society is also available every week on **Tuesdays, Wednesdays, and Thursdays** throughout the school year to assist middle school students with academic work. Students/parents/ guardians should reach out to their child's School Counselor to arrange extra help with the National Honor Society students from the High School.

Junior Aviator Character MVP Program

In an effort to promote positive interactions within the school, as well as good moral character, Hasbrouck Heights Middle School utilizes the ***Junior Aviator Character MVP program***. MVP Cards are issued to students by a staff member when the student is caught in the act of "doing something good". These cards are signed by the staff member and a middle school administrator before it is sent home to be celebrated by the student's family! Once a student earns an MVP card, they are automatically invited to Junior Aviator Night, which is a fun-filled night held at the middle school where students can enjoy a variety of different activities with their classmates and peers.

Heroes & Cool Kids Program

Heroes & Cool Kids is a program designed to teach important life skills related to Character Education. Professional athletes work collaboratively with school guidance counselors to train high school athletes to serve as mentors to middle school students. These high school leaders will then provide guidance to our 6th grade students during their transition to middle school. Topics discussed with students include, but are not limited to: being a good friend, making healthy choices, being an active participant in the school community, bullying, violence, and substance abuse prevention.

Sidekicks Program

Sidekicks is a program designed to build positive and healthy relationships between middle school students and elementary school students. Eighth graders will be selected leaders, who will be trained in providing lessons in Character Education to both Euclid and Lincoln school students. General life skills and topics such as peer pressure, good manners, respect for others, and conflict resolution are among some of themes discussed in this program.

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

CHILD STUDY TEAM

Dr. Matthew Helfant	Director of Special Services	helfantm@hhschools.org (201) 639-6901
Mrs. Julie Canavatchel	Special Services Secretary	canavatcheljul@hhschools.org (201) 393-8151
Mrs. Lucy Gomez	Special Services Secretary	gomezluc@hhschools.org (201) 393-8150
Ms. Angela Gallina Case Manager Grades 6 & 7	School Social Worker	gallinaang@hhschools.org (201) 393-8361
Ms. Dawn Johnson Case Manager Grade 8	School Social Worker	gallos@hhschools.org (201) 393-8368

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

MIDDLE SCHOOL STAFF 2023-2024

LAST	FIRST	E-MAIL ADDRESS
Abbatiello	Maria	abbatiellom@hhschools.org
Ascolese	Joseph	ascolesej@hhschools.org
Behr	Cathy	behrca@hhschools.org
Binazeski	Michael	binazeskim@hhschools.org
Cafferty	Beth	caffertyb@hhschools.org
Cassiere	David	cassiered@hhschools.org
Christianson	Barb	christiansonb@hhschools.org
Cocozzo	Zach	cocozzozac@hhschools.org
Coffey	Jesse	coffeyjes@hhschools.org
Costello	Kristin	costellokri@hhschools.org
DiMartino	Kimberly	dimartinokim@hhschools.org
DiLascio	Giana	dilasciogia@hhschools.org
DiLascio	Tina	dilasciotina@hhschools.org
Drago	Eileen	dragoeil@hhschools.org
Falquez	Megan	falquezmeg@hhschools.org
Ferranti	Jackilyn	ferrantijac@hhschools.org
Freund	Kristopher	freundkur@hhschools.org
Gabriele	Patrick	gabrielep@hhschools.org
Gallina	Angela	gallinaang@hhschools.org
Lindquist	Antoinette	lindquistant@hhschools.org
Johnson	Dawn	johnsond@hhschools.org
Keller	Jennifer	kellerjen@hhschools.org
Lange	Corey	langecor@hhschools.org
Lustmann	Alan	lustmannala@hhschools.org
Mai	Amanda	maiaama@hhschools.org
McGinty	Elizabeth	mcgintye@hhschools.org
Mansfield	Sean	mansfieldsea@hhschools.org
Mason	Lisa	masonlis@hhschools.org
Miller	Corinne	millerc@hhschools.org
Minervini	Amanda	minerviniama@hhschools.org

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

Moroney	Carron	moroneycar@hhschools.org
Muska	James	muskaj@hhschools.org
Neumann	Mary	neumannm@hhschools.org
O'Brien	Allison	obrienall@hhschools.org
O'Brien	Angela	obriena@hhschools.org
O'Hagan	Kerrie	ohagank@hhschools.org
Perdomo	Rita	perdomorit@hhschools.org
Prashker	Hana	prashkerhan@hhschools.org
Puzio	Michelle	puziomic@hhschools.org
Rad	Melissa	radm@hhschools.org
Regan	Dana	regand@hhschools.org
Ricci	Margaret	riccim@hhschools.org
Rispoli	David	rispolid@hhschools.org
Samarelli	Angelina	samarelliang@hhschools.org
Scano	Alyssa	scanoaly@hhschools.org
Shannon	Robin	shannonr@hhschools.org
Sparacio	Matthew	sparacimat@hhschools.org
Sperling	Luke	sperlingluk@hhschools.org
Stillman	Michael	stillmanm@hhschools.org
Sturm	Rhonda	sturmrho@hhschools.org
Toy	Kathleen	toyk@hhschools.org

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

IMPORTANT DATES for 2023- 2024 School Year

Marking Period Dates

Marking Period 1 start: September 6
Marking Period 1 End: November 8
Report Cards Issued: November 16

Marking Period 2 start: November 13
Marking Period 2 end: January 25
Report Cards Issued: February 1

Marking Period 3 start: January 26
Marking Period 3 end: April 3
Report Card Issued: April 10

Marking Period 4 start: April 4
Marking Period 4 end: June 24
Report Cards Issued: June 24

MS Back to School Night: Tuesday, September 19th, 2023

Cycle Dates (Art, Music, STEAM, Personal Finance, Research Seminar, Spanish):

- Cycle 1 – September 6th to October 19th
- Cycle 2 – October 20th to December 7th
- Cycle 3 – December 8th to January 29th
- Cycle 4 – January 30th to March 18th
- Cycle 5 – March 19th to May 7th
- Cycle 6 – May 8th to June 24th

Cycle Rotation:

Personal Finance →→→→ Music
Music →→→→ Art
Art →→→→ STEAM
STEAM →→→→ Spanish
Spanish →→→→ Research Seminar
Research Seminar →→→→ Personal Finance

*****Band students will meet every Tuesday and Thursday. *****

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

MS TESTING

Link It Assessments (Grades 6-8): September 2023, December 2023, & March 2024

Link It is a computer-based benchmark assessment that all middle school students will take in the areas of Mathematics and Language Arts three separate times throughout the school year. These assessments mirror the NJSLA assessment and are aligned to the New Jersey Student Learning Standards.

PSAT (Grades 8 ONLY): October 11th, 2023

This is a practice test to help students prepare for the SAT test. This test is made up of Critical Reading, Writing, and Mathematics. October 11th will be a Single-Session Day for students (12:24pm dismissal).

NJSLA Assessment in Language Arts and Mathematics (Grades 6-8): May 2023

This is a computer-based assessment that measures student growth and readiness for college and career. It tests the skills that the students have acquired during their current and previous years in Language Arts and Mathematics.

NJSLA-Science (Grade 8 ONLY): May 2023

This is a computer-based assessment that measures student proficiency with the New Jersey Student Learning Standards for Science, which examines their performance of scientific and engineering practices.

POLICIES AND REGULATIONS

For a complete list of Hasbrouck Heights Board of Education approved Policies and Regulations please visit our website or click here:

[Policies and Regulations](#)

IMPORTANT POLICIES AND REGULATIONS TO BE READ BY STUDENTS AND PARENTS.

Grading System 2624

Homework 2330

Promotion/Retention 5410

Harassment, Intimidation, and Bullying 5512

Attendance 5200

Tardiness 5240

HEIGHTS: Where tradition and innovation take flight!

HASBROUCK HEIGHTS HIGH SCHOOL/MIDDLE SCHOOL

Student/Parent Handbook

Graduation Requirements 5460

Dress Code 5511

Substance Abuse 5530

Discipline/Code of Conduct 5600

Field Trips 2340

Plagiarism 5701

Use of Electronic Communication and Recording Devices 5516

Search and Seizure- Pupil Lockers 5770

Community Service 5461

Reporting Potentially Missing or Abused Children 8462

Middle School Honors Criteria- 2624.2

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

SUPERVISOR OF INSTRUCTION AND PROGRAM – Grades Pre-K-5 8

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate
2. Classroom teaching and/or administrative experience preferred
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. **Creative mind focused on program innovation and growth**
5. Ability to plan, organize and administer a district-level professional development program
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Directly reports to the ~~building principal~~ **Director of Curriculum** in collaboration with the **principals** and the Superintendent of Schools ~~and the Director of Curriculum and Instruction~~

SUPERVISES: Instructional staff as assigned

JOB GOAL: To provide leadership in the implementation of the district's curriculum in Pre-K-5. Twelve month position

PERFORMANCE RESPONSIBILITIES:

- Works in partnerships to accelerate teachers professional learning through mutually enriching, healthy relationships
- Research and provide content knowledge and resources to staff about learning and teaching, which will include teaching strategies, assessment of student skills and interpretation of student's results
- Encourages teacher initiative and innovation
- Facilitates meetings with teams of teachers to ~~explain goals~~ **engage in the implementation of goals**, philosophy, kinds of interventions available, and the support an instructional coach can provide
- Collaborates with staff to plan lessons, identify resources, and implement strategies
- Meets with teachers individually, to identify the teacher's most pressing needs and to discuss possible research-validated interventions that might help the teacher address those needs
- Coordinates opportunities for staff members to observe instruction
- Participates in classes taught by the collaborating teacher, to observe the overall progress of the class as well as behaviors related to specific issues
- Designs, implements, and monitors interdisciplinary lessons
- Demonstrates how the instructional methods or interventions should be taught
- Works with groups of teachers to establish professional learning communities that pave the way for interventions to be taught consistently across ~~classrooms~~ **curriculum**
- Works with building administrators to provide input on scheduling, classroom management, and curriculum development
- Seeks methods, materials and equipment to enhance the teaching climate
- Collaborates with Elementary School Administrative Team to assist in implementing district curriculum goals, ensure curriculum alignment along with consistency across grade levels and buildings
- Keeps abreast of best practices in education
- Conducts classroom observations and provides supervision/evaluation of staff
- Supervises ESL program K-5, in collaboration with the building principals
- **Supervise Renaissance Enrichment Module (REM) Gifted and Talented Programming to impact students' identities and giftedness**

TERMS OF EMPLOYMENT: Twelve month position; Salary and work year to be determined by the board of education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: May 23, 2019

Revised: June 20, 2019

Revised: January 27, 2022

Revised: August 24, 2023

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.A.C. 18A:7F</u>	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u> See	Professional licensure and standards
<u>particularly:</u>	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-12.6</u>	Supervisor
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

Attachment E Page 1 of 6
08/08/23 08:15

Starting date 6/1/2023 Ending date 6/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
021833	V 05/25/23	06/30/23	V175	TRACE	VENDOR DID NOT RECEIVE CHE	(3,495.00)
021837	06/01/23		0968	BCCA		484.00
021838	06/01/23		J656	BROOKSIDE RACQUET AND SWIM CLUB		997.50
021839	V 06/01/23	06/01/23	2727	FIRST STUDENT, INC.	NEED TWO SEPARATE CHECKS	
021840	V 06/01/23	06/01/23	2727	FIRST STUDENT, INC.	SIGNATURE STAMP UPSIDE DO	
021841	06/01/23		2727	FIRST STUDENT, INC.		1,756.32
021842	06/01/23		2727	FIRST STUDENT, INC.		1,932.24
021843	06/02/23		1991	BERGEN TRACK & FIELD		1,614.25
021844	06/02/23		2727	FIRST STUDENT, INC.		1,696.32
021845	06/02/23		Q357	OLD FASHION CANDY		1,182.37
021846	V 06/05/23	06/14/23	6351	COSTCO	NEED TO REISSUE CHECK	
021847	06/05/23		O012	STATUE CRUISES		1,355.00
021848	06/07/23		1864	HEIGHTS PIZZA		26.00
021849	06/07/23		0844	HERFF JONES		7,327.50
021850	06/07/23		C242	HERGET, STEVEN		450.00
021851	06/07/23		2070	STANS SPORTS CENTER		2,867.50
021852	06/07/23		2070	STANS SPORTS CENTER		825.00
021853	06/09/23		0119	TURTLE BACK ZOO		1,224.00
021854	06/12/23		1864	HEIGHTS PIZZA		87.45
021855	06/14/23		2727	FIRST STUDENT, INC.		1,452.24
021856	06/14/23		N379	IL TULIPANO		19,419.00
021857	06/14/23		I881	NATIONAL SCHOLASTIC PRESS ASSOC		228.00
021858	H 06/05/23		6351	COSTCO	REISSUED HAND CHECK	1,103.96
021859	06/14/23		2727	FIRST STUDENT, INC.		2,345.40
021860	06/14/23		1851	SCE EVENT GROUP		2,500.00
021861	06/21/23		0072	DESIGN N STITCH - ALEXANDRIA BLOUSE INC		1,700.00
021862	06/21/23		1678	FACENDOLA, ADAM		250.00
021863	06/21/23		1167	GOLDEN WRESTLING CAMPS		220.00
021864	06/27/23		0279	AMERICAN NATIONAL RED CROSS		100.00
021865	06/27/23		A798	AVILA, MARICELA		90.00
021866	06/27/23		2727	FIRST STUDENT, INC.		2,298.16
021867	06/27/23		J885	GUALLPA, BRIAN		145.00
021868	06/27/23		Y570	NATOLI, JACQUELYN		100.00
021869	06/27/23		R163	OBER, JENNIFER		100.00
021870	06/27/23		K743	ROSHANDEL, ELIZABETH		145.00
021871	06/27/23		B929	SHAABAN, SAMIR		145.00
068279	V 12/20/22	06/30/23	G601	SOCIAL STRIDES	VENDOR NEVER REC CHECK	(810.00)
068678	V 02/14/23	06/28/23	G601	SOCIAL STRIDES		(236.25)
068771	V 03/22/23	06/28/23	G601	SOCIAL STRIDES		(236.25)

Starting date 6/1/2023

Ending date 6/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069026	V 05/17/23	06/14/23	0180	BERGEN COUNTY SPECIAL SERVICES	CANCELLED CONFERENCE	(2,475.00)
069062	V 05/17/23	06/05/23	C131	IN-LINE AIR CONDITIONING CO, INC	PAID INVOICE 2X	(420.30)
069103	V 05/17/23	06/28/23	G601	SOCIAL STRIDES		(708.75)
069134	06/02/23		1648	PETTY CASH/CHILD STUDY TEAM		100.00
069135	06/12/23		N873	BETTER THAN BROADWAY PRODUCTIONS, LLC		1,600.00
069136	06/12/23		1864	HEIGHTS PIZZA		110.48
069141	06/15/23		1859	BENSI OF HASBROUCK HEIGHTS		102.75
069142	06/16/23		0693	21 GOLF LLC		510.00
069143	06/16/23		3021	A.T. &T		568.51
069144	06/16/23		R782	ABBINGTON TRACK CLUB, INC		153.00
069145	06/16/23		G126	ACER FINANCIAL SERVICES		7,134.82
069146	06/16/23		T661	AGUILING, MARIA		315.00
069147	06/16/23		1701	ALPINE LEARNING GROUP, INC.		6,849.12
069148	06/16/23		0075	AMERICAN PAPER & SUPPLY COMPANY		1,485.95
069149	06/16/23		1173	AMOROSI; JOHN M.		303.40
069150	06/16/23		U881	ANDRADES, KEVIN		96.00
069151	06/16/23		2525	AT HOME MEDICAL		20.00
069152	06/16/23		0129	ATRA JANITORIAL SUPPLY COMPANY INC.		612.80
069153	06/16/23		Z812	AVEANNA HEALTHCARE		627.30
069154	06/16/23		1627	BAYADA HOME HEALTH CARE, INC.		1,230.00
069155	06/16/23		0127	BCCA		1,800.00
069156	06/16/23		0180	BERGEN COUNTY SPECIAL SERVICES		58,931.50
069157	06/16/23		K930	BERGEN TRACK & FIELD LLC		512.00
069158	06/16/23		3794	BERGEN TRACK ASSOCIATION		49.00
069159	06/16/23		W796	BOOKSOURCE		487.96
069160	06/16/23		0222	BOROUGH OF HASBROUCK HEIGHTS		136,908.20
069161	06/16/23		J456	BROWN, FAITH		48.00
069162	06/16/23		1256	BSN SPORTS LLC/PASSONS SPORTS CENTER		3,107.20
069163	06/16/23		G371	BUGGE, ALLISON		50.60
069164	06/16/23		9024	CABLEVISION LIGHTPATH		9,286.00
069165	06/16/23		0286	CASCADE SCHOOL SUPPLIES		45.12
069166	06/16/23		1487	CCL THERAPY, LLC		15,171.25
069167	06/16/23		2547	CDW GOVERNMENT, INC.		12,090.37
069168	06/16/23		0318	CINTRON; LORI		66.82
069169	06/16/23		M698	COCHLEAR		309.00
069170	06/16/23		J295	CONQUER MATHEMATICS, LLC		1,020.00
069171	06/16/23		5126	CROWN TROPHY		80.00
069172	06/16/23		1150	DELTA DENTAL		26,073.54
069173	06/16/23		2510	DEPALMA; DOMINICK		159.99

Starting date 6/1/2023

Ending date 6/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069174	06/16/23		5336	DIFFERENT ROADS TO LEARNING		1,313.88
069175	06/16/23		0730	DIRECT ENERGY BUSINESS		2,041.57
069176	06/16/23		H668	DREZEK, ISABELLA		240.00
069177	06/16/23		0434	EAI EDUCATION		951.16
069178	06/16/23		0446	EDUCATIONAL DATA SERVICES, INC		1,180.00
069179	06/16/23		5010	EI ASSOCIATES		7,373.36
069180	06/16/23		2060	EMERSON PFA		108.00
069181	06/16/23		L383	FILE BANK INC		118.78
069182	06/16/23		2779	FISHER SCIENCE EDUCATION CO		424.22
069183	06/16/23		1480	FORUM SCHOOL		13,170.00
069184	06/16/23		B005	FOX FENCE ENTERPRISES INC.		3,180.00
069185	06/16/23		0352	FRIDMAN, ESTHER, M.D.		1,300.00
069186	06/16/23		2255	FUN FIT THERAPY LLC		2,177.50
069187	06/16/23		M150	GOVEA, TRISTAN		96.00
069188	06/16/23		0248	GROUND PRO, INC		2,858.96
069189	06/16/23		R020	HAWTHORNE BOARD OF EDUCATION		4,422.30
069190	06/16/23		4316	HEALY AWARDS, INC.		1,139.31
069191	06/16/23		2846	HEIGHTS FLOWER SHOPPE		825.00
069192	06/16/23		4011	HEINEMANN PUBLISHING COMPANY		3,978.32
069193	06/16/23		V737	HITTING WORLD		1,448.99
069194	06/16/23		0716	HOME DEPOT		254.77
069195	06/16/23		C131	IN-LINE AIR CONDITIONING CO, INC		17,908.40
069196	06/16/23		5602	INSTITUTE FOR MULTI-SENSORY ED		3,000.00
069197	06/16/23		E874	IXL LEARNING, INC		190.00
069198	06/16/23		V167	JERZY SOUND LLC		1,850.00
069199	06/16/23		Q684	KENCOR, INC.		252.00
069200	06/16/23		D672	LABSTER INC.		6,205.00
069201	06/16/23		S362	LEARNING A-Z		11,750.40
069202	06/16/23		0874	LEONIA BOARD OF EDUCATION		17,957.00
069203	06/16/23		7385	MACHADO LAW GROUP, LLC		5,584.00
069204	06/16/23		1958	MAGIC TOUCH CONSTRUCTION CO., INC		4,557.70
069205	06/16/23		3020	MASCHIO'S FOOD SERVICE, INC.		44,833.93
069206	06/16/23		H957	MCGURRAN, MICHAEL		48.00
069207	06/16/23		0626	MEDCO SUPPLY COMPANY		1,092.52
069208	06/16/23		L542	MENDELSON, LEA		48.00
069209	06/16/23		1016	METRO FIRE & SAFETY CO.		4,040.00
069210	06/16/23		4632	MGL PRINTING SOLUTIONS		3,192.00
069211	06/16/23		1584	NAPA AUTO PARTS		248.85
069212	06/16/23		1003	NASCO		10.63

Starting date 6/1/2023

Ending date 6/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069213	06/16/23		Q551	NATIONAL ITALIAN HONOR SOCIETY		108.00
069214	06/16/23		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		1,200.00
069215	06/16/23		P670	NJSCHOOLJOBS		350.00
069216	06/16/23		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGI		286.00
069217	06/16/23		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENT		280.10
069218	06/16/23		8838	ON-SITE FLEET SERVICE		1,804.41
069219	06/16/23		4336	OPTIMUM		301.00
069220	06/16/23		1245	PARAMOUNT EXTERMINATING		2,589.00
069221	06/16/23		U358	PASCACK VALLEY REGIONAL HS DISTRICT		8,905.60
069222	06/16/23		1568	PHONAK LLC		218.99
069223	06/16/23		U293	PROGRESSIVE THERAPY OF NJ		4,848.00
069224	V 06/16/23	06/16/23		00.0 \$ Multi Stub Void	#069225 Stub	
069225	06/16/23		2328	PSE & GCO		19,261.15
069226	06/16/23		Z784	PURESAN HOLDINGS, LLC		802.56
069227	06/16/23		T342	QUAVER ED, INC		4,095.00
069228	06/16/23		1699	R&R TROPHY & SPORTING GOODS CO		49.44
069229	06/16/23		0684	RED CIRCLE SOLUTIONS LLC		4,996.00
069230	06/16/23		1740	RIDDEL/ALL AMERICAN SPORTS CORP		2,097.45
069231	06/16/23		1358	RIDGEFIELD BOARD OF EDUCATION		25,513.48
069232	06/16/23		1069	RINGWOOD BOARD OF EDUCATION		17,112.60
069233	06/16/23		Z359	RJ COOPER & ASSOCIATES, INC		124.00
069234	06/16/23		I925	Robert Brown		788.77
069235	06/16/23		0267	SAGE EDUCATIONAL ENTERPRISES		6,889.86
069236	06/16/23		M504	SAL ELECTRIC CO., INC		1,024.90
069237	06/16/23		2251	SCHOLASTIC CLASSROOM MAGAZINES		164.84
069238	06/16/23		2000	SCHOOL HEALTH CORP.		1,498.30
069239	06/16/23		1579	SCHOOL SPECIALTY, INC.		1,826.40
069240	06/16/23		1579	SCHOOL SPECIALTY, LLC		11,857.61
069241	06/16/23		0925	SD GAMEDAY, LLC.		125.00
069242	06/16/23		0800	SHAW'S COMPLETE SECURITY		1,115.65
069243	06/16/23		U167	SILVERGATE PREPARATORY SCHOOL LIMITED LI		960.00
069244	06/16/23		P398	SOR CONSULTING ENGINEERS, INC		9,901.50
069245	06/16/23		2322	SOUTH BERGEN JOINTURE COMM.		116,474.74
069246	06/16/23		J877	ST. PETERS UNIVERSITY		1,240.00
069247	06/16/23		2070	STANS SPORTS CENTER		11,699.40
069250	06/16/23		K581	STAPLES, INC / ED DATA		1,900.34
069251	06/16/23		L145	STAVASH, JARED		48.00
069252	06/16/23		2460	STERICYCLE, INC		486.21
069253	06/16/23		M092	TAMKA EDUCATIONAL PRODUCTS, LLC		4,750.00

Starting date 6/1/2023 Ending date 6/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069254	06/16/23		1612	TEACHING STRATEGIES, LLC		6,071.40
069255	06/16/23		0255	THE COSTUMER, INC.		1,599.65
069256	06/16/23		E214	THE CRAIG SCHOOL		6,189.00
069257	06/16/23		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN		4,431.05
069258	06/16/23		W488	THERAPY ASSOCIATES ABA SERVICES LLC		14,982.50
069259	06/16/23		C096	TRI-COUNTY BEHAVIORAL CARE, LLC		21,600.00
069260	06/16/23		7808	TRUGREEN		1,120.00
069261	06/16/23		P887	VALLEY MEDICAL GROUP		181.00
069262	V 06/16/23	06/26/23	2156	VANDERBECK, C.J. & SON INC	PAID WITH CHECK 069116	
069263	06/16/23		0639	VEOLIA WATER OF NEW JERSEY		4,025.01
069264	06/16/23		4454	VERIZON		5,272.61
069265	06/16/23		M199	VIDAL, MARCUS		48.00
069266	06/16/23		4427	W.B. MASON CO., INC.		3,558.53
069267	06/16/23		0526	WAGE WORKS INC		50.00
069268	06/16/23		E264	WAKABAYASHI, ROSARIO		215.00
069269	06/16/23		0209	WARD'S NATURAL SCIENTIFIC		73.37
069270	06/16/23		E311	WELL BEING THERAPY CENTER		1,500.00
069271	06/16/23		M704	WINDSOR BERGEN ACADEMY INC		4,866.00
069272	06/16/23		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS		1,140.00
069273	H 06/20/23		6351	COSTCO	KEYS COSTCO HAND CHECK	465.34
069274	06/20/23		1265	PCL SOLUTIONS INC		128,706.98
069275	06/20/23		4591	BERGEN ACADEMIES AUDITORIUM		3,250.00
069276	06/27/23		5784	FUN TIME ENTERTAINMENT LLC		700.00
069277	06/27/23		J868	THE ICE CREAM LADY LLC		270.00
069279	06/29/23		4625	PETTY CASH/BOARD OF EDUCATION		1,019.83
069280	06/29/23		4625	PETTY CASH/BOARD OF EDUCATION		13.15
069308	06/30/23		0180	BERGEN COUNTY SPECIAL SERVICES		109,345.93
069309	06/30/23		1626	BERGEN COUNTY TECHNICAL SCHOOLS		287,866.30
069374	06/30/23		1579	SCHOOL SPECIALTY, LLC		35.56
069379	06/28/23		G601	SOCIAL STRIDES		3,813.75
069381	06/28/23		2322	SOUTH BERGEN JOINTURE COMM.		119,078.82
069467	06/28/23		9153	HOUGHTON MIFFLIN HARCOURT/PREK-5TH		20,137.50
620231	H 06/20/23		N073	CN FINANCING	THIS WAS DONE AS AN ACH PA	177,147.12
A63917	06/15/23		PAY	HASBROUCK HEIGHTS PAYROLL		1,185,677.64
A64066	06/30/23		PAY	HASBROUCK HEIGHTS PAYROLL		837,742.01
A64078	06/30/23		PAY	HASBROUCK HEIGHTS PAYROLL		275,034.87
A64105	06/30/23		1159	STATE OF NJ HEALTH BENEFITS	JUNE HEALTH BENEFITS	427,880.93
A64106	06/30/23		7269	HASBROUCK HEIGHTS PR AGENCY		111,589.97
A64109	06/30/23		0271	PRUDENTIAL RETIREMENT(DCRP)	JUN DCRP	3,842.80

Starting date 6/1/2023 Ending date 6/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
A64110	06/30/23		7269	HASBROUCK HEIGHTS PR AGENCY	Agency EFT	57,195.90

Fund Totals

10	General Funds	\$111,589.97
11	GENERAL FUND	\$3,774,564.57
12	Capital Outlay	\$323,128.96
20	Special Revenue Fund	\$237,144.45
60	Enterprise Fund	\$103,503.55
95	STUDENT ACTIVITY	\$52,672.21
Total for all checks listed		\$4,602,603.71

Prepared and submitted by:

Robert Brown

Board Secretary

6/30/23

Date

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

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$3,207,642.44
102-106	Cash Equivalents		\$1,167.02
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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		\$2,644,358.00

Accounts Receivable:

132	Interfund	\$2,293.00	
141	Intergovernmental - State	\$743,815.93	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$746,108.93

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$6,599,276.39

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$701,590.34
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$701,590.34

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

Page 3 of 40
08/08/23 08:11

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$3,127,153.63

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$3,386,903.01	
604	Add: Increase in Capital Reserve	\$3,000.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	(\$1,900,000.00)	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$1,489,903.01
762	Reserve for Adult Education		\$974,201.54
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$200,000.00	
606	Add: Increase in Maintenance Reserve	\$500.00	
310	Less: Bud. w/d from Maintenance Reserve	(\$792,271.00)	(\$591,771.00)
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$4,999,487.18

Unappropriated:

770	Fund balance, July 1	\$698,198.87
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance

\$5,897,686.05

Total liabilities and fund equity

\$6,599,276.39

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$3,000.00	(\$3,386,903.01)	\$3,389,903.01
Less - Withdrawal from reserve	(\$1,900,000.00)	(\$1,900,000.00)	\$0.00
Subtotal	<u>(\$1,897,000.00)</u>	<u>(\$5,286,903.01)</u>	<u>\$3,389,903.01</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$1,897,000.00)</u>	<u>(\$5,286,903.01)</u>	<u>\$3,389,903.01</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$500.00	(\$200,000.00)	\$200,500.00
Less - Withdrawal from reserve	(\$792,271.00)	(\$792,271.00)	\$0.00
Subtotal	<u>(\$2,688,771.00)</u>	<u>(\$6,279,174.01)</u>	<u>\$3,590,403.01</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>(\$2,688,771.00)</u>	<u>(\$6,279,174.01)</u>	<u>\$3,590,403.01</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$2,688,771.00)</u>	<u>(\$6,279,174.01)</u>	<u>\$3,590,403.01</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$2,688,771.00)</u>	<u>(\$6,279,174.01)</u>	<u>\$3,590,403.01</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$2,688,771.00)</u>	<u>(\$6,279,174.01)</u>	<u>\$3,590,403.01</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>(\$2,688,771.00)</u>	<u>(\$6,279,174.01)</u>	<u>\$3,590,403.01</u>
Less: Adjustment for prior year	\$2,688,771.00	\$2,688,771.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$3,590,403.01)</u>	<u>\$3,590,403.01</u>

Prepared and submitted by :

Robert Brown

Board Secretary

6/30/23

Date

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	32,181,665	0	32,181,665	32,443,313		(261,648)
00520	SUBTOTAL – Revenues from State Sources	3,504,607	3,661	3,508,268	3,339,723	Under	168,545
00570	SUBTOTAL – Revenues from Federal Sources	29,079	0	29,079	49,073		(19,994)
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		35,715,851	3,661	35,719,512	35,832,109		(112,597)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,519,647	400,698	10,920,345	10,769,041	(10,658)	161,962
10300	Total Special Education - Instruction	3,578,202	(376,107)	3,202,095	3,171,243	0	30,852
11160	Total Basic Skills/Remedial – Instruct.	215,650	(108,442)	107,208	106,323	0	885
12160	Total Bilingual Education – Instruction	219,533	(547)	218,986	207,580	0	11,406
17100	Total School-Sponsored Co/Extra Curricul	277,460	13,829	291,289	270,772	131	20,385
17600	Total School-Sponsored Athletics – Instr	574,170	17,323	591,493	565,827	9,351	16,314
20620	Total Summer School	83,500	(20,742)	62,758	60,966	0	1,792
29180	Total Undistributed Expenditures - Instr	3,507,737	(693,430)	2,814,307	2,421,133	6,885	386,289
29680	Total Undistributed Expenditures – Atten	135,755	0	135,755	134,068	0	1,687
30620	Total Undistributed Expenditures – Healt	402,230	(35,872)	366,358	336,943	470	28,945
40580	Total Undistributed Expend – Speech, OT,	1,080,405	(173,284)	907,121	851,551	15,656	39,913
41080	Total Undist. Expend. – Other Supp. Serv	440,805	235,520	676,325	653,741	0	22,584
41660	Total Undist. Expend. – Guidance	755,988	0	755,988	724,702	0	31,286
42200	Total Undist. Expend. – Child Study Team	992,246	5,880	998,126	997,636	0	490
43200	Total Undist. Expend. – Improvement of I	264,723	(49,032)	215,691	211,882	0	3,809
43620	Total Undist. Expend. – Edu. Media Serv.	450,301	32	450,333	420,616	0	29,717
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	680	0	7,320
45300	Support Serv. - General Admin	614,705	7,975	622,680	602,030	12,166	8,484
46160	Support Serv. - School Admin	1,349,669	19,200	1,368,869	1,347,455	65	21,349
47200	Total Undist. Expend. – Central Services	470,698	9,199	479,897	469,081	250	10,566
47620	Total Undist. Expend. – Admin. Info. Tec	211,538	(10,487)	201,051	194,406	221	6,423
51120	Total Undist. Expend. – Oper. & Maint. O	3,223,937	1,514,543	4,738,480	3,595,465	1,068,930	74,084
52480	Total Undist. Expend. – Student Transpor	1,120,892	105,827	1,226,719	1,148,721	20,188	57,811
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,331,418	(81,791)	5,249,627	5,182,052	0	67,575
75880	TOTAL EQUIPMENT	20,467	331,619	352,086	336,685	15,400	0
76260	Total Facilities Acquisition and Constr	2,262,675	82,634	2,345,309	1,040,667	1,297,779	6,863
Total		38,112,351	1,194,542	39,306,893	35,821,269	2,436,835	1,048,789

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		31,998,304	0	31,998,304	31,998,304		0
00190	10-1300	Total Tuition		0	0	0	29,800		(29,800)
00260	10-1910	Rents and Royalties		0	0	0	200		(200)
00300	10-1___	Unrestricted Miscellaneous Revenues		180,361	0	180,361	415,009		(234,648)
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		1,572,195	0	1,572,195	1,572,195		0
00460	10-3176	Equalization Aid		1,438,890	0	1,438,890	1,438,890		0
00470	10-3177	Categorical Security Aid		185,508	0	185,508	185,508		0
00500	10-3___	Other State Aids		0	3,661	3,661	0	Under	3,661
00540	10-4200	Medicaid Reimbursement		29,079	0	29,079	49,073		(19,994)
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				35,715,851	3,661	35,719,512	35,832,109		(112,597)

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers		0	73,255	73,255	58,744	0	14,511
02080	11-110-___-101	Kindergarten – Salaries of Teachers		493,690	2,900	496,590	496,590	0	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,299,027	(22,941)	3,276,086	3,235,216	0	40,870
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		2,379,054	(43,837)	2,335,217	2,335,217	0	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,257,080	242,201	3,499,281	3,498,298	0	982
03000	11-190-1___-106	Other Salaries for Instruction		0	52,040	52,040	52,040	0	0
03020	11-190-1___-320	Purchased Professional – Educational Ser		148,300	(52,931)	95,369	77,225	7,250	10,894
03040	11-190-1___-340	Purchased Technical Services		279,800	(33,056)	246,744	230,233	0	16,511
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		366,176	12,323	378,499	372,599	0	5,900
03080	11-190-1___-610	General Supplies		231,520	143,737	375,257	331,438	2,230	41,589
03100	11-190-1___-640	Textbooks		49,000	24,436	73,436	73,239	(20,138)	20,334
03120	11-190-1___-8___	Other Objects		16,000	2,571	18,571	8,201	0	10,370
04500	11-204-100-101	Salaries of Teachers		140,520	0	140,520	140,520	0	0
04520	11-204-100-106	Other Salaries for Instruction		103,080	0	103,080	102,080	0	1,000
04600	11-204-100-610	General Supplies		1,000	0	1,000	233	0	767
04620	11-204-100-640	Textbooks		500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers		2,450,602	(295,864)	2,154,738	2,154,413	0	325
07020	11-213-100-106	Other Salaries for Instruction		539,920	15,235	555,155	550,753	0	4,403
07100	11-213-100-610	General Supplies		8,000	0	8,000	1,823	0	6,177
08500	11-216-100-101	Salaries of Teachers		173,500	(62,302)	111,198	111,198	0	0
08520	11-216-100-106	Other Salaries for Instruction		104,080	(35,495)	68,585	68,585	0	0
08600	11-216-100-6___	General Supplies		2,000	2,319	4,319	3,765	0	554
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	37,874	0	17,126
11000	11-230-100-101	Salaries of Teachers		215,150	(108,442)	106,708	106,225	0	483
11100	11-230-100-610	General Supplies		500	0	500	98	0	402
12000	11-240-100-101	Salaries of Teachers		217,833	0	217,833	207,107	0	10,726

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12100	11-240-100-610	General Supplies	1,500	(547)	953	473	0	480
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	252,460	12,129	264,589	245,365	0	19,223
17040	11-401-100-6__	Supplies and Materials	16,000	1,500	17,500	17,129	0	371
17060	11-401-100-8__	Other Objects	9,000	200	9,200	8,279	131	790
17500	11-402-100-1__	Salaries	377,170	(8,738)	368,432	356,628	0	11,804
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	55,000	27,538	82,538	78,597	169	3,772
17540	11-402-100-6__	Supplies and Materials	105,000	(335)	104,665	94,844	9,182	638
17560	11-402-100-8__	Other Objects	37,000	(1,142)	35,858	35,758	0	100
20000	11-422-100-101	Salaries of Teachers	40,000	(14,822)	25,178	23,749	0	1,429
20020	11-422-100-106	Other Salaries of Instruction	18,000	5,070	23,070	23,070	0	0
20080	11-422-100-3__	Purchased Professional & Technical Servi	25,000	(10,990)	14,010	14,010	0	0
20120	11-422-100-610	General Supplies	500	0	500	138	0	362
29000	11-000-100-561	Tuition to Other LEAs within the State -	15,183	(442)	14,741	14,741	0	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	714,150	(450,520)	263,630	263,630	0	0
29040	11-000-100-563	Tuition to County Voc. School District-R	633,618	4,460	638,077	686,267	0	52,820
29060	11-000-100-564	Tuition to County Voc. School District-S	444,141	7,419	451,560	451,560	0	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	481,147	4,845	485,992	157,440	0	328,552
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,111,334	(287,776)	823,559	818,641	0	4,917
29160	11-000-100-569	Tuition - Other	108,164	28,584	136,748	129,863	6,885	0
29500	11-000-211-1__	Salaries	135,755	0	135,755	134,068	0	1,687
30500	11-000-213-1__	Salaries	327,730	(5,918)	321,812	317,910	0	3,902
30540	11-000-213-3__	Purchased Professional and Technical Ser	60,000	(30,000)	30,000	13,706	0	16,294
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	5,280	0	5,720
30600	11-000-213-8__	Other Objects	3,500	46	3,546	46	470	3,030
40500	11-000-216-1__	Salaries	225,705	0	225,705	225,705	0	0
40520	11-000-216-320	Purchased Professional - Educational Ser	847,700	(177,285)	670,415	617,429	14,844	38,143
40540	11-000-216-6__	Supplies and Materials	6,000	4,000	10,000	8,418	812	770
40560	11-000-216-8__	Other Objects	1,000	0	1,000	0	0	1,000
41000	11-000-217-1__	Salaries	440,805	(1,821)	438,984	421,979	0	17,004
41020	11-000-217-320	Purchased Professional - Educational Ser	0	237,341	237,341	231,761	0	5,580
41500	11-000-218-104	Salaries of Other Professional Staff	753,238	0	753,238	722,549	0	30,689
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	(437)	313	313	0	0
41640	11-000-218-8__	Other Objects	1,250	1,187	2,437	1,840	0	597
42000	11-000-219-104	Salaries of Other Professional Staff	861,310	5,847	867,157	866,921	0	236
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	117,936	0	117,936	117,936	0	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	4,000	1,500	5,500	5,500	0	0
42160	11-000-219-6__	Supplies and Materials	7,000	(1,467)	5,533	5,291	0	242
42180	11-000-219-8__	Other Objects	2,000	0	2,000	1,988	0	12

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43020	11-000-221-104	Salaries of Other Professional Staff	259,223	(49,032)	210,191	209,982	0	209
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	0	0	3,000
43180	11-000-221-8__	Other Objects	2,500	0	2,500	1,900	0	600
43500	11-000-222-1__	Salaries	430,601	32	430,633	411,304	0	19,329
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	(3,000)	3,000	0	0	3,000
43580	11-000-222-6__	Supplies and Materials	13,000	2,500	15,500	8,825	0	6,675
43600	11-000-222-8__	Other Objects	700	500	1,200	487	0	713
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	8,000	0	8,000	680	0	7,320
45000	11-000-230-1__	Salaries	308,886	0	308,886	308,886	0	0
45040	11-000-230-331	Legal Services	75,000	(17,483)	57,517	54,992	0	2,525
45060	11-000-230-332	Audit Fees	38,588	(1,088)	37,500	37,500	0	0
45100	11-000-230-339	Other Purchased Professional Services	0	17,975	17,975	9,601	8,374	0
45120	11-000-230-340	Purchased Technical Services	15,050	2,295	17,345	16,516	829	0
45140	11-000-230-530	Communications/Telephone	74,325	9,799	84,124	77,047	2,663	4,413
45160	11-000-230-585	BOE Other Purchased Services	2,500	(1,500)	1,000	967	0	33
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	61,888	500	62,388	62,304	0	84
45200	11-000-230-610	General Supplies	7,000	(2,104)	4,896	4,200	0	696
45260	11-000-230-890	Miscellaneous Expenditures	16,073	(418)	15,655	15,355	300	0
45280	11-000-230-895	BOE Membership Dues and Fees	15,395	0	15,395	14,662	0	733
46000	11-000-240-103	Salaries of Principals/Assistant Princip	879,866	400	880,266	880,266	0	0
46020	11-000-240-104	Salaries of Other Professional Staff	146,936	0	146,936	146,936	0	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	266,867	(400)	266,467	257,640	0	8,827
46120	11-000-240-6__	Supplies and Materials	40,000	(3,800)	36,200	27,174	65	8,961
46140	11-000-240-8__	Other Objects	16,000	23,000	39,000	35,439	0	3,561
47000	11-000-251-1__	Salaries	440,698	8,901	449,599	449,599	0	0
47040	11-000-251-340	Purchased Technical Services	16,500	0	16,500	9,706	0	6,794
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	500	0	500	0	0	500
47100	11-000-251-6__	Supplies and Materials	10,000	(1,203)	8,798	5,652	250	2,896
47180	11-000-251-890	Other Objects	3,000	1,500	4,500	4,124	0	376
47500	11-000-252-1__	Salaries	107,038	0	107,038	107,038	0	0
47540	11-000-252-340	Purchased Technical Services	4,000	(4,000)	0	0	0	0
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	50,000	12,387	62,387	62,386	0	1
47580	11-000-252-6__	Supplies and Materials	50,000	(18,874)	31,126	24,831	221	6,074
47600	11-000-252-8__	Other Objects	500	0	500	152	0	348
48500	11-000-261-1__	Salaries	126,531	41	126,572	126,571	0	1
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	510,000	1,258,216	1,768,216	815,615	952,601	0
48540	11-000-261-610	General Supplies	15,000	(8,500)	6,500	286	0	6,214
48560	11-000-261-8__	Other Objects	500	0	500	0	0	500
49000	11-000-262-1__	Salaries	968,628	(4,697)	963,931	958,869	0	5,062
49020	11-000-262-107	Salaries of Non-Instructional Aides	170,230	19,503	189,733	189,733	0	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	150,000	67,632	217,632	217,459	173	0

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49120	11-000-262-490	Other Purchased Property Services	55,000	(11,182)	43,818	36,323	0	7,495
49140	11-000-262-520	Insurance	206,910	20,535	227,445	222,980	0	4,465
49160	11-000-262-590	Miscellaneous Purchased Services	7,000	36,475	43,475	42,097	0	1,378
49180	11-000-262-610	General Supplies	175,000	36,367	211,367	185,629	0	25,738
49200	11-000-262-621	Energy (Natural Gas)	125,000	(45,000)	80,000	51,309	28,691	0
49220	11-000-262-622	Energy (Electricity)	240,000	67,500	307,500	255,640	40,893	10,967
49280	11-000-262-8__	Other Objects	16,000	0	16,000	15,474	0	526
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	90,000	35,558	125,558	93,982	26,323	5,253
50060	11-000-263-610	General Supplies	1,000	0	1,000	58	0	942
50080	11-000-263-8__	Other Objects	250	0	250	0	0	250
51000	11-000-266-1__	Salaries	92,444	0	92,444	92,444	0	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	200,000	(20,000)	180,000	179,309	0	691
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	73,194	34,785	107,979	104,239	0	3,740
51060	11-000-266-610	General Supplies	1,000	27,109	28,109	7,210	20,249	650
51080	11-000-266-8__	Other Objects	250	200	450	238	0	212
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -	40,000	8,355	48,355	48,355	0	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	5,000	(5,000)	0	0	0	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	15,000	(474)	14,526	11,258	0	3,268
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter	11,000	1,651	12,651	12,264	0	387
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	60,000	16,835	76,835	76,720	0	115
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	18,863	215,330	234,193	209,988	4,834	19,371
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	960,029	(130,309)	829,720	782,002	15,353	32,365
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	7,787	0	2,213
52460	11-000-270-8__	Other objects	1,000	(560)	440	347	0	92
71020	11-000-291-220	Social Security Contributions	365,000	9,523	374,523	374,523	0	0
71060	11-000-291-241	Other Retirement Contributions - PERS	424,436	4,153	428,589	426,887	0	1,702
71140	11-000-291-250	Unemployment Compensation	30,000	(30,000)	0	0	0	0
71160	11-000-291-260	Workmen's Compensation	145,000	(4,538)	140,462	140,462	0	0
71180	11-000-291-270	Health Benefits	4,283,249	(115,749)	4,167,501	4,101,925	0	65,576
71200	11-000-291-280	Tuition Reimbursement	40,000	(13,788)	26,212	26,212	0	0
71220	11-000-291-290	Other Employee Benefits	43,733	68,608	112,341	112,044	0	297
73080	12-140-100-73__	Grades 9-12	0	135,374	135,374	135,374	0	0
75080	12-4__-100-73__	School-Sponsored and Other Instructional	0	11,910	11,910	11,910	0	0
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info	0	162,472	162,472	147,072	15,400	0
75720	12-000-262-73__	Undist. Expend. - Custodial Services	0	42,330	42,330	42,330	0	0
75800	12-000-270-733	School Buses - Regular	20,467	(20,467)	0	0	0	0
76080	12-000-400-450	Construction Services	2,255,817	82,634	2,338,451	1,040,667	1,297,779	5
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
Total			38,112,351	1,194,542	39,306,893	35,821,269	2,436,835	1,048,789

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		(\$127,776.05)
102-106	Cash Equivalents		\$184,522.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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	(\$0.83)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	(\$0.83)

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$56,745.12

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$127,776.05)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$69.95
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$403,040.83
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$35,438.43
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$200,915.31
Total liabilities		\$639,464.52

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$464,054.76

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$464,054.76

Unappropriated:

770	Fund balance, July 1	(\$1,046,774.16)
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance (\$582,719.40)

Total liabilities and fund equity \$56,745.12

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	\$0.00	\$0.00	\$0.00

Prepared and submitted by :

Robert Brown

Board Secretary

6/30/23

Date

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	120,000	1,362,550	1,482,550	0	Under	1,482,550
00770	Total Revenues from State Sources	335,000	40,496	375,496	346,791	Under	28,705
00830	Total Revenues from Federal Sources	2,237,375	447,538	2,684,913	854,559	Under	1,830,354
Total		2,692,375	1,850,584	4,542,959	1,201,350		3,341,609
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		54,000	23,483	77,483	40,979	31,550	4,954
84100	Local Projects	0	1,361,100	1,361,100	28,250	168,000	1,164,850
84200	Student Activity Fund	120,000	0	120,000	0	0	120,000
88000	Nonpublic Textbooks	17,000	2,338	19,338	19,325	0	13
88020	Nonpublic Auxiliary Services	103,500	8,026	111,526	86,489	0	25,037
88040	Nonpublic Handicapped Services	98,500	(42,111)	56,389	42,899	0	13,491
88060	Nonpublic Nursing Services	32,000	1,152	33,152	33,149	0	3
88080	Nonpublic Technology Initiative	12,000	306	12,306	12,090	0	216
88136	SDA Emergent Needs & Capital Maint.	0	34,489	34,489	32,235	0	2,254
88140	Other	18,000	5,660	23,660	21,175	0	2,485
88740	Total Federal Projects	2,237,375	433,185	2,670,560	1,467,479	264,505	938,576
Total		2,692,375	1,827,628	4,520,003	1,784,069	464,055	2,271,879

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue	120,000	0	120,000	0	Under	120,000
00740	20-1___	Other Revenue from Local Sources	0	1,362,550	1,362,550	0	Under	1,362,550
00761	20-3257	SDA Emergent Needs & Capital Maint.	0	34,489	34,489	0	Under	34,489
00765	20-32__	Other Restricted Entitlements	335,000	6,007	341,007	346,791		(5,784)
00775	20-441[1-6]	Title I	88,500	119,307	207,807	133,224	Under	74,583
00780	20-445[1-5]	Title II	37,500	26,506	64,006	12,227	Under	51,779
00785	20-449[1-4]	Title III	24,500	23,475	47,975	0	Under	47,975
00790	20-447[1-4]	Title IV	14,500	6,222	20,722	3,300	Under	17,422
00804	20-4419	ARP - IDEA Basic	98,105	0	98,105	20,987	Under	77,118
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)	425,000	143,323	568,323	345,885	Under	222,438
00806	20-4541	ARP ESSER Accel. Learning Coaching Supt	146,263	0	146,263	0	Under	146,263
00807	20-4542	ARP ESSER Evidence Based Summer Enrich	40,000	0	40,000	25,114	Under	14,886
00808	20-4543	ARP ESSER Evidence Based Bynd Sch Day	40,000	0	40,000	0	Under	40,000
00809	20-4544	ARP ESSER NJTSS Mental Health Support	45,000	0	45,000	19,000	Under	26,000
00814	20-4540	ARP - ESSER	1,082,061	0	1,082,061	102,747	Under	979,314
00823	20-4534	CRRSA Act - ESSER II	91,290	99,494	190,784	192,075		(1,291)
00824	20-4535	CRRSA Act - Learning Acceleration Grant	30,898	(11,612)	19,286	0	Under	19,286
00825	20-4___	Other	28,758	40,824	69,582	0	Under	69,582
00826	20-4536	CRRSA Act - Mental Health Grant	45,000	0	45,000	0	Under	45,000
Total			2,692,375	1,850,584	4,542,959	1,201,350		3,341,609

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
			54,000	23,483	77,483	40,979	31,550	4,954
84100	20-___-___-___	Local Projects	0	1,361,100	1,361,100	28,250	168,000	1,164,850
84200	20-475-___-___	Student Activity Fund	120,000	0	120,000	0	0	120,000
88000	20-501-___-___	Nonpublic Textbooks	17,000	2,338	19,338	19,325	0	13
88020	20-50[-2-5]-___	Nonpublic Auxiliary Services	103,500	8,026	111,526	86,489	0	25,037
88040	20-50[-6-8]-___	Nonpublic Handicapped Services	98,500	(42,111)	56,389	42,899	0	13,491
88060	20-509-___-___	Nonpublic Nursing Services	32,000	1,152	33,152	33,149	0	3
88080	20-510-___-___	Nonpublic Technology Initiative	12,000	306	12,306	12,090	0	216
88136	20-492-___-___	SDA Emergent Needs & Capital Maint.	0	34,489	34,489	32,235	0	2,254
88140	20-___-___-___	Other	18,000	5,660	23,660	21,175	0	2,485
88500	20-___-___-___	Title I	88,500	137,692	226,192	156,797	17,618	51,778
88520	20-___-___-___	Title II	37,500	26,454	63,954	18,909	29,934	15,111
88540	20-___-___-___	Title III	24,500	973	25,473	5,040	2,126	18,307
88560	20-___-___-___	Title IV	14,500	(4,962)	9,538	7,468	1,030	1,040
88620	20-___-___-___	I.D.E.A. Part B (Handicapped)	425,000	143,323	568,323	453,788	45,850	68,685
88641	20-223-___-___	ARP-IDEA Basic Grant Program	90,394	0	90,394	29,862	0	60,532
88642	20-224-___-___	ARP-IDEA Preschool Grant Program	7,711	0	7,711	0	0	7,711
88678	20-477-___-___	CARES Act Education Stabilization Fund	26,400	(26,400)	0	0	0	0
88700	20-___-___-___	Other	2,358	68,224	70,582	70,350	0	232
88709	20-483-___-___	CRRSA Act - ESSER II Grant Program	91,290	99,494	190,784	157,667	6,865	26,251

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 20 Special Revenue Fund

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88710	20-484-___-___	CRRSA Act - Learning Acceleration Grant	30,898	(11,612)	19,286	2,600	0	16,686
88711	20-485-___-___	CRRSA Act - Mental Health Grant	45,000	0	45,000	45,000	0	0
88713	20-487-___-___	ARP-ESSER Grant Program	1,082,061	0	1,082,061	447,985	161,082	472,994
88714	20-488-___-___	ARP ESSER Accel. Learning Coaching Supt	146,263	0	146,263	0	0	146,263
88715	20-489-___-___	ARP ESSER Evidence Based Summer Enrich	40,000	0	40,000	25,114	0	14,886
88716	20-490-___-___	ARP ESSER Evidence Based Bynd Sch Day	40,000	0	40,000	0	0	40,000
88717	20-491-___-___	ARP ESSER NJTSS Mental Health Support	45,000	0	45,000	46,900	0	(1,900)
Total			2,692,375	1,827,628	4,520,003	1,784,069	464,055	2,271,879

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$318,053.62
102-106	Cash Equivalents		\$590,097.55
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$908,151.17

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$2,293.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$725,039.23
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$727,332.23

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 Capital Projects Fund

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$1,863,820.01
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$1,863,820.01
Unappropriated:			
770	Fund balance, July 1		(\$1,683,001.07)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$180,818.94
	Total liabilities and fund equity		\$908,151.17

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	\$0.00	\$0.00	\$0.00

Prepared and submitted by :

Polat Brown

Board Secretary

6/30/23

Date

Starting date 7/1/2022 Ending date 6/30/2023 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	145		(145)
Total		0	0	0	145		(145)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	1,734,975	1,734,975	1,433,631	301,345	0
Total		0	1,734,975	1,734,975	1,433,631	301,345	0

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 30 Capital Projects Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	145		(145)
Total	0	0	0	145		(145)

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89080 30-000-4__-45_ Construction Services	0	1,734,975	1,734,975	1,433,631	301,345	0
Total	0	1,734,975	1,734,975	1,433,631	301,345	0

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 40 Debt Service Fund

Assets and Resources

Assets:		
101	Cash in bank	(\$563.75)
102-106	Cash Equivalents	\$0.00
108	Impact Aid Reserve (General)	\$0.00
109	Impact Aid Reserve (Capital)	\$0.00
111	Investments	\$0.00
112	Unamortized Premums on Investments	\$0.00
113	Unamortized Discounts on Investments	\$0.00
114	Interest Receivable on Investments	\$0.00
115	Accrued Interest on 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
161	Bond Proceeds Receivable	\$0.00
171	Inventories for Consumption	\$0.00
172	Inventories for Resale	\$0.00
181	Prepaid Expenses	\$0.00
191	Deposits	\$0.00
192	Deferred Expenditures	\$0.00
199, xxx	Other Current Assets	\$0.00
Resources:		
301	Estimated Revenues	\$0.00
302	Less Revenues	\$0.00 \$0.00

Total assets and resources (\$563.75)

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$563.75)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

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

Page 25 of 40
08/08/23 08:11

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 40 Debt Service Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
---------	--------------------------	--------

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$0.00

Unappropriated:

770	Fund balance, July 1	(\$563.75)
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	(\$563.75)
--------------------	------------

Total liabilities and fund equity	(\$563.75)
-----------------------------------	------------

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback 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>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition 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>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising 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>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
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>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
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>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

Robert Brown

Board Secretary

6/30/23

Date

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	808,775	0	808,775	808,775		0
0093A	Other	240,155	0	240,155	240,155		0
Total		1,048,930	0	1,048,930	1,048,930		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	1,049,494	0	1,049,494	1,049,494	0	0
Total		1,049,494	0	1,049,494	1,049,494	0	0

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	808,775	0	808,775	808,775		0
00890	40-3160	Debt Service Aid Type II	240,155	0	240,155	240,155		0
Total			1,048,930	0	1,048,930	1,048,930		0

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	109,494	0	109,494	109,494	0	0
89620	40-701-510-910	Redemption of Principal	940,000	0	940,000	940,000	0	0
Total			1,049,494	0	1,049,494	1,049,494	0	0

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$994,236.37
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$4,399.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$998,635.37

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$110,421.02
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$105,569.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$215,990.02

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

**Page 31 of 40
08/08/23 08:11**

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$98,535.81
---------	--------------------------	-------------

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$98,535.81

Unappropriated:

770	Fund balance, July 1	\$684,109.54
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	\$782,645.35
--------------------	---------------------

Total liabilities and fund equity	<u>\$998,635.37</u>
-----------------------------------	----------------------------

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

Page 32 of 40
08/08/23 08:11

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback 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>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition 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>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising 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>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
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>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
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>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

Robert Brown

Board Secretary

6/30/23

Date

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	1,130,103	1,130,103	1,158,302		(28,199)
Total		0	1,130,103	1,130,103	1,158,302		(28,199)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	1,280,103	1,280,103	1,001,540	98,536	180,027
Total		0	1,280,103	1,280,103	1,001,540	98,536	180,027

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	1,130,103	1,130,103	1,158,302		(28,199)
Total	0	1,130,103	1,130,103	1,158,302		(28,199)
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	260,387	260,387	89,801	94,887	75,699
99999	0	1,019,716	1,019,716	911,740	3,649	104,328
Total	0	1,280,103	1,280,103	1,001,540	98,536	180,027

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$141,783.41
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$141,783.41

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$7,450.99
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$7,450.99

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

Page 37 of 40
08/08/23 08:11

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$369.95
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$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
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$369.95
Unappropriated:			
770	Fund balance, July 1		\$133,962.47
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$134,332.42
	Total liabilities and fund equity		\$141,783.41

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback 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>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition 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>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising 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>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
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>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
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>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

Robert Brown

Board Secretary

6/30/23

Date

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	106,333	189,336	295,669	189,336	Under	106,333
Total	106,333	189,336	295,669	189,336		106,333

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	106,333	182,371	288,704	174,088	370	114,247
Total	106,333	182,371	288,704	174,088	370	114,247

Starting date 7/1/2022 Ending date 6/30/2023 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	106,333	189,336	295,669	189,336	Under	106,333
Total	106,333	189,336	295,669	189,336		106,333

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	106,333	182,371	288,704	174,088	370	114,247
Total	106,333	182,371	288,704	174,088	370	114,247

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

June 30, 2023

	Cash Balance June-23	Cash Receipts June-23	Cash Disbursements June-23	Cash Balance June-23
General Fund - 10	7,305,515.14	111,410.80	(4,209,283.50)	3,207,642.44
Special Revenue Fund - 20	(184,702.60)	294,071.00	(237,144.45)	(127,776.05)
Capital Projects Fund - 30	318,053.62	0.00	0.00	318,053.62
Debt Service Fund - 40	(563.75)	0.00	0.00	(563.75)
Enterprise Fund - 60	993,593.82	104,146.10	(103,503.55)	994,236.37
Total	8,431,896.23	509,627.90	(4,549,931.50)	4,391,592.63
Payroll Account	12,416.09	1,815,968.52	(1,818,298.10)	10,086.51
Payroll Agency Account	13,963.26	1,460,598.27	(1,454,820.66)	19,740.87
Unemployment Account	92,721.92	380.37	(399.43)	92,702.86
Summer Escrow Account	377,352.07	41,101.08	(417,344.63)	1,108.52
Flexible Spending Account	609.73	2.51		612.24
Grand Total	8,928,959.30	3,827,678.65	(8,240,794.32)	4,515,843.63



Chief School Administrator

6/30/23

Date

Start date 6/1/2023

End date 6/30/2023

08/08/23 09:41

Date		Tr Num	Transfer Description	Budget Account		Before	Transfer	After
06/05/2023	1135	Maintenance Transfer	11-000-261-420-20-07-01 11-000-262-420-19-07-01	CLEAN REPAIR MAINT SVCS CLEAN REPAIR MAINT SVCS	1,733,976.00 240,690.16	20,000.00 (20,000.00)	1,753,976.00 220,690.16	
					Transfer # 1135	0.00	Net Change	
06/20/2023	1140	Account Transfer	11-000-262-107-00-01-00 11-000-262-490-22-07-23 11-000-262-622-00-07-00 11-000-270-160-00-01-01 11-140-100-101-01-01-19 11-000-262-420-19-07-01 11-000-262-520-00-01-01 11-000-270-515-00-01-00 * 11-000-291-270-30-01-93	SALARIES OF NON-INSTRUCT AIDES OTHER PURCHASED PROP SEV ENERGY (ELECTRICITY) SAL.PUPIL TRAN-REG (H&S) SALARIES OF TEACHERS - SUBS CLEAN REPAIR MAINT SVCS INSURANCE CONTR SERV-SPEC ED-JOINT AGREE HEALTH BENEFITS	167,390.00 3,000.00 40,000.00 45,000.00 357,000.00 220,690.16 232,766.00 851,062.00 3,974,778.00	2,321.01 250.00 3,000.00 1,342.09 15,744.62 (250.00) (5,321.01) (1,342.09) (15,744.62)	169,711.01 3,250.00 43,000.00 46,342.09 372,744.62 220,440.16 227,444.99 849,719.91 3,949,886.93	
					Transfer # 1140	0.00	Net Change	
06/20/2023	1141	Account Transfer	11-216-100-106-00-04-00 11-401-100-100-00-02-38 11-401-100-100-00-03-38 * 11-000-291-270-30-01-93 11-240-100-610-00-01-45 11-402-100-610-00-02-00 11-402-100-890-00-02-00 11-422-100-500-00-01-00	OTHER SALARIES FOR INSTRUCTION PERSONAL SERVICES SAL PERSONAL SERVICES SAL HEALTH BENEFITS GENERAL SUPPLIES GENERAL SUPPLIES OTHER OBJECTS OTHER PURCHASED SERVICES	64,160.00 140,277.00 29,613.00 3,974,778.00 1,500.00 106,582.79 37,000.00 18,432.00	546.70 1,647.59 10,481.01 (4,646.45) (546.70) (1,917.99) (1,142.16) (4,422.00)	64,706.70 141,924.59 40,094.01 3,949,886.93 953.30 104,664.80 35,857.84 14,010.00	
					Transfer # 1141	0.00	Net Change	
06/20/2023	1142	Account Transfer	* 11-213-100-106-00-05-00 * 11-213-100-106-00-02-00	OTHER SALARIES FOR INSTRUCTION OTHER SALARIES FOR INSTRUCTION	206,160.00 102,080.00	15,205.00 (15,205.00)	221,365.80 86,874.20	
					Transfer # 1142	0.00	Net Change	
06/20/2023	1143	Account Transfer	* 11-213-100-106-00-05-00 * 11-213-100-106-00-02-00	OTHER SALARIES FOR INSTRUCTION OTHER SALARIES FOR INSTRUCTION	206,160.00 102,080.00	0.80 (0.80)	221,365.80 86,874.20	
					Transfer # 1143	0.00	Net Change	
06/20/2023	1147	Account Transfer	11-000-230-590-03-01-91 11-000-291-241-00-01-01 11-000-230-332-16-01-92 * 11-000-291-270-30-01-93	MISC. PURCHASED SERVICES OTHER RETIRE. CONTR REG AUDIT FEES HEALTH BENEFITS	62,188.00 424,436.00 38,588.00 3,974,778.00	200.00 4,500.00 (200.00) (4,500.00)	62,388.00 428,936.00 38,388.00 3,949,886.93	
					Transfer # 1147	0.00	Net Change	
06/20/2023	1148	Graduation Raindate	11-000-240-890-15-02-37 11-000-240-610-03-02-37	MISCELLANEOUS EXPENDITURE GENERAL SUPPLIES	26,000.00 15,099.90	4,000.00 (4,000.00)	30,000.00 11,099.90	
					Transfer # 1148	0.00	Net Change	
06/21/2023	1198	Rental of Auditorium	11-000-240-890-15-02-37 11-000-240-890-15-05-37	MISCELLANEOUS EXPENDITURE MISCELLANEOUS EXPENDITURE	30,000.00 3,000.00	615.75 (615.75)	30,615.75 2,384.25	
					Transfer # 1198	0.00	Net Change	
06/22/2023	1149	Concrete Testing	11-000-230-340-00-01-91	PURCHASED TECHNICAL SVCS	15,050.00	2,294.68	17,344.68	

Start date 6/1/2023

End date 6/30/2023

08/08/23 09:41

Date	Tr Num	Transfer Description	Budget Account	Before	Transfer	After
06/22/2023	1149	Concrete Testing	11-000-230-332-16-01-92 AUDIT FEES	38,388.00	(888.00)	37,500.00
			11-000-230-610-03-01-91 GENERAL SUPPLIES	6,700.00	(988.55)	5,711.45
			11-000-230-890-03-01-91 MISCELLANEOUS EXPENDITURE	16,073.00	(418.13)	15,654.87
				Transfer # 1149	0.00	Net Change
06/26/2023	1178	Robert Brown Bond	11-000-251-890-00-01-93 MISCELLANEOUS EXPENDITURE	3,000.00	1,500.00	4,500.00
			11-000-251-610-00-01-93 GENERAL SUPPLIES	10,297.50	(1,500.00)	8,797.50
				Transfer # 1178	0.00	Net Change
06/26/2023	1180	Increase Transportation	* 11-000-270-513-00-00-50 CONTRA SERV (HOM/SCH)JOIN	184,193.00	30,000.00	234,193.00
			11-000-216-320-00-01-55 PURCH. PROF. - ED SERV	700,415.33	(30,000.00)	670,415.33
				Transfer # 1180	0.00	Net Change
06/26/2023	1182	Adjust Tuition	11-000-100-564-00-01-00 TUITION COUNTY VOC - SPECIAL	351,682.00	50,000.00	401,682.00
			11-000-100-563-00-01-00 TUITION COUNTY VOC-REGULAR	688,077.00	(50,000.00)	638,077.00
				Transfer # 1182	0.00	Net Change
06/26/2023	1183	Adjust Transportation	* 11-000-270-513-00-00-50 CONTRA SERV (HOM/SCH)JOIN	184,193.00	20,000.00	234,193.00
			11-000-270-515-00-01-00 CONTR SERV-SPEC ED-JOINT AGREE	849,719.91	(20,000.00)	829,719.91
				Transfer # 1183	0.00	Net Change
06/26/2023	1184	Payroll Adjustment	11-000-262-107-00-01-00 SALARIES OF NON-INSTRUCT AIDES	169,711.01	15,325.83	185,036.84
			11-130-100-101-00-01-18 SALARIES OF TEACHERS	2,334,267.00	949.80	2,335,216.80
			11-140-100-101-01-01-19 SALARIES OF TEACHERS - SUBS	372,744.62	35,305.83	408,050.45
			11-140-100-101-07-00-00 SALARIES - CURRICULUM WRITING	14,000.00	1,015.00	15,015.00
			11-000-291-270-30-01-93 HEALTH BENEFITS	3,949,886.93	(15,325.83)	3,934,561.10
			11-140-100-101-00-01-19 SALARIES OF TEACHERS	3,107,486.00	(37,270.63)	3,070,215.37
				Transfer # 1184	0.00	Net Change
06/26/2023	1185	Payroll Transfer	11-213-100-101-00-03-54 SALARIES OF TEACHERS	853,365.00	495.57	853,860.57
			11-213-100-106-00-04-00 OTHER SALARIES FOR INSTRUCTION	180,640.00	10,813.70	191,453.70
			11-213-100-106-00-05-00 OTHER SALARIES FOR INSTRUCTION	221,365.80	10,333.00	231,698.80
			11-216-100-106-00-04-00 OTHER SALARIES FOR INSTRUCTION	64,706.70	3,878.00	68,584.70
			11-401-100-100-00-02-38 PERSONAL SERVICES SAL	141,924.59	2,552.38	144,476.97
			11-401-100-100-00-03-38 PERSONAL SERVICES SAL	40,094.01	2,944.00	43,038.01
			11-213-100-106-00-02-00 OTHER SALARIES FOR INSTRUCTION	86,874.20	(5,911.27)	80,962.93
			11-216-100-101-00-04-00 SALARIES OF TEACHERS	130,807.00	(19,609.00)	111,198.00
			11-401-100-100-00-04-38 PERSONAL SERVICES SAL	41,285.00	(5,496.38)	35,788.62
				Transfer # 1185	0.00	Net Change
06/26/2023	1186	Payroll Adjustment	11-000-216-101-00-05-00 SALARIES OF TEACHERS	105,630.00	0.40	105,630.40
			11-000-213-100-00-03-00 SALARIES	71,316.00	(0.40)	71,315.60
				Transfer # 1186	0.00	Net Change
06/27/2023	1190	Payroll Transfer	11-000-219-104-00-03-00 SALARIES OF OTHER PROF STAFF	122,856.00	178.67	123,034.67
			11-000-240-103-00-03-37 SAL PRINCIPALS/ASST PRIN	282,496.00	400.08	282,896.08
			11-000-240-104-00-01-39 SAL OTHER PROF. STAFF	146,936.00	0.16	146,936.16
			11-000-251-100-00-01-93 PERSONAL SERVICES SAL	440,698.00	8,901.41	449,599.41

Start date 6/1/2023

End date 6/30/2023

08/08/23 09:41

Transfers Before / After		Hasbrouck Heights Board of Ed.		Page 3 of 5	
Start date 6/1/2023		End date 6/30/2023		08/08/23 09:41	
Date	Tr Num	Transfer Description	Budget Account	Before	After
06/27/2023	1190	Payroll Transfer			
			11-000-219-104-00-05-00	110,446.00	(178.67)
			11-000-240-105-00-03-37	75,963.00	(0.16)
			11-000-240-105-00-04-37	64,968.00	(400.08)
			11-000-252-600-00-01-01	40,027.00	(8,901.41)
				Transfer # 1190	0.00
					Net Change
06/27/2023	1191	Payroll Transfer			
			11-000-262-104-00-07-01	125,000.00	3,906.32
			11-000-262-107-00-01-00	185,036.84	4,696.23
			11-000-270-160-00-01-01	46,342.09	2,012.50
			11-140-100-101-01-01-19	408,050.45	13,665.31
			11-000-262-110-00-07-21	200,000.00	(8,602.55)
			11-000-270-420-00-01-01	15,978.00	(1,452.09)
			11-000-270-890-00-01-00	1,000.00	(560.41)
			11-140-100-101-00-01-19	3,070,215.37	(12,076.29)
			11-140-100-101-07-02-00	6,000.00	(1,589.02)
				Transfer # 1191	0.00
					Net Change
06/27/2023	1192	Payroll Transfer			
			11-401-100-100-00-02-38	144,476.97	1,377.73
			11-401-100-100-00-03-38	43,038.01	370.30
			11-401-100-100-00-05-38	41,285.00	(1,748.03)
				Transfer # 1192	0.00
					Net Change
06/27/2023	1233	Telephone Transfer			
			* 11-000-230-530-00-01-92	74,325.00	2,315.47
			11-000-270-512-00-01-12	76,200.00	635.00
			11-000-230-585-00-01-00	2,500.00	(1,500.00)
			11-000-230-610-03-01-91	5,711.45	(815.47)
			11-000-270-504-00-01-00	13,286.00	(635.00)
				Transfer # 1233	0.00
					Net Change
06/27/2023	1244	Telephone Transfer			
			11-000-217-320-00-01-00	235,449.00	1,892.44
			* 11-000-230-530-00-01-92	74,325.00	7,483.13
			11-000-240-610-03-02-37	11,099.90	2,276.17
			11-000-217-100-00-02-00	104,151.00	(1,892.44)
			11-000-230-331-00-01-92	65,000.00	(7,483.13)
			11-000-240-610-03-04-37	7,000.00	(2,276.17)
				Transfer # 1244	0.00
					Net Change
06/27/2023	1245	Budget Year End Adjustments			
			11-000-100-564-00-01-00	401,682.00	49,878.40
			11-000-291-220-00-01-93	365,000.00	23,038.46
			11-000-100-561-00-00-00	15,183.00	(442.00)
			11-000-100-562-00-01-00	266,916.00	(3,286.00)
			11-000-100-566-00-01-00	833,960.00	(10,401.50)
			11-000-100-569-00-01-48	150,337.00	(13,589.00)
			11-000-291-270-30-01-93	3,934,561.10	(45,198.36)
				Transfer # 1245	0.00
					Net Change

Start date 6/1/2023

End date 6/30/2023

08/08/23 09:41

Date	Tr Num	Transfer Description	Budget Account	Before	Transfer	After
06/27/2023	1246	Budget Adjustments	11-000-261-420-20-07-01 11-000-262-420-19-07-01 11-000-262-490-22-02-01	1,753,976.00 220,440.16 40,000.00	10,740.13 692.11 (11,432.24)	1,764,716.13 221,132.27 28,567.76
				Transfer # 1246	0.00	Net Change
06/27/2023	1248	Transfer for Textbooks	11-190-100-640-00-04-17 11-190-100-610-00-16-00	20,138.00 42,000.00	20,137.00 (20,137.00)	40,275.00 21,863.00
				Transfer # 1248	0.00	Net Change
06/29/2023	1193	Benefits Transfer	* 11-000-291-290-33-01-93 11-000-291-220-00-01-93 11-000-291-250-00-01-01 11-000-291-260-32-01-93 11-000-291-270-30-01-93 11-000-291-270-31-01-93	63,433.00 388,038.46 1,886.00 143,288.00 3,889,362.74 308,471.00	48,560.51 (13,515.27) (1,886.00) (2,826.00) (26,179.24) (4,154.00)	112,340.76 374,523.19 0.00 140,462.00 3,863,183.50 304,317.00
				Transfer # 1193	0.00	Net Change
06/29/2023	1194	Benefits Transfer	* 11-000-291-290-33-01-93 11-000-291-241-00-01-01	63,433.00 428,936.00	347.25 (347.25)	112,340.76 428,588.75
				Transfer # 1194	0.00	Net Change
06/29/2023	1195	Carpet replacement	11-000-261-420-20-07-01 11-000-262-107-00-01-00 11-000-262-110-00-07-21 11-000-262-420-19-07-01	1,764,716.13 189,733.07 191,397.45 221,132.27	3,500.00 0.40 (0.40) (3,500.00)	1,768,216.13 189,733.47 191,397.05 217,632.27
				Transfer # 1195	0.00	Net Change

Start date 6/1/2023

End date 6/30/2023

08/08/23 09:41

Total Net Change to Budget for Period

0.00

11

GENERAL FUND

0.00

* 'Before' amount = budget before transfer date.
'After' amount = budget on transfer date. This is
also true for multiple transfers with the same
account and date.

Month / Year:

Jun 30, 2023

08/08/23

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) 6/30/2023	% 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	10,519,647	84,935	10,604,582	1,060,458	315,763	2.98%	1,376,221	744,696
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	5,534,595	1,215	5,535,810	553,581	(424,076)	-7.66%	129,505	977,657
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT,, Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricular, Total	11-4XX-X00-XXX	935,130	4,832	939,962	93,996	5,577	0.59%	99,574	88,419
19620 20620	School-Sponsored Athletics - Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional Alternative									
23620 25100	Educato, 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	3,507,737	0	3,507,737	350,774	(693,430)	-19.77%	(342,656)	1,044,204
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	2,736,520	79	2,736,599	273,660	(30,039)	-1.10%	243,620	303,699
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	272,723	0	272,723	27,272	(49,032)	-17.98%	(21,760)	76,304
45300	Support Serv. - General Admin	11-000-230-XXX	614,705	7,975	622,680	62,268	0	0.00%	62,268	62,268
46160	Support Serv. - School Admin	11-000-240-XXX	1,349,669	200	1,349,869	134,987	19,000	1.41%	153,987	115,987
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	682,236	574	682,810	68,281	(1,862)	-0.27%	66,419	70,143
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	3,223,937	208,905	3,432,842	343,284	1,305,638	38.03%	1,648,922	(962,354)
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	1,120,892	0	1,120,892	112,089	105,827	9.44%	217,916	6,262
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,331,418	0	5,331,418	533,142	(81,791)	-1.53%	451,351	614,933
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		35,829,709	308,714	36,138,423	3,613,842	471,575	1.30%	4,085,417	3,142,267

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	
											+ or - Data
							Data	Data	Col1+Col2	Col3 * .1	
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	20,467	340,041	360,508	36,051	(8,422)	-2.34%	27,629	44,473	
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	2,262,675	49,855	2,312,530	231,253	32,779	1.42%	264,032	198,474	
76320	Capital Reserve – Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0	
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0	
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0	
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	3,000	0	3,000	300	0	0.00%	300	300	
76400	TOTAL CAPITAL OUTLAY		2,286,142	389,896	2,676,038	267,604	24,357	0.91%	291,961	243,247	
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		38,115,851	698,610	38,814,461	3,881,446	495,932	1.28%	4,377,378	3,385,514	

Volant Brown

School Business Administrator Signature

6/30/23

Date _____

Six Period Stipends for the 23-24 School Year

Periods:

HS Subjects

of Stipends

HS/MS	Abbatiello, Maria	PE	1,2,3,4,6,8
HS/MS	Ascolese, Joe	Band	0,4,5,6b,7,8
HS	Balestra, Maurizio	Italian/Business	2,3,4,5,6a,8
HS	Bernstein, Lisa	Psychology	1,2,3,5,6a,8
HS	Brooks-Lee, Melanie	Spanish	2,3,4,5,7,8
HS/MS	Cafferty, Beth	Spanish	2,3,4,5,7,8
HS	Cassano, Phillip	Math	1,2,3,6a,7,8
HS/MS	Cebula, Mike	PE	2,3,4,5,6,8
HS	Centrella, Mary	SE/WBL	2,3,4,6,7,8
HS	Clifton, Robert	Physics	1,4,5,6a,7,8
MS	Cocozzo, Zachary	S.S.	1,2,4b,5,6, 8
HS	Danny, Monica	SE/ELA	2,4,5,6a,7,8
HS	Dennehy, Patrick	SE/SS	1,2,4,5,6a,8
MS	DiLascio, Giana	SE/ELA	1,3,4a,5,7,8
MS	DiMartino, Kimberly	ELA	1,2,3,4b,6,7
MS	Drago, Eileen	ELA	1,2,4a,5,6,8
MS	Farquhar, Lori	SE	1,2,4a,5,7,8
HS/MS	Ferranti, Jackilyn	PE	2,3,4,6,7,8
HS/MS	Freund, Kurt	PE	1,2,3,4,7,8
HS	Ismailovski, Tracey	SE/Science	1,2,3,5,6b,8
HS	Krysz, Kirstin	SE/Math/Sci	1,2,3,4,6b,7
MS	Mai, Amanda	SE/ELA	1,3,4a,5,7,8
MS	Mansfield, Sean	SE/S.S.	1,2,3,4b,6,8
HS	McShane, Patrick	SE/ELA	2,3,4,5,6a,7
HS/MS	Miller, Corinne	PE	1,2,4,5,7,8
HS	Monetti, Danielle	ELA	1,3,5,6b,7,8
HS	Palumbo, Mike	SS	2,3,4,6a,7,8
HS	Pellegrino, Chrissy	SE/Math	1,3,4,5,6a,7
HS	Pignatiello, Dan	Chemistry	2,3,4,5,6b,7
HS	Pope, Heather	ELA	1,3,4,6a,7,8
HS	Putkisto, Alexis	Math	1,3,4,5,6a,8
MS	Rad, Melissa	SE/Math	1,2,5,6,7,8
MS	Regan, Dana	SE/ELA	1,2,3,4,6,7
MS	Ricci, Margaret	SE/Science/ELA	1,2,3,4,6,7
MS	Russo, Adriana	SE/Math	1,2,5,6,7,8
MS	Samarelli, Angelina	ELA	1,2,4a,5,6,8
HS/MS	Scano, Alyssa	Music	1,2,3,5,6b,8
HS/MS	Schmarak, Justin	PE	1,2,4,5,6,7
MS	Shannon, Robin	SE/Science	1,3,4a,5,6,8
MS	Shelly, Bette	ELA	1,2,3,4b,6,7
HS	Sherbin, Mike	CS/Math	1,3,5,6b,7,8
HS/MS	Sparacio, Matthew	SE/SS	1,3,4b,5,6,7
HS	Squillace, Maria	Spanish	1,2,3,4,5,7
MS	Sturm, Rhonda	SE/ELA	1,2,3,4a,6,7
HS	Tague, Molly	SE/SS	1,2,4,6a,7,8
HS	Van Dam, John	ELA	1,4,5,6a,7,8
HS	Warren, Mike	SS	1,2,5,6b,7,8
	TOTAL	47	

ELA	3
Math	3
Science	2
Soc Studies	3
Spec. Ed	9
PE	6 shared
Art	0 shared
Music	3 shared
Computer Sci	0
World Lang	4 shared
	31

MS Subjects	# of Stipends
ELA	4
Math	0
Science	0
Soc Studies	1
Spec. Ed	10

# of Stipends	Location
15	Middle School
22	High School
10	Shared Staff

Total # of Stipends X the Cost	TOTAL COST
47 x 3700	173,900

46



**LINCOLN
ELEMENTARY SCHOOL**
302 Burton Avenue
Hasbrouck Heights, NJ
07604



Joseph C. Colangelo, Principal
P: (201)288-2365
E: ColangeloJ@hhschools.org

Home of the Leopards

Attachment H

Daisy Sisco, Secretary
P: (201)393-8182
E: SiscoDai@hhschools.org

The following lunch aides have submitted the attached letters of interest in returning to Lincoln School in 2023-2024:

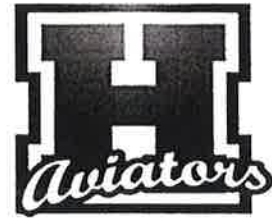
Debbie Cali
Jessica DeRosa
Antoinette DiNardo
Juana DiBisceglie
Jessica Freschi
Rosanna Guido
Karen Heber
Kajal Kumari
Christine McGurran
Claire Norris
Jaclyn Perez
Catherine Romano
Melissa Saccomano
Maryann Stendardo
Treze Shkreli
Maureen Volpe

HEIGHTS: Where Tradition & Innovation Take Flight!



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

I Debbie Cali would like to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

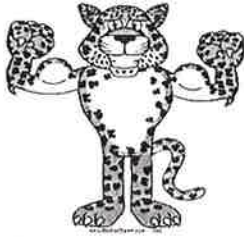
I _____ do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Debbie Cali

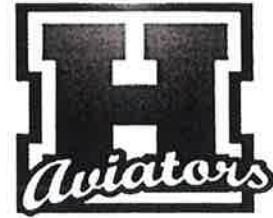
Signature

DEBBIE CALI
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

**LINCOLN
ELEMENTARY SCHOOL**
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

Jessica DeRosa

(Print name)

would like to return as a lunch aide for

the 2023-2024 school year at Lincoln School.

I _____ do not want to return as a lunch aide for

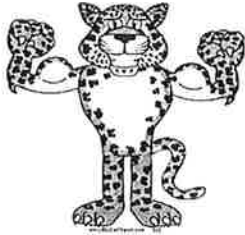
(Print name)

the 2023-2024 school year at Lincoln School.

Jessica DeRosa
Signature

**JESSICA DEROSA
LUNCH AIDE**

HEIGHTS: Where Tradition & Innovation Take Flight!



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

ANTOINETTE DINARDO

(Print name)

would like to return as a lunch aide for

not available for the month of September.

the 2023-2024 school year at Lincoln School.

I _____ do not want to return as a lunch aide for

(Print name)

the 2023-2024 school year at Lincoln School.

Antoinette Dinardo

Signature

ANTOINETTE DINARDO
LUNCH AIDE

HEIGHTS: Where Tradition & Innovation Take Flight!



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

Juana DiBisceglie

(Print name)

would like to return as a lunch aide for

the 2023-2024 school year at Lincoln School.

do not want to return as a lunch aide for

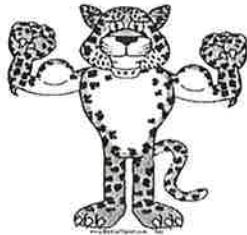
(Print name)

the 2023-2024 school year at Lincoln School.

Juana DiBisceglie
Signature

JUANA DIBISCEGLIE
LUNCH AIDE

HEIGHTS: Where Tradition & Innovation Take Flight!



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

I Jessica Freschi would like to return as a lunch aide for
(Print name)

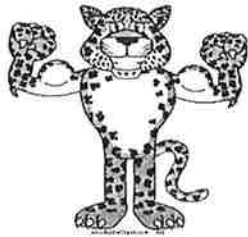
the 2023-2024 school year at Lincoln School.

I _____ do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Jessica Freschi
Signature

JESSICA FRESCHI
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604

Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

I Rose Anna Guido would like to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

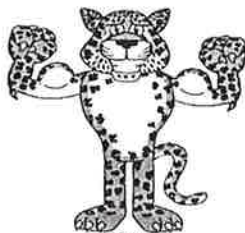
I _____ do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Rose Anna Guido

Signature

ROSANNA GUIDO
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604

Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

I Karen Heber would like to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

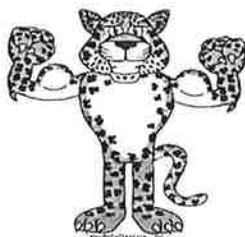
I _____ do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Karen Heber
Signature

KAREN HEBER
LUNCH AIDE

HEIGHTS: Where Tradition & Innovation Take Flight!



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604

Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

I Kajal Kumar would like to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

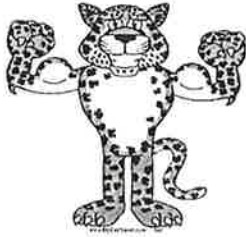
I _____ do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Kajal

Signature

KUMAR KAJAL
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

I Christine McGurran would like to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

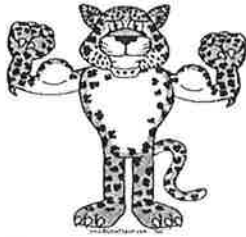
I _____ do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Christine McGurran

Signature

CHRISTINE MCGURRAN
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604

Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

CLAIRE NORRIS

(Print name)

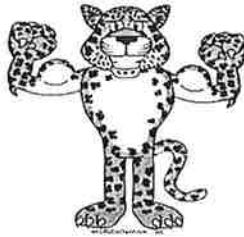
the 2023-2024 school year at Lincoln School.

(Print name)

the 2023-2024 school year at Lincoln School.


Signature

CLAIRE NORRIS
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

I JACLYN PEREZ

(Print name)

would like to return as a lunch aide for

the 2023-2024 school year at Lincoln School.

I _____

(Print name)

do not want to return as a lunch aide for

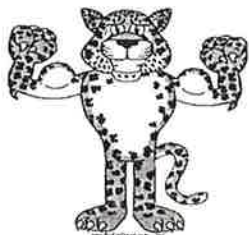
the 2023-2024 school year at Lincoln School.

JACLYN PEREZ

Signature

JACLYN PEREZ
LUNCH AIDE

HEIGHTS: Where Tradition & Innovation Take Flight!



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604

Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

// May 12, 2023 //

Dear Mr. Colangelo,

I CATHERINE ROMANO would like to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

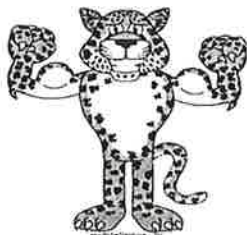
I _____ do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Mrs. Catherine Romano

Signature

CATHERINE ROMANO
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604

Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

Melissa Saccomano

(Print name)

the 2023-2024 school year at Lincoln School.

I _____ do not want to return as a lunch aide for

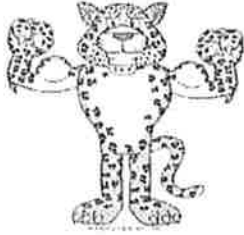
(Print name)

the 2023-2024 school year at Lincoln School.

MS

Signature

MELISSA SACCOMANO
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

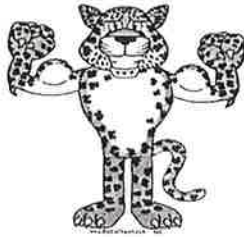
I Maryann Stendardo would like to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

I _____ do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Maryann Stendardo
Signature



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

Terez Shkur

(Print name)

would like to return as a lunch aide for

the 2023-2024 school year at Lincoln School.

(Print name)

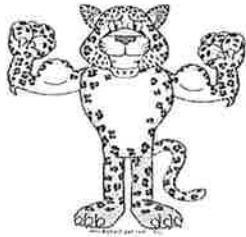
do not want to return as a lunch aide for

the 2023-2024 school year at Lincoln School.

T Shkur

Signature

TREZE SHKRELI
LUNCH AIDE



Joseph C. Colangelo, Principal
P: 201-393-8182
E: ColangeloJ@hhschools.org

LINCOLN
ELEMENTARY SCHOOL
302 Burton Avenue
Hasbrouck Heights, NJ 07604
Home of the Leopards



Daisy Sisco, Secretary
P: 201-288-2365
E: SiscoDai@hhschools.org

May 12, 2023

Dear Mr. Colangelo,

Maureen Volpe would like to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

[Signature] do not want to return as a lunch aide for
(Print name)

the 2023-2024 school year at Lincoln School.

Maureen Volpe

Signature

MAUREEN VOLPE
LUNCH AIDE

<i>SUB TEACHER \$150/PER DIEM</i>
BEVACQUA, ALYSSA
BISCHOFF, MEGHAN
CABALLERO, MAURICE
CALDERON, SHAWN
CALI, NICHOLAS
CAPPADONA, LAUREN
CIMINATA, ALESSANDRO
CONDAL, LINDA
* DIFEO, CAROLYN
EDWARDS, TINA
FACCHINI, NATALIA
FERRERI, JOSEPH
GESWALDO, MADELENE
GIAQUINTO, JENNA
HERRERA-KALEBIC, CAROLINA
IDUMONYI, WINIFRED
INNIS, KELLY
KEST, LEXI
LESHO, ALYSSA
MINICHIELLO, MIA
MINICHIELLO, ROCCO
MULLINS, LAUREN
PALYDOWYCZ, MARYBETH
PASSARELLA, MARC
PETRUZELLA, RANDY
POTTER, MARY
ROZMUS, JUDYROSE
SCHLOEMANN, JAKE
SEDLMEIR, JOHN
SEDLMEIR, VINCENT
SICILIANO, MARC
SIGNORILE, AIDA
SINGH, MANESHA
SLOAN, JOHN
SPANO, JOSEPH
* SPARANO, SARA
SOTO, VANESSA
STEVENS, CAROLINE
TAHOUN, HAYAM
TRAVERSO, CAITLYN
VARGAS, YAMILKAR (JOSIE)
WAGNER, MARY
YACONE, CHELSI

**** PENDING RECEIPT OF PAPERWORK**

SUPPORT STAFF

**2023 - 2024 SCHOOL YEAR
SUPPORT STAFF**

SUB SECTY/ADMIN ASST: \$15.00 / HR

KORTELING, ANA
SHAW, KIMBERLY
MAGGIO, AMY

SUB CLERICAL: \$15 / HR

BINCOLETTO, KATHLEEN

SUB PARA: \$15.00 / HR

STELZE, DEBORAH
BINCOLETTO, DANA
COBB-JOHNSON, JACQUELINE
PETRUZZELLA, RANDI

SUB NURSE: \$150 / PER DIEM

* D'AMICO, NICOLE
INCOGNITO, VICTORIA

***PENDING RECEIPT OF PAPERWORK**

Affirmative Action Team

The following Affirmative Action Team (AAT) members that participated in the development of the needs assessment and Comprehensive Equity Plan. The AAT must consist of a minimum of three personnel and be composed of diverse stakeholders.

School District, Charter School and Renaissance School Project Name: Hasbrouck Heights School District

Name	Title	Grade Level (If Applicable)	Signature
Joseph Colangelo	Affirmative Action Officer		
Dominique Vetrano	Director of Curriculum	K-12	
Kimberly Kane	Nurse	PREK-5	
Mary Neumann	Nurse	6-12	
Victoria DePalma	Teacher	K-5	
Michael Stillman	Teacher	6-8	
Catherine Cassidy	Teacher	9-12	
Daniel Guido	Parent	N/A	
Michael Sculla	Director of Athletics	K-12	
Joseph Mastropietro	Principal	6-8	
Linda Simmons	Principal	9-12	

SICK LEAVE
Policy

1642.01

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;
 - c. Psychological or other counseling;
 - d. Relocation; or
 - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

5. The death of a family member for up to seven days;
6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Revised (First Reading): August 24, 2023

SICK LEAVE
R 1642.01

A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.

1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.
7. “Supervisor” means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.

B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1

1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
 - a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or
 - (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
 - e. The death of a family member for up to seven days;
 - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;

- g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
 - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
- 2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.

C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4

- 1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.
- 2. If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice, not to exceed seven calendar days, as determined by the Superintendent, prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.
- 3. If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.
- 4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
- 5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
- 6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating

the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.

7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;
 - d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

D. Sick Leave Charges

1. An employee who is absent for > 50% percent of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.

E. Readmission After Disability

1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.
2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.
 - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.

F. Accumulation of Sick Leave

1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.

G. Exhaustion of Sick Leave

1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.

- a. The Superintendent or designee will maintain the employees record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

Revised (First Reading): August 24, 2023

Policy

2419

SCHOOL THREAT ASSESSMENT TEAMS (M)

M

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. **The purpose of the *School Threat Assessment Team*, hereafter will be referred to as the *Behavioral Assessment & Care Team*,** ~~The purpose of a threat assessment team~~ shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Behavioral Assessment & Care Teams, ~~Threat assessment teams~~ established pursuant to N.J.S.A. 18A:17-43.4.a. and this Policy shall be multidisciplinary in membership and, to the extent possible, shall include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A school Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event the school safety specialist is not already a school administrator or school employee required to be a part of the ~~threat assessment team~~ **behavioral assessment & care team**, pursuant to N.J.S.A. 18A:17-43.4.b(5).

Additional school employees may serve as regular members of the **Behavioral Assessment & Care Team** ~~threat assessment team~~ or may be consulted during the threat assessment process, as determined to be appropriate by the team.

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date of N.J.S.A. 18A:14-43.4 (August 1, 2022).

This Policy, required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with guidelines developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6 and shall include, but need not be limited to:

1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;
2. The designation of members of the school community to whom threatening behavior shall be reported;
3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;
4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and
5. The **Behavioral Assessment & Care Team** ~~threat assessment team~~ shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to them, ~~threat assessment team~~, except that the ~~threat~~ **Behavioral Assessment & Care Team** is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the ~~threat assessment~~ **Behavioral Assessment & Care Team** shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the ~~threat assessment team~~ **Behavioral Assessment & Care Team** shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 that is consistent with the guidelines developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. The training shall ensure the **Behavioral Assessment & Care Team** ~~threat assessment team~~ is able to accurately assess student behavior and to ensure that the **Behavioral Assessment & Care Team** ~~threat assessment teams~~ do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of ~~threat assessment teams~~ the **Behavioral Assessment & Care Team** pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey

School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Adopted:

FIRST READING

Regulation

SCHOOL THREAT ASSESSMENT TEAMS (M)

R 2419

M

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)”, **hereafter referred to as “Behavioral Assessment & Care Team”** means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased support. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive

intervention and de-escalation are key and should be part of any approach to violence prevention.

5. “Multidisciplinary **Behavioral Assessment & Care Team** ~~Threat Assessment Team~~” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.

6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

B. Multidisciplinary **Behavioral Assessment & Care Team** ~~Threat Assessment Team~~

1. ~~Threat Assessment Team~~ **Behavioral Assessment & Care Team** Members

a. In accordance with N.J.S.A. 18A:17-43.4, the **Behavioral Assessment & Care Team** ~~threat assessment team~~ established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:

- (1) A Principal or other senior school administrator;
- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
- (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
- (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
- (5) A teaching staff member.

b. Additional school employees may serve as regular members of the ~~threat assessment team~~ **Behavioral Assessment & Care Team** or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the **Behavioral Assessment & Care Team** ~~threat assessment team~~ must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student’s IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.

- c. The district may choose to name the **Behavioral Assessment & Care Team** ~~threat-assessment team~~ in a manner that suits the school community needs.

2. ~~Threat Assessment Team~~ **Behavioral Assessment & Care Team** Structure

- a. The district can structure the ~~threat-assessment teams~~ **Behavioral Assessment & Care Teams** to best meet the needs and resources available. This may include:

- (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.

- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.

- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.
 - c. Establish team procedures and protocols.
 - d. Meet on a regular basis and as needed.

2. Step 2: Define Prohibited and Concerning Behaviors

- a. Establish policy defining prohibited behaviors
 - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
- b. Identify other behaviors for screening or intervention.
- c. Define threshold for intervention.
 - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into violent behavior.

3. Step 3: Create a Central Reporting Mechanism

- a. Establish one or more anonymous reporting mechanisms.
 - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
- b. Provide training and guidance to encourage reporting.
 - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
- c. Ensure availability to respond.
- d. Utilize an Initial Report to collect the threat, concerning behavior, etc.

4. Step 4: Define Threshold for Law Enforcement Intervention

- a. Most reports can be handled by the School-Based Team.
- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).

5. Step 5: Establish Threat Assessment Procedures

- a. Decide how to document cases.
- b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.

- c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.

6. Step 6: Develop Risk Management Options

- a. Identify all available resources for creating individualized management plans.

- (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.

- (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and support will be available within the school, but the team may need to also access community resources to assist with managing the student. Identify resources to assist targets/victims.

- (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.

- b. Establish points of contact for all resources.

7. Step 7: Create and Promote Safe School Climates

- a. Assess **the** current school climate.

- (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district "...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues..." and to "review and strengthen school climate and the policies of the school.

- b. Enhance the current school climate.

- c. Strengthen students' connectedness.

- (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.

- d. Break down "codes of silence" and help students feel empowered to come forward and share concerns and problems with a trusted adult.

e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.

8. Step 8: Conduct Training for all Stakeholders

a. The training is for new **Behavioral Assessment & Care Team** ~~threat assessment team~~ members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.

b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the **Behavioral Assessment & Care Team** ~~threat assessment team~~ is able to accurately assess student behavior and to ensure that **the Behavioral Assessment & Care Team** ~~threat assessment teams~~ does not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.

(1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.

d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

1. Step 1: Receive a Report of Concern

a. When the **Behavioral Assessment & Care Team** ~~threat assessment team~~ first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.

2. Step 2: Screen the Case

a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.

(1) If the **Behavioral Assessment & Care Team** ~~threat-assessment team~~ believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).

b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.

c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.

d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.

3. Step 3: Gather Information from Multiple Sources

a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.

4. Step 4: Organize and Analyze

a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.

5. Step 5: Make the Assessment

- a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individuals of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.
7. Step 7: **Reassess** (Case Monitoring)
 - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - b. Re-assessing the person of concern, going through the assessment questions again.
 - c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.
8. Step 8: Document and Close the Case
 - a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
 - b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
 - c. The documentation should be stored in a confidential file, with only authorized personnel having access.

E. Training

1. Each member of the **Behavioral Assessment & Care Team** ~~threat assessment team~~ must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.

2. Threat assessment team membership:

a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All **Behavioral Assessment & Care Team** ~~threat assessment team~~ members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist is a member of the **Behavioral Assessment & Care Team** ~~threat assessment team~~ and will assist in ensuring this training is provided to school staff in coordination with OSPEP.

b. Each new **Behavioral Assessment & Care Team** ~~threat assessment team~~ member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.

c. The district shall determine membership on the **Behavioral Assessment & Care Team** ~~threat assessment team~~ in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all **Behavioral Assessment & Care Team** ~~threat assessment team~~ members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.

(1) These trainings will be offered through the OSPEP for both in person and online platforms.

(2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.

3. Awareness Training for Other School Community Stakeholders

a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

F. Other Considerations

1. Individualized Education Program (IEP) or 504 Plans

a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the **Behavioral Assessment & Care Team** ~~threat-assessment team~~ shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the **Behavioral Assessment & Care Team** ~~threat-assessment team~~ shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts

a. Should the **Behavioral Assessment & Care Team** ~~threat-assessment team~~ become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.

b. Should the **Behavioral Assessment & Care Team** ~~threat-assessment team~~ become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.

3. Information Sharing

a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that **Behavioral Assessment & Care Team** ~~threat-assessment teams~~ understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

b. **The Behavioral Assessment & Care Team** ~~Threat-assessment teams~~ should consult with the Board Attorney on these elements as needed.

4. Family Education Rights & Privacy Act (FERPA) – Educational Records

a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records

a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist **the Behavioral Assessment & Care Team** ~~threat-assessment teams~~ in eliminating potential barriers to critical data collection:

- (1) Ask permission from the student and parent to disclose medical records;

(2) Provide information to health and mental professionals; and

(3) Ask about duty to warn or duty to protect.

b. Additionally, medical and mental health providers may disclose protected health information when disclosure:

(1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and

(2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

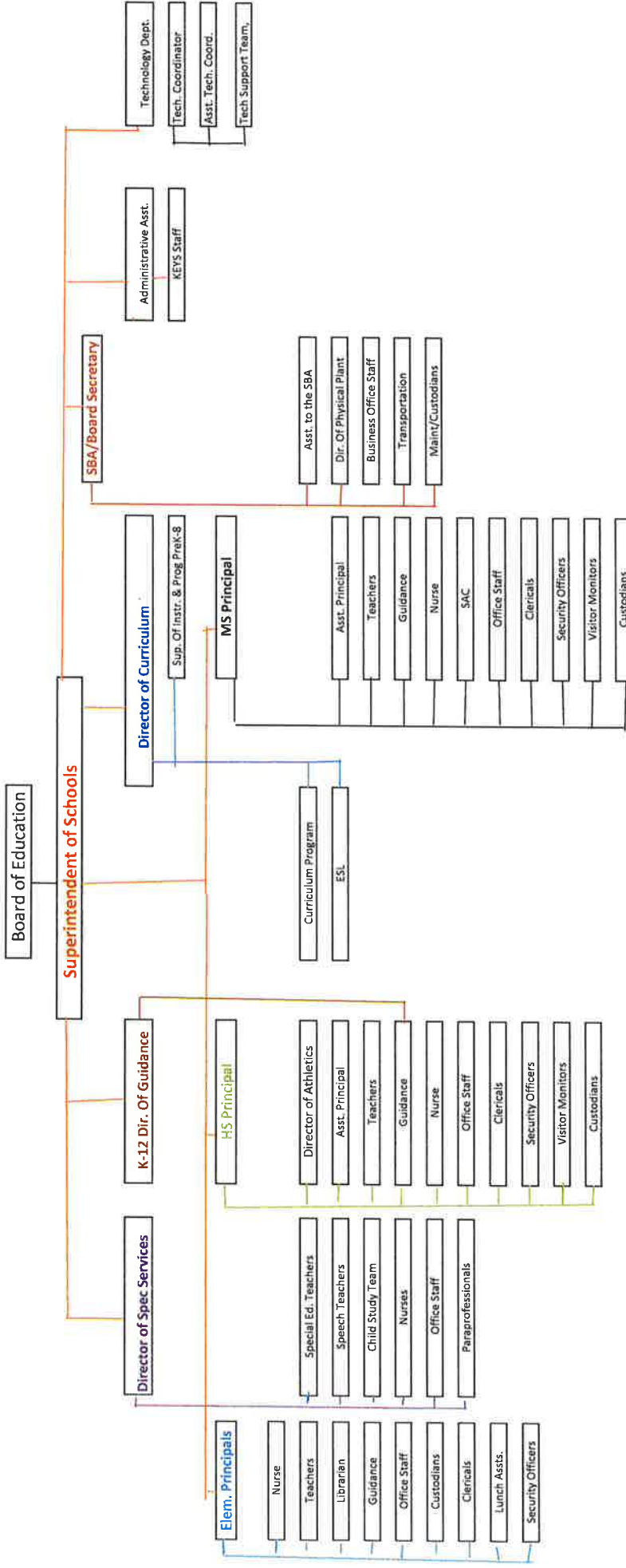
6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted:

FIRST READING

ORGANIZATIONAL CHART
Hasbrouck Heights Public Schools



Approved: February 28, 2019

Revised: January 26, 2023

Revised: March 23, 2023

Revised: First Reading - June 15, 2023

Revised: Second Reading - August 24, 2023