

HASBROUCK HEIGHTS April 25, 2024
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 April 9, 2024. 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: Presentation of the 2022-2023SY Audit

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: March 14, 2024

- 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

- E04-01-24 Approve the Monthly Discipline Report
- E04-02-24 Approve the Monthly HIB Report
- E04-03-24 Approve the Monthly District Calendar
- E04-04-24 Approve magazine purchase
- E04-05-24 Approve Summer Curriculum Writing
- E04-06-24 Approve Kindergarten Inventory of Skills Assessment
- E04-07-24 Approve Elem. Summer Enrichment Program
- E04-08-24 Amend Resolution E11-08-24
- E-04-09-24 Approve Writing the College Essay Workshop
- E-04-10-24 Approve League of Women Voters Assembly
- E-04-11-24 Approve HS Single Session Day
- E04-12-24 Approve the Revised 2023-2024SY Calendar
- E04-13-24 Approve the purchase of Supplemental Program materials
- E04-14-24 Approve Professional Development
- E04-15-24 Approve Sandy Hook Promise

Special Education Committee

- S04-01-24 Amend Conference Cost
- S04-02-24 Approve Symposium Attendance
- S04-03-24 Approve a Contract
- S04-04-24 Approve Amended Contract
- S04-05-24 Approve Home Instruction
- S04-06-24 Approve a Contract with ARC
- S04-07-24 Approve an OOD Placement
- S04-08-24 Approve Home Instruction
- S04-09-24 Approve Home Instruction
- S04-10-24 Approve OOD Placement
- S04-11-24 Approve Contract with GenPsych

Technology Committee

None

Facilities Committee

- B04-01-24 Approve Facilities Calendar

Recreation Committee

- R04-01-24 Approve Monthly Field Trip Calendar
- R04-02-24 Approve Summer Programs
- R04-03-24 Approve Swim Co-op
- R04-04-24 Approve Student Council Youth Week Activities

Finance Committee

- F04-01-24 Approve Financial Certification
- F04-02-24 Approve Actual Payroll for January 2024
- F04-03-24 Approve Estimated Payroll for February 2024
- F04-04-24 Approve Bills List for
- F04-05-24 Approve Reports
- F04-06-24 Approve Budget
- F04-07-24 Approve Audit
- F04-08-24 Approve Cafeteria Furniture Purchase
- F04-09-24 Approve Food Drive
- F04-10-24 Approve Fundraisers
- F04-11-24 Approve Bouncy House Donation
- F04-12-24 Approve Purchase of Textbooks
- F04-13-24 Approve HVAC Project
- F04-14-24 Approve Senior Banners
- F04-15-24 Approve Maschio's Contract

Personnel

P04-01-24	Personnel Action
P04-02-24	Personnel Action
P04-03-24	Personnel Action
P04-04-24	Personnel Action
P04-05-24	Personnel Action
P04-06-24	Personnel Action
P04-07-24	Personnel Action
P04-08-24	Personnel Action
P04-09-24	Personnel Action
P04-10-24	Personnel Action
P04-11-24	Personnel Action
P04-12-24	Personnel Action
P04-13-24	Personnel Action
P04-14-24	Personnel Action
P04-15-24	Personnel Action
P04-16-24	Personnel Action
P04-17-24	Personnel Action
P04-18-24	Personnel Action
P04-19-24	Personnel Action
P04-20-24	Personnel Action

Policy Committee:

PL04-01-24 Approve Policies/Regulations (First and Second Readings)

- 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**)

-Discuss residency appeal

- XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION
RESOLUTIONS - April 25, 2024**

AWARDS AND PRESENTATIONS:

RESOLUTIONS:

EDUCATION/CURRICULUM COMMITTEE

RESOLUTIONS:

E04-01-24 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 - 10 in-school suspensions, 1 out-of-school suspension

MS - 2 in-school suspensions

LS - 0

ES - 0

E04-02-24 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 - 1 HIB screening

MS - 0

ES - 0

LS - 0

E04-03-24 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

E04-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Approve the annual purchase of The Great Body Shop Health Curriculum Magazine for grades 6-12 to meet the CHPE mandate, \$2,280.00 paid with District funds.

E04-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Approve Summer Curriculum Writing to revise K-12 curriculum in ELA and Math, based on the new NJSL Standards - teacher task force not to exceed \$14,886.00, paid with ARP ESSER funds.

E04-06-24 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 Euclid and Lincoln Schools administration of Kindergarten Inventory of Skills Assessment - not to exceed 15 hours per teacher at \$42.00 per hour; 6 general education teachers and 2 special education teachers TBD.

E04-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Approve the Euclid and Lincoln Schools Summer Enrichment Program from July 9, 2024 through July 18, 2024 - 12 teachers at \$42.00 per hour - not to exceed \$12,480.00, paid with ARP ESSER funds.

E04-08-24 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 #E11-08-24 - The High School will host the Bergen County School Counselor Association's meeting on May 31, 2024 from 9:00 - 11:00 am in the Eglow Media Center (change from Lincoln School hosting the event).

E04-09-24 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 and 2024-2025 school years:

Approve Dr. Pope and Ms. Music to provide a Writing the College Essay workshop on June 26, 27, 28, and July 1, 2, 3, 2024 from 9:00 - 12:30 (not to exceed 25 hours each) at a total expense of \$2,100.00, paid with ARP ESSER funds..

- E04-10-24 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 League of Women Voters to provide HS Juniors and Seniors with an assembly on voter education and registration. Assembly will be on April 23, 2024 at no cost to the district.

- E04-11-24 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 a single session day for High School students and staff on June 6, 2024 in place of field day activities.

- E04-12-24 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 the revised 2023-2024SY calendar (Attachment A).

- E04-13-24 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 the purchase of Phonological Awareness Supplemental Program Materials from Heggerty in the amount of \$7,652.80, paid with Title 1 ESEA funds.

- E04-14-24 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 Diana DaCosta to attend "An Introduction to the Next Generation Science Standards & the NJSLA-Science, Grades K-5 at PRISM in Bloomfield on May 17, 2024 at a cost of \$175.00, paid with Title II funds.

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S04-01-24 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 Suzanne Johnson to provide Home Instruction for student #1000077 at \$42.00 per hour, until the end of the 2023-2024 SY as per below:

2 hours, plus prep for each:

Psychology	PE/Health	Art
English 12	Forensics	

S04-02-24 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 8 hours of Home Instruction for student #1001474 at \$42.00 per hour, from March 14, 2024 through the end of the 2023-2024 SY as per below:

English 11 - 2 hours, plus prep, Patrick McShane

Algebra 1 - 2 hours , plus prep, Kim Caputo

Biology - 2 hours, plus prep, Kim Caputo

PE/Health and Art Exploration, 1 hour each, plus prep, Gabrielle Music

S04-03-24 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 10 hours of Home Instruction for student #1001453 at \$42.00 per hour, from March 18 through March 28, 2024, as per below:

Math - 4 hours, plus prep, Meliss Rad

LAL - 4 hours, plus prep, Rhonda Sturm

Science and Social Studies - 1 hour each, plus prep, Gabrielle Music

S04-04-24 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 an amended contract with Sage Alliance for student #1000077 (S05-14-23; PO 400102) for a tuition change from April 18, 2024 through the end of the school year - \$270 per diem.

S04-05-24 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 Home Instruction for student #1001327 at \$42.00 per hour, 10 hours total, from March 22, 2024 through approximately April 5, 2024 as per below:

- Math 7 - 2 hours, plus prep - Melissa Rad
- Math Topics - 2 hours,plus prep - Melissa Rad
- Reading - 2 hours,plus prep - Amanda Mai
- Science and Social Studies - 1 hour each, plus prep - Robin Shannon

S04-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Approve a contract with ARC to work in-district, at no cost to the District.

S04-07-24 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 an OOD contract with SBJC, Maywood Campus, for student #1002581 at a tuition rate of \$72,420, pro-rated, from March 18, 2024 through the end of the school year.

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B04-01-24 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:

R04-01-24 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

R04-02-24 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 and 2024-2025 school years:

Approve the following Summer Programs:

Tennis Program (self-sustaining) - June 21 - July 19, 2024 - program to be run by Donna Ahman and Anthony Castora - D. Ahman \$35/hour; A. Castora \$33/hour

HS Aviator Band Camp from Monday, August 26 through Friday, August 30, 2024, 9:00 am - 4:00 pm - program to be run by Joseph Ascolese an \$ per hour

Summer Music Program - June 24, 2024 - July 19, 2024, self-sustaining program. Joseph Ascolese and Carron Moroney to be paid an hourly rate of \$37.00.

R04-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Approve the Swim Co-op with Garfield for SY2024-25 through SY2027-2028 - co-op can be disbanded at any time.

R04-04-24 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 Student Council Youth Week - May 28 - May 30, 2024. Students participating in Youth Week will shadow teachers, administrators, government officials during a Town Council meeting, and Board of Education trustees at a monthly Board of Education meeting.

FINANCE COMMITTEE:

RESOLUTIONS:

- F04-01-24 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.
- F04-02-24 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 March in the amount of \$2,165,948.59 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.
- F04-03-24 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 April at \$2,200,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$2,200,000.
- F04-04-24 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 B)

Bills List for the Month of February

Fund 10	General Fund	\$ 3,035,371.03
Fund 20	Special Revenue	\$ 54,673.61
Fund 40	Debt Service Fund	\$ 33,387.50
Fund 60	Enterprise	\$ 18,948.86
Fund 95	Student Activity	\$ 7,772.06
Total:		\$ 3,554,362.61
Fund 95	Voided Checks	\$ 250.00

- F04-05-24 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

Monthly Fund Transfer Report

Cash Reports for December, January and February

February (Attachment C)

- F04-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the 2023-2024 school year budget as follows:

	<u>Budget</u>	Hasbrouck Hts <u>Tax Levy</u>	Teterboro <u>Tax Levy</u>
Total General Fund	\$39,259,407	\$33,876,292	\$216,191
Total Special Revenue	\$ 1,203,536	N/A	N/A
Total Debt Service	\$ 514,213	\$ 405,642	\$ 2,589
Grand Total	\$40,977,156	\$34,281,934	\$ 218,780

Be if Further Resolved, that the 2024-2025 includes the tax levy, Health Benefit Waiver of \$200,957 for health premium increases and \$83,866 use of banked cap. Bank cap will be used for out of district tuition and must be used during the 2024-2025 budget year.

And be it further resolved that the 2024-2025 school year budget includes a withdrawal from Capital Reserve in the amount of \$868,372 towards the Middle/High School HVAC local share repairs and a withdrawal from Maintenance Reserve in the amount of \$200,000 for districtwide floor repairs/maintenance of turf at Hitchcock and Depken Fields and roof and window repairs.

- F04-07-24 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:

Accept the audit for the fiscal year ended June, 30, 2023, as prepared by the firm of Lurch, Vinci & Bliss, LLP.

- F04-08-24 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:

Approve the purchase of new cafeteria furniture from WB Wood of Basking Ridge, NJ, to be used in the Hasbrouck Heights MiddleSchool/High School. The total cost will be \$68,855.00. This cost includes assembly and installation of the new furniture. This expenditure will be paid out of the Food Service account. The Food Service account is an Enterprise Fund and is self-sustaining. No Board of Education funds are contributed to this account. (Attachment D)

F04-09-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the 2023-2024 school year budget as follows:

Approve the Lincoln School Student Council to hold a food drive from April 22, 2024 through May 15, 2024 - to benefit the HH Food Pantry.

F04-10-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the 2023-2024 school year budget as follows:

Approve the following fundraisers:

Summer Basketball League fundraiser - June 24 through June 27, 2024.

Senior Class - Chocolate Sale - May 2024

Student Council Flag Sale - May - June

Glam Club hair braiding fundraiser event - donations to Locks of Love.

District students to participate in the Special Olympics Torch Run Fundraiser on Friday, June 7, 2024

F04-11-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the 2023-2024 school year budget as follows:

Approve the donation from the Euclid School PTA of a Bouncy House for Field Day on May 31, 2024.

F04-12-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Approve the purchase of AP Psychology textbooks from MPS Vendor in the amount of \$4,178.58, paid with district funds.

PERSONNEL COMMITTEE:

RESOLUTIONS:

P04-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Approve Erin Magarelli as Euclid School Part-time Secretary effective July 1, 2024 at a salary of \$31,694.00, no benefits.

P04-02-24 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 Rita Perdomo to chaperone the Junior Formal on March 21, 2024 for medical students - \$32.00 per hour.

Approve Mary Neumann to chaperone the Senior Prom on June 13, 2024 for medical students - \$32.00 per hour.

Approve Alan Lustmann and Corey Lange to chaperone the Junior Formal on March 21, 2024 and Senior Prom on June 13, 2024 - both from 5:30 - 10:30 pm at \$46.87 per hour.

P04-03-24 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:

Amend Resolution #P03-11-24; Gabrielle Mendoza at Step 3, MA+30; \$70,900, plus MIF at \$700; start date 4/22/2024.

P04-04-24 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 MIF Stipend for Nicole Meli, \$700; pro-rated effective 4/1/2024.

P04-05-24 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 the following as Sub Paras at \$15/per hour:

Imane Lahlou

*Romina Fierro

**Pending receipt of paperwork.*

P04-06-24 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 following substitutes at \$150 per diem.

*	STELLHORN, MEGHAN
*	PORCO, JAKE
*	FIERRO, ROMINA
	VARGAS, JENNA
*	BONO, JULIANA
*	YANEZ, VALERIA

**Pending receipt of paperwork

P04-07-24 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:

Amend Resolution #03-03-24 to include longevity for Frank D'Amico for Assistant Football Coach of an additional \$258.

P04-08-24 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 substitute teacher Robert Bothe to cover Justin Schmarak's classes from April 22, 2024 through May 31, 2024 at \$150.00 per day.

P04-09-24 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 Tara Goss as a volunteer softball coach for the 2024 season.

P04-10-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Approve the revised job description for the Administrative Assistant to the Superintendent (Attachment E).

P04-11-24 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 and 2024-2025 school year:

Approve the Summer KEYS Staff and Visitor Monitors as per attached (Attachment F).

- P04-12-24 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 Michael McGurran as a Lincoln School Lunch Assistant for 2 hours per day at \$18.00 per hour, pending receipt of all paperwork.

- P04-13-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Accept the resignation of Security Officer Corey Lange, effective June 30, 2024.

- P04-14-24 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 the termination of employee #0976, effective March 21, 2024.

- P04-15-24 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 a medical leave of absence for employee #0112 from April 22 through April 29, 2024. A possible second week may be needed.

- P04-16-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2024-2025 school year:

Reappointment of Staff for the 2024-2025 School Year:

Tenured:

(Attachment G)

Non Tenured:

(Attachment H)

Paraprofessionals:

(Attachment I)

POLICY COMMITTEE:

PL04-01-24 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/second reading of the following revised policies/regulations (Attachment J):

First Readings

3125.2	Employment of Substitute Teachers
5230	Late Arrival & Early Dismissal
5240	Tardiness
5440	Honoring Student Academic Achievement

Second Readings

P1140	Educational Equity Policies/Affirmative Action
P1523	Comprehensive Equity Plan
R1530	Equal Employment Opportunity Complaint Procedure
P1550	Equal Employment/Anti-Discrimination Practices
R2200	Curriculum Content
P2260	Equity in School and Classroom Practices
R2260	Equity in School and Classroom Practices Complaint Procedure
P2411	Guidance Counseling
P3211	Code of Ethics
P3212	Attendance
P5570	Sportsmanship
P5750	Equitable Education Opportunity
P5841	Secret Societies
P5842	Equal Access of Student Organizations
P&R7610	Vandalism
P9323	Notification of Juvenile Offender Case Disposition
P&R2423	Bilingual Education
P&R2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
P&R5116	Education of Homeless Children and Youths

Hasbrouck Heights Public Schools 2023-2024 School Calendar

Attachment A

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 18-20

June 18
June 20

June 21

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
Revised: April 25, 2024

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

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						

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

Attachment B

Page 1 of 4

03/25/24 13:42

Starting date 2/1/2024

Ending date 2/29/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
021934	02/07/24		0092	TREPS EDUCATION, LLC		964.00
021935	02/07/24		Q357	OLD FASHION CANDY		191.98
021936	02/07/24		R434	IL TULIPANO		1,000.00
021937	02/07/24		1079	US NEWS AND WORLD REPORT		395.00
021938	V 02/07/24	02/16/24	H733	WOOD-RIDGE ATHLETIC COMPLEX	SENT TO WRONG VENDOR	
021939	02/09/24		2727	FIRST STUDENT, INC.		559.08
021940	02/09/24		L517	MARINE TOYS 4 TOTS		150.00
021941	02/09/24		1851	SCE EVENT GROUP		2,500.00
021942	02/16/24		K225	WRHS BOYS SOCCER CLUB		500.00
021943	02/27/24		D538	COLOR FACTORY		1,512.00
070295	V 01/25/24	02/07/24	G103	BCCA	TEAN DID NOT QUALIFY	(250.00)
070412	V 02/02/24	02/02/24		00.0 \$ Multi Stub Void	#070416 Stub	
070413	V 02/02/24	02/02/24		00.0 \$ Multi Stub Void	#070416 Stub	
070414	V 02/02/24	02/02/24		00.0 \$ Multi Stub Void	#070416 Stub	
070415	V 02/02/24	02/02/24		00.0 \$ Multi Stub Void	#070416 Stub	
070416	02/02/24		2328	PSE & GCO		27,081.21
070417	02/05/24		1864	HEIGHTS PIZZA		160.39
070418	02/08/24		J241	CONCORD THEATRICALS CORP.		438.75
070419	02/08/24		J241	CONCORD THEATRICALS CORP.		392.79
070420	02/12/24		1864	HEIGHTS PIZZA		121.75
070421	02/15/24		1701	ALPINE LEARNING GROUP, INC.		10,660.14
070422	02/15/24		N372	AM CONSULTANTS		3,935.00
070423	02/15/24		W764	AME INC		924.80
070424	02/15/24		0075	AMERICAN PAPER & SUPPLY COMPANY		6,543.52
070425	02/15/24		1173	AMOROSI; JOHN M.		50.00
070426	02/15/24		2525	AT HOME MEDICAL		20.00
070427	02/15/24		0129	ATRA JANITORIAL SUPPLY COMPANY INC.		815.00
070428	02/15/24		M183	AVANT ASSESSMENT, LLC		747.00
070429	02/15/24		1627	BAYADA HOME HEALTH CARE, INC.		525.00
070430	02/15/24		1881	BCCA		35.00
070431	02/15/24		3678	BCCA		600.00
070432	02/15/24		G103	BCCA		150.00
070433	02/15/24		0180	BERGEN COUNTY SPECIAL SERVICES		24,285.00
070434	02/15/24		0222	BOROUGH OF HASBROUCK HEIGHTS		1,309.14
070435	02/15/24		O599	CANON FINANCIAL SERVICES, INC		5,202.89
070436	02/15/24		1487	CCL THERAPY, LLC		15,486.25
070437	02/15/24		2213	CLASSIC SPORTS FLOORS FINISHING, INC		602.51
070438	02/15/24		5986	DAANJ		450.00
070439	02/15/24		1505	DAVID GREGORY SCHOOL, INC.		9,808.60

Starting date 2/1/2024 Ending date 2/29/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
070440	02/15/24		1033	DELL FINANCIAL SERVICES		7,905.98
070441	02/15/24		1150	DELTA DENTAL		26,427.84
070442	02/15/24		0730	DIRECT ENERGY BUSINESS		18,992.49
070443	02/15/24		G602	ERIC VAN HOVEN		250.00
070444	02/15/24		F709	FAIR LAWN HIGH SCHOOL- DISTRICT 8 WRESTL		175.00
070445	02/15/24		2255	FUN FIT THERAPY LLC		4,085.00
070446	02/15/24		P886	GANNETT NEW YORK/ NEW JERSEY LOCALIQ		178.62
070447	02/15/24		X074	GENSERVE LLC		525.00
070448	02/15/24		0455	GOOD TALKING PEOPLE		6,250.00
070449	02/15/24		4011	HEINEMANN PUBLISHING COMPANY		669.00
070450	02/15/24		0017	HELFANT, MATTHEW		318.00
070451	02/15/24		2697	HENRY SCHEIN, INC.		15.81
070452	02/15/24		C131	IN-LINE AIR CONDITIONING CO, INC		18,292.72
070453	02/15/24		Q684	KENCOR, INC.		252.00
070454	02/15/24		7385	MACHADO LAW GROUP, LLC		3,200.00
070455	02/15/24		1958	MAGIC TOUCH CONSTRUCTION CO., INC		7,014.52
070456	02/15/24		I286	MEP INC.		401.90
070457	02/15/24		J193	MORRIS- UNION JOINTURE COMMISSION		90.00
070458	02/15/24		1584	NAPA AUTO PARTS		75.80
070459	02/15/24		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		750.00
070460	02/15/24		2953	NICKERSON CORPORATION		18,509.60
070461	02/15/24		P670	NJSCHOOLJOBS		150.00
070462	02/15/24		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAG		456.33
070463	02/15/24		8838	ON-SITE FLEET SERVICE		1,103.82
070464	02/15/24		4336	OPTIMUM		167.92
070465	02/15/24		1245	PARAMOUNT EXTERMINATING		1,872.00
070466	02/15/24		0064	PASCACK VALLEY REGIONAL HIGH SCHOOL DIS		8,688.00
070467	02/15/24		1619	PEARSON ASSESSMENT		308.99
070468	02/15/24		1568	PHONAK LLC		241.66
070469	02/15/24		Z050	POWER-FLO TECHNOLOGIES, INC.		1,141.38
070470	02/15/24		U293	PROGRESSIVE THERAPY OF NJ		11,814.00
070471	02/15/24		M504	SAL ELECTRIC CO., INC		3,948.80
070472	02/15/24		1579	SCHOOL SPECIALTY, LLC		1,933.44
070473	02/15/24		2224	SCIROCCO FINANCIAL GROUP INC		1,300.00
070474	02/15/24		0800	SHAW'S COMPLETE SECURITY		380.20
070475	02/15/24		2322	SOUTH BERGEN JOINTURE COMM.		123,329.86
070476	02/15/24		2070	STANS SPORTS CENTER		1,362.50
070477	02/15/24		K581	STAPLES, INC / ED DATA		2,125.41
070478	02/15/24		Z362	STRIKE VISUALS		280.01

Rec and Unrec checks

Hand and Machine checks

03/25/24 13:42

Starting date 2/1/2024

Ending date 2/29/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
070479	02/15/24		U627	TESOL TRAINERS, INC		4,800.00
070480	02/15/24		E214	THE CRAIG SCHOOL		6,483.50
070481	02/15/24		2024	THE SHERWIN WILLIAMS CO.		432.77
070482	02/15/24		N860	THEATER BY DESIGN		1,110.00
070483	02/15/24		W488	THERAPY ASSOCIATES ABA SERVICES LLC		16,737.50
070484	02/15/24		1961	TRAP-ZAP ENVIRONMENTAL SYSTEMS, INC		657.55
070485	02/15/24		0639	VEOLIA WATER OF NEW JERSEY		857.94
070486	02/15/24		4454	VERIZON		2,450.38
070487	02/15/24		2588	VERIZON WIRELESS		1,596.39
070488	02/15/24		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS		190.00
070489	02/15/24		1859	BENSI OF HASBROUCK HEIGHTS		112.74
070490	02/27/24		1864	HEIGHTS PIZZA		167.71
070491	02/27/24		1864	HEIGHTS PIZZA		113.67
070492	02/29/24		J877	ST. PETERS UNIVERSITY		1,450.00
070493	02/29/24		1859	BENSI OF HASBROUCK HEIGHTS		89.06
A65394	02/15/24		PAY	HASBROUCK HEIGHTS PAYROLL		1,071,095.74
A65395	02/29/24		PAY	HASBROUCK HEIGHTS PAYROLL		1,020,115.57
A65401	02/29/24		7269	HASBROUCK HEIGHTS PR AGENCY		36,996.51
A65403	02/14/24		0271	PRUDENTIAL RETIREMENT(DCRP)		2,206.37
A65404	02/29/24		1159	STATE OF NJ HEALTH BENEFITS		440,325.05
A65405	02/29/24		7269	HASBROUCK HEIGHTS PR AGENCY		115,926.71
A65407	02/14/24		2936	DEPOSITORY TRUST COMPANY	FEB 2024 INTEREST PAYMENT	33,387.50

Fund Totals		
10	General Funds	\$115,926.71
11	GENERAL FUND	\$2,919,444.32
20	Special Revenue Fund	\$54,673.61
40	Debt Service Fund	\$33,387.50
60	Enterprise Fund	\$18,948.86
95	STUDENT ACTIVITY	\$7,772.06
Total for all checks listed		\$3,150,153.06

Prepared and submitted by: Robert Brown

Board Secretary

2/29/24

Date

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

Attachment C

Page 1 of 40
03/25/24 13:35

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$5,325,929.49
102-106	Cash Equivalents		\$3,367.02
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		\$12,825,217.00

Accounts Receivable:

132	Interfund	(\$313,504.20)	
141	Intergovernmental - State	\$1,613,430.87	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,299,926.67

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	\$37,073,267.00	
302	Less Revenues	(\$36,891,271.60)	\$181,995.40

Total assets and resources

\$19,636,435.58

Starting date 7/1/2023 Ending date 2/29/2024 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	\$2,230.19
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		\$2,230.19

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$17,325,518.05

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$1,489,903.01	
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	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$1,492,903.01
762	Reserve for Adult Education		\$182,430.54
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	\$0.00	\$200,500.00
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	\$40,287,366.98	
602	Less: Expenditures	(\$23,336,747.66)	
	Less: Encumbrances	(\$14,198,364.42)	(\$37,535,112.08)
	Total appropriated		\$21,953,606.50
Unappropriated:			
770	Fund balance, July 1		\$898,198.87
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$3,217,599.98)
	Total fund balance		\$19,634,205.39
	Total liabilities and fund equity		<u>\$19,636,435.58</u>

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

Page 4 of 40
03/25/24 13:35

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$40,287,366.98	\$37,535,112.08	\$2,752,254.90
Revenues	(\$37,073,267.00)	(\$36,891,271.60)	(\$181,995.40)
Subtotal	<u>\$3,214,099.98</u>	<u>\$643,840.48</u>	<u>\$2,570,259.50</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$3,000.00	(\$1,489,903.01)	\$1,492,903.01
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,217,099.98</u>	<u>(\$846,062.53)</u>	<u>\$4,063,162.51</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>\$3,217,099.98</u>	<u>(\$846,062.53)</u>	<u>\$4,063,162.51</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$500.00	(\$200,000.00)	\$200,500.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,217,599.98</u>	<u>(\$1,046,062.53)</u>	<u>\$4,263,662.51</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>\$3,217,599.98</u>	<u>(\$1,046,062.53)</u>	<u>\$4,263,662.51</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>\$3,217,599.98</u>	<u>(\$1,046,062.53)</u>	<u>\$4,263,662.51</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>\$3,217,599.98</u>	<u>(\$1,046,062.53)</u>	<u>\$4,263,662.51</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>\$3,217,599.98</u>	<u>(\$1,046,062.53)</u>	<u>\$4,263,662.51</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>\$3,217,599.98</u>	<u>(\$1,046,062.53)</u>	<u>\$4,263,662.51</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,217,599.98</u>	<u>(\$1,046,062.53)</u>	<u>\$4,263,662.51</u>

Prepared and submitted by :

Robert Brown
Board Secretary

2/29/24
Date

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	33,494,284	0	33,494,284	33,495,592		(1,308)
00520	SUBTOTAL – Revenues from State Sources	3,546,277	0	3,546,277	3,381,393	Under	164,884
00570	SUBTOTAL – Revenues from Federal Sources	32,206	0	32,206	14,286	Under	17,920
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		37,073,267	0	37,073,267	36,891,272		181,995

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,926,230	105,265	11,031,495	6,690,960	3,998,965	341,569
10300	Total Special Education - Instruction	3,686,733	(20,421)	3,666,312	2,047,721	1,339,013	279,578
11160	Total Basic Skills/Remedial – Instruct.	173,945	0	173,945	66,195	44,130	63,620
12160	Total Bilingual Education – Instruction	226,930	20,421	247,351	143,945	103,062	345
17100	Total School-Sponsored Co/Extra Curricul	285,000	30,169	315,169	195,604	100,626	18,939
17600	Total School-Sponsored Athletics – Instr	586,286	16,851	603,137	384,139	172,312	46,686
20620	Total Summer School	80,500	(31,538)	48,962	48,682	280	0
29180	Total Undistributed Expenditures - Instr	3,217,146	(118,052)	3,099,094	1,009,008	1,501,249	588,837
29680	Total Undistributed Expenditures – Atten	136,518	0	136,518	90,038	45,468	1,012
30620	Total Undistributed Expenditures – Healt	431,045	(26,936)	404,109	193,677	118,596	91,836
40580	Total Undistributed Expend – Speech, OT,	934,940	(35,344)	899,596	483,415	390,827	25,354
41080	Total Undist. Expend. – Other Supp. Serv	748,162	25,000	773,162	297,914	340,080	135,168
41660	Total Undist. Expend. – Guidance	777,922	65,920	843,842	516,148	325,972	1,723
42200	Total Undist. Expend. – Child Study Team	1,028,836	(38,514)	990,323	637,012	336,163	17,147
43200	Total Undist. Expend. – Improvement of I	271,182	(20,500)	250,682	132,827	93,626	24,229
43620	Total Undist. Expend. – Edu. Media Serv.	462,660	0	462,660	282,829	155,980	23,851
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	346	215	7,439
45300	Support Serv. - General Admin	643,438	(23,356)	620,082	361,491	198,898	59,693
46160	Support Serv. - School Admin	1,391,008	35,588	1,426,596	929,885	459,713	36,997
47200	Total Undist. Expend. – Central Services	443,700	(59,250)	384,450	266,932	104,840	12,678
47620	Total Undist. Expend. – Admin. Info. Tec	175,888	221	176,109	65,021	22,770	88,319
51120	Total Undist. Expend. – Oper. & Maint. O	3,008,619	1,521,557	4,530,176	2,870,304	1,476,682	183,190
52480	Total Undist. Expend. – Student Transpor	1,195,941	20,188	1,216,129	706,235	480,283	29,610
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	6,073,133	(56,000)	6,017,133	3,499,799	2,122,923	394,411
75880	TOTAL EQUIPMENT	0	118,552	118,552	26,306	92,246	0
76260	Total Facilities Acquisition and Constr	356,005	1,487,779	1,843,784	1,390,316	173,444	280,024
Total		37,269,767	3,017,600	40,287,367	23,336,748	14,198,364	2,752,255

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		33,144,765	0	33,144,765	33,144,765		0
00190	10-1300	Total Tuition		0	0	0	1,750		(1,750)
00260	10-1910	Rents and Royalties		66,000	0	66,000	0	Under	66,000
00300	10-1___	Unrestricted Miscellaneous Revenues		280,519	0	280,519	349,077		(68,558)
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		1,613,865	0	1,613,865	1,613,865		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
00540	10-4200	Medicaid Reimbursement		32,206	0	32,206	14,286	Under	17,920
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				37,073,267	0	37,073,267	36,891,272		181,995

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers		76,500	0	76,500	38,320	30,560	7,620
02080	11-110-___-101	Kindergarten – Salaries of Teachers		462,920	(73,279)	389,641	213,409	136,786	39,447
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,361,872	64,204	3,426,076	2,043,829	1,375,474	6,773
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		2,348,699	9,075	2,357,774	1,415,664	942,110	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,469,522	0	3,469,522	2,169,987	1,299,535	0
02200	11-140-100-320	Purchased Professional – Educational Ser		0	7,000	7,000	4,412	2,942	(354)
03000	11-190-1___-106	Other Salaries for Instruction		53,670	50,000	103,670	69,111	34,559	0
03020	11-190-1___-320	Purchased Professional – Educational Ser		127,750	(51,750)	76,000	8,862	2,700	64,438
03040	11-190-1___-340	Purchased Technical Services		350,863	(23,215)	327,648	156,221	112,587	58,841
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		377,914	(29,200)	348,714	295,876	22,898	29,940
03080	11-190-1___-610	General Supplies		231,520	60,430	291,950	187,608	37,699	66,643
03100	11-190-1___-640	Textbooks		49,000	81,000	130,000	90,059	0	39,941
03120	11-190-1___-8___	Other Objects		16,000	11,000	27,000	(2,396)	1,116	28,281
04500	11-204-100-101	Salaries of Teachers		144,692	(2,500)	142,192	68,332	40,226	33,634
04520	11-204-100-106	Other Salaries for Instruction		105,340	4,250	109,590	69,454	40,136	0
04600	11-204-100-610	General Supplies		1,000	0	1,000	323	9	668
04620	11-204-100-640	Textbooks		500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers		2,495,316	(108,758)	2,386,558	1,378,811	916,938	90,810
07020	11-213-100-106	Other Salaries for Instruction		651,370	75,861	727,231	359,999	239,885	127,347
07100	11-213-100-610	General Supplies		8,000	0	8,000	3,947	2,509	1,544
08500	11-216-100-101	Salaries of Teachers		179,845	7,580	187,425	115,487	71,938	0
08520	11-216-100-106	Other Salaries for Instruction		53,670	5,317	58,987	37,519	21,468	0
08600	11-216-100-6___	General Supplies		2,000	0	2,000	1,220	32	747
09260	11-219-100-101	Salaries of Teachers		45,000	(2,171)	42,829	12,628	5,872	24,329
11000	11-230-100-101	Salaries of Teachers		173,445	0	173,445	66,195	44,130	63,120
11100	11-230-100-610	General Supplies		500	0	500	0	0	500
12000	11-240-100-101	Salaries of Teachers		225,230	20,421	245,651	142,991	102,660	0

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12100	11-240-100-610	General Supplies	1,500	0	1,500	954	402	145
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	260,000	6,038	266,038	169,285	95,851	902
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	0	23,000	23,000	5,542	4,775	12,683
17040	11-401-100-6__	Supplies and Materials	16,000	2,564	18,564	13,761	0	4,803
17060	11-401-100-8__	Other Objects	9,000	(1,433)	7,567	7,017	0	550
17500	11-402-100-1__	Salaries	373,786	0	373,786	228,305	145,481	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	67,000	(4,831)	62,169	37,455	205	24,510
17540	11-402-100-6__	Supplies and Materials	105,000	21,682	126,682	95,506	23,318	7,858
17560	11-402-100-8__	Other Objects	40,500	0	40,500	22,874	3,308	14,318
20000	11-422-100-101	Salaries of Teachers	30,000	(2,927)	27,073	26,793	280	0
20020	11-422-100-106	Other Salaries of Instruction	25,000	(3,111)	21,889	21,889	0	0
20080	11-422-100-3__	Purchased Professional & Technical Servi	25,000	(25,000)	0	0	0	0
20120	11-422-100-610	General Supplies	500	(500)	0	0	0	0
29020	11-000-100-562	Tuition to Other LEAs within the State -	502,764	171,636	674,400	274,719	399,681	0
29040	11-000-100-563	Tuition to County Voc. School District-R	715,464	(158,570)	556,894	157,937	205,000	193,958
29060	11-000-100-564	Tuition to County Voc. School District-S	368,550	124,158	492,708	218,988	273,720	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	568,362	0	568,362	106,399	396,046	65,917
29100	11-000-100-566	Tuition to Priv. School for the Disabled	892,693	(262,161)	630,532	180,247	188,885	261,400
29140	11-000-100-568	Tuition – State Facilities	18,414	0	18,414	0	18,414	0
29160	11-000-100-569	Tuition – Other	150,899	6,885	157,784	70,718	19,504	67,562
29500	11-000-211-1__	Salaries	136,518	0	136,518	90,038	45,468	1,012
30500	11-000-213-1__	Salaries	356,545	14,299	370,844	177,247	116,953	76,644
30540	11-000-213-3__	Purchased Professional and Technical Ser	60,000	(41,705)	18,295	8,490	1,640	8,165
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	7,169	3	3,828
30600	11-000-213-8__	Other Objects	3,500	470	3,970	771	0	3,199
40500	11-000-216-1__	Salaries	230,240	1,065	231,305	139,209	92,096	0
40520	11-000-216-320	Purchased Professional – Educational Ser	697,700	(37,221)	660,479	338,888	298,731	22,860
40540	11-000-216-6__	Supplies and Materials	6,000	812	6,812	5,318	0	1,494
40560	11-000-216-8__	Other Objects	1,000	0	1,000	0	0	1,000
41000	11-000-217-1__	Salaries	454,825	0	454,825	193,509	126,148	135,168
41020	11-000-217-320	Purchased Professional – Educational Ser	293,337	25,000	318,337	104,405	213,932	0
41500	11-000-218-104	Salaries of Other Professional Staff	775,172	63,420	838,592	512,681	325,911	0
41580	11-000-218-390	Other Purchased Professional & Technical	500	0	500	0	0	500
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series)	250	(220)	30	0	0	30
41620	11-000-218-6__	Supplies and Materials	750	790	1,540	897	61	583
41640	11-000-218-8__	Other Objects	1,250	1,930	3,180	2,570	0	610
42000	11-000-219-104	Salaries of Other Professional Staff	894,350	(48,014)	846,337	547,478	292,221	6,638
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	121,486	10,000	131,486	83,754	40,495	7,237
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)	4,000	(500)	3,500	0	3,000	500
42160	11-000-219-6__	Supplies and Materials	7,000	0	7,000	4,679	447	1,874

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
42180	11-000-219-8__	Other Objects	2,000	0	2,000	1,101	0	899
43020	11-000-221-104	Salaries of Other Professional Staff	265,682	(32,500)	233,182	118,835	90,667	23,680
43160	11-000-221-6__	Supplies and Materials	3,000	11,750	14,750	11,572	2,959	219
43180	11-000-221-8__	Other Objects	2,500	250	2,750	2,420	0	330
43500	11-000-222-1__	Salaries	442,960	0	442,960	276,858	155,980	10,122
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580	11-000-222-6__	Supplies and Materials	13,000	(500)	12,500	5,453	0	7,047
43600	11-000-222-8__	Other Objects	700	500	1,200	518	0	682
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	8,000	0	8,000	346	215	7,439
45000	11-000-230-1__	Salaries	316,149	(58,523)	257,627	166,179	79,970	11,478
45040	11-000-230-331	Legal Services	65,000	1,500	66,500	22,902	43,414	185
45060	11-000-230-332	Audit Fees	40,500	0	40,500	0	40,000	500
45100	11-000-230-339	Other Purchased Professional Services	20,000	6,874	26,874	14,015	5,228	7,631
45120	11-000-230-340	Purchased Technical Services	16,500	4,829	21,329	18,002	0	3,327
45140	11-000-230-530	Communications/Telephone	75,975	2,663	78,638	35,879	26,340	16,419
45160	11-000-230-585	BOE Other Purchased Services	2,500	9,000	11,500	4,537	3,500	3,463
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	67,306	0	67,306	64,353	121	2,832
45200	11-000-230-610	General Supplies	7,000	0	7,000	2,605	204	4,191
45260	11-000-230-890	Miscellaneous Expenditures	17,208	300	17,508	13,291	120	4,097
45280	11-000-230-895	BOE Membership Dues and Fees	15,300	10,000	25,300	19,730	0	5,570
46000	11-000-240-103	Salaries of Principals/Assistant Princip	910,712	(3,708)	907,004	605,419	301,584	0
46020	11-000-240-104	Salaries of Other Professional Staff	151,759	0	151,759	101,173	50,586	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	272,537	39,231	311,768	199,882	102,377	9,508
46120	11-000-240-6__	Supplies and Materials	40,000	65	40,065	16,737	5,165	18,163
46140	11-000-240-8__	Other Objects	16,000	0	16,000	6,674	0	9,327
47000	11-000-251-1__	Salaries	413,700	(59,500)	354,200	253,938	100,262	0
47040	11-000-251-340	Purchased Technical Services	16,500	0	16,500	4,405	4,505	7,590
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	250	10,250	7,039	74	3,138
47180	11-000-251-890	Other Objects	3,000	0	3,000	1,550	0	1,450
47500	11-000-252-1__	Salaries	110,463	0	110,463	61,277	22,762	26,424
47540	11-000-252-340	Purchased Technical Services	4,000	0	4,000	0	0	4,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	16,000	0	16,000	0	0	16,000
47580	11-000-252-6__	Supplies and Materials	44,925	221	45,146	3,744	8	41,395
47600	11-000-252-8__	Other Objects	500	0	500	0	0	500
48500	11-000-261-1__	Salaries	130,066	(1,000)	129,066	86,044	43,022	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	210,000	1,313,228	1,523,228	850,765	659,734	12,730
48540	11-000-261-610	General Supplies	15,000	15,000	30,000	14,259	10,000	5,741
48560	11-000-261-8__	Other Objects	500	0	500	125	0	375
49000	11-000-262-1__	Salaries	993,391	20,000	1,013,391	682,526	329,794	1,071
49020	11-000-262-107	Salaries of Non-Instructional Aides	174,713	29,000	203,713	126,846	76,867	0

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 10 General Funds

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		150,000	5,173	155,173	111,053	43,914	206
49120	11-000-262-490	Other Purchased Property Services		55,000	1,320	56,320	26,283	29,701	336
49140	11-000-262-520	Insurance		270,590	7,500	278,090	278,090	0	0
49160	11-000-262-590	Miscellaneous Purchased Services		22,000	(12,820)	9,181	5,543	1,352	2,286
49180	11-000-262-610	General Supplies		175,000	0	175,000	116,855	58,088	58
49200	11-000-262-621	Energy (Natural Gas)		120,000	5,338	125,338	29,129	50,871	45,338
49220	11-000-262-622	Energy (Electricity)		240,000	92,893	332,893	191,336	89,033	52,524
49280	11-000-262-8__	Other Objects		19,200	0	19,200	12,894	550	5,756
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.		92,000	5,676	97,676	68,529	9,551	19,596
50060	11-000-263-610	General Supplies		1,000	4,000	5,000	0	4,313	687
50080	11-000-263-8__	Other Objects		250	0	250	0	0	250
51000	11-000-266-1__	Salaries		95,018	47,000	142,018	84,466	57,552	0
51020	11-000-266-3__	Purchased Professional and Technical Ser		140,000	(17,000)	123,000	88,682	0	34,318
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		103,641	(18,200)	85,441	71,893	12,340	1,208
51060	11-000-266-610	General Supplies		1,000	24,449	25,449	24,787	0	662
51080	11-000-266-8__	Other Objects		250	0	250	200	0	50
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -		40,000	7,000	47,000	36,285	10,715	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho		5,000	0	5,000	0	0	5,000
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		15,000	0	15,000	6,963	4,600	3,437
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter		13,685	0	13,685	4,599	2,555	6,531
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		80,000	0	80,000	32,045	47,455	500
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr		212,366	4,834	217,200	169,966	42,400	4,834
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre		818,890	8,353	827,243	452,609	366,281	8,353
52440	11-000-270-615	Transportation Supplies		10,000	0	10,000	3,723	6,277	0
52460	11-000-270-8__	Other objects		1,000	0	1,000	46	0	954
71020	11-000-291-220	Social Security Contributions		406,000	0	406,000	262,057	137,943	6,000
71060	11-000-291-241	Other Retirement Contributions - PERS		457,601	0	457,601	25,591	424,409	7,601
71140	11-000-291-250	Unemployment Compensation		30,000	0	30,000	0	0	30,000
71160	11-000-291-260	Workmen's Compensation		161,530	(6,000)	155,530	149,373	0	6,157
71180	11-000-291-270	Health Benefits		4,978,002	(92,000)	4,886,002	3,002,124	1,546,840	337,037
71200	11-000-291-280	Tuition Reimbursement		40,000	0	40,000	31,922	1,992	6,086
71220	11-000-291-290	Other Employee Benefits		0	42,000	42,000	28,732	11,739	1,529
75080	12-4__-100-73__	School-Sponsored and Other Instructional		0	44,411	44,411	0	44,411	0
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info		0	15,400	15,400	10,780	4,620	0
75720	12-000-262-73__	Undist. Expend. - Custodial Services		0	58,741	58,741	15,526	43,215	0
76080	12-000-400-450	Construction Services		349,147	1,487,779	1,836,926	1,390,316	173,444	273,166
76200	12-000-400-800	Other Objects		6,858	0	6,858	0	0	6,858
Total				37,269,767	3,017,600	40,287,367	23,336,748	14,198,364	2,752,255

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:			
101	Cash in bank		(\$252,315.17)
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	(\$315,596.00)	
142	Intergovernmental - Federal	(\$6,205.83)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$321,801.83)
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	\$1,815,036.00	
302	Less Revenues	(\$1,380,214.67)	\$434,821.33
Total assets and resources			<u>\$45,226.33</u>

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$252,315.17)
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	\$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	\$35,438.43
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$200,915.31
Total liabilities		\$236,423.69

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

Page 12 of 40
03/25/24 13:35

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$1,438,175.72
---------	--------------------------	----------------

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	\$6,524,563.76
602	Less: Expenditures (\$1,423,513.96)	
	Less: Encumbrances (\$974,120.96)	(\$2,397,634.92)
	Total appropriated	\$5,565,104.56
	Unappropriated:	
770	Fund balance, July 1	(\$1,046,774.16)
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$4,709,527.76)
	Total fund balance	(\$191,197.36)
	Total liabilities and fund equity	<u>\$45,226.33</u>

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$6,524,563.76	\$2,397,634.92	\$4,126,928.84
Revenues	(\$1,815,036.00)	(\$1,380,214.67)	(\$434,821.33)
Subtotal	<u>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</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>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</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>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</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>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</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>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</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>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</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>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</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>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</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>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$4,709,527.76</u>	<u>\$1,017,420.25</u>	<u>\$3,692,107.51</u>

Prepared and submitted by :

Robert Brown

Board Secretary

2/29/24

Date

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	67,500	0	67,500	4,500	Under	63,000
00770	Total Revenues from State Sources	257,178	0	257,178	248,859	Under	8,319
00830	Total Revenues from Federal Sources	1,490,358	0	1,490,358	1,126,856	Under	363,502
Total		1,815,036	0	1,815,036	1,380,215		434,821
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		37,844	68,236	106,080	35,245	15,276	55,559
84100	Local Projects	0	3,898,905	3,898,905	94,140	145,860	3,658,905
84200	Student Activity Fund	65,000	0	65,000	0	0	65,000
84220	Scholarship Fund	2,500	0	2,500	0	0	2,500
88000	Nonpublic Textbooks	15,470	197	15,667	14,610	719	337
88020	Nonpublic Auxiliary Services	81,482	81,109	162,591	38,511	124,080	0
88040	Nonpublic Handicapped Services	71,215	48,362	119,577	31,361	88,217	0
88060	Nonpublic Nursing Services	26,522	5,998	32,520	19,708	12,812	0
88080	Nonpublic Technology Initiative	9,845	3,434	13,279	11,371	932	976
88140	Other	13,668	17,000	30,668	13,010	658	17,000
88740	Total Federal Projects	1,491,490	586,286	2,077,776	1,165,557	585,567	326,652
Total		1,815,036	4,709,528	6,524,564	1,423,514	974,121	4,126,929

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737 20-1760 Student Activity Fund Revenue	65,000	0	65,000	0	Under	65,000
00738 20-1770 Scholarship Fund Revenue	2,500	0	2,500	0	Under	2,500
00740 20-1___ Other Revenue from Local Sources	0	0	0	4,500		(4,500)
00765 20-32___ Other Restricted Entitlements	257,178	0	257,178	248,859	Under	8,319
00775 20-441[1-6] Title I	132,892	0	132,892	0	Under	132,892
00780 20-445[1-5] Title II	27,698	0	27,698	600	Under	27,098
00785 20-449[1-4] Title III	32,436	0	32,436	651	Under	31,785
00790 20-447[1-4] Title IV	10,000	0	10,000	0	Under	10,000
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	454,658	0	454,658	259,565	Under	195,093
00806 20-4541 ARP ESSER Accel. Learning Coaching Supt	146,263	0	146,263	0	Under	146,263
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	0	0	0	30,500		(30,500)
00814 20-4540 ARP - ESSER	646,411	0	646,411	818,585		(172,174)
00823 20-4534 CRRSA Act - ESSER II	0	0	0	14,356		(14,356)
00824 20-4535 CRRSA Act - Learning Acceleration Grant	0	0	0	2,599		(2,599)
Total	1,815,036	0	1,815,036	1,380,215		434,821

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	37,844	68,236	106,080	35,245	15,276	55,559
84100 20-___-___-___ Local Projects	0	3,898,905	3,898,905	94,140	145,860	3,658,905
84200 20-475-___-___ Student Activity Fund	65,000	0	65,000	0	0	65,000
84220 20-476-___-___ Scholarship Fund	2,500	0	2,500	0	0	2,500
88000 20-501-___-___ Nonpublic Textbooks	15,470	197	15,667	14,610	719	337
88020 20-50[-2-5-]___ Nonpublic Auxiliary Services	81,482	81,109	162,591	38,511	124,080	0
88040 20-50[-6-8-]___ Nonpublic Handicapped Services	71,215	48,362	119,577	31,361	88,217	0
88060 20-509-___-___ Nonpublic Nursing Services	26,522	5,998	32,520	19,708	12,812	0
88080 20-510-___-___ Nonpublic Technology Initiative	9,845	3,434	13,279	11,371	932	976
88140 20-___-___-___ Other	13,668	17,000	30,668	13,010	658	17,000
88500 20-___-___-___ Title I	132,892	91,418	224,310	119,610	9,749	94,951
88520 20-___-___-___ Title II	27,698	41,775	69,473	35,998	21,885	11,590
88540 20-___-___-___ Title III	32,436	(4,772)	27,664	19,691	1,726	6,247
88560 20-___-___-___ Title IV	10,000	(8,970)	1,030	1,030	0	0
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	454,658	180,732	635,390	340,228	295,162	0
88641 20-223-___-___ ARP-IDEA Basic Grant Program	0	60,745	60,745	43,275	(1,611)	19,081
88642 20-224-___-___ ARP-IDEA Preschool Grant Program	0	7,711	7,711	7,708	0	3
88700 20-___-___-___ Other	1,132	0	1,132	0	0	1,132
88709 20-483-___-___ CRRSA Act - ESSER II Grant Program	0	33,116	33,116	17,156	(140)	16,100
88710 20-484-___-___ CRRSA Act - Learning Acceleration Grant	0	16,686	16,686	16,686	0	0
88712 20-486-___-___ ACSERS - Special Education	0	132,700	132,700	52,196	80,504	0
88713 20-487-___-___ ARP-ESSER Grant Program	646,411	20,258	666,669	511,980	141,135	13,555
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	0	14,886	14,886	0	0	14,886

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 20 Special Revenue Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88716	20-490-____-____ ARP ESSER Evidence Based Bynd Sch Day	40,000	0	40,000	0	37,157	2,843
Total		1,815,036	4,709,528	6,524,564	1,423,514	974,121	4,126,929

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		(\$77,429.71)
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	(\$40,802.92)	(\$40,802.92)

Total assets and resources

(\$118,232.63)

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$77,429.71)
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	\$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		\$2,293.00

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

Page 19 of 40
03/25/24 13:35

Starting date 7/1/2023 Ending date 2/29/2024 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
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	\$301,344.57
602	Less: Expenditures (\$301,344.57)	
	Less: Encumbrances \$0.00	(\$301,344.57)
	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	(\$301,344.57)
	Total fund balance	(\$120,525.63)
	Total liabilities and fund equity	(\$118,232.63)

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$301,344.57	\$301,344.57	\$0.00
Revenues	\$0.00	(\$40,802.92)	\$40,802.92
Subtotal	<u>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</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>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</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>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</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>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</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>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</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>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</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>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</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>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</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>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$301,344.57</u>	<u>\$260,541.65</u>	<u>\$40,802.92</u>

Prepared and submitted by :

Robert Brown
Board Secretary

2/29/24
Date

Starting date 7/1/2023 Ending date 2/29/2024 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	40,803		(40,803)
Total		0	0	0	40,803		(40,803)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	301,345	301,345	301,345	0	0
Total		0	301,345	301,345	301,345	0	0

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 30 Capital Projects Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	40,803		(40,803)
Total	0	0	0	40,803		(40,803)

Expenditures:

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

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		(\$390,455.50)
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		\$389,892.00

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	\$1,052,244.00	
302	Less Revenues	(\$1,052,244.00)	\$0.00

Total assets and resources

(\$563.50)

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$390,455.50)
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
03/25/24 13:35

Starting date 7/1/2023 Ending date 2/29/2024 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	\$1,052,244.00
602	Less: Expenditures (\$1,052,243.75)	
	Less: Encumbrances \$0.00 (\$1,052,243.75)	\$0.25
	Total appropriated	\$0.25

Unappropriated:

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

Total fund balance	(\$563.50)
--------------------	------------

Total liabilities and fund equity	(\$563.50)
-----------------------------------	------------

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,052,244.00	\$1,052,243.75	\$0.25
Revenues	(\$1,052,244.00)	(\$1,052,244.00)	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$0.25)</u>	<u>\$0.25</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>(\$0.25)</u>	<u>\$0.25</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>(\$0.25)</u>	<u>\$0.25</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>(\$0.25)</u>	<u>\$0.25</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>(\$0.25)</u>	<u>\$0.25</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>(\$0.25)</u>	<u>\$0.25</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>(\$0.25)</u>	<u>\$0.25</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>(\$0.25)</u>	<u>\$0.25</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>(\$0.25)</u>	<u>\$0.25</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$0.25)</u>	<u>\$0.25</u>

Prepared and submitted by :

Robert Brown

Board Secretary

2/29/24

Date

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	824,555	0	824,555	824,555		0
0093A	Other	227,689	0	227,689	227,689		0
Total		1,052,244	0	1,052,244	1,052,244		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	1,052,244	0	1,052,244	1,052,244	0	0
Total		1,052,244	0	1,052,244	1,052,244	0	0

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 40 Debt Service Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860 40-1210 Local Tax Levy	824,555	0	824,555	824,555		0
00890 40-3160 Debt Service Aid Type II	227,689	0	227,689	227,689		0
Total	1,052,244	0	1,052,244	1,052,244		0

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600 40-701-510-834 Interest on Bonds	82,244	0	82,244	82,244	0	0
89620 40-701-510-910 Redemption of Principal	970,000	0	970,000	970,000	0	0
Total	1,052,244	0	1,052,244	1,052,244	0	0

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 60 Enterprise Fund

Assets and Resources

Assets:			
101	Cash in bank		\$697,394.69
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 \$_____)	(\$14,927.99)	(\$14,927.99)
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	(\$351,218.93)	(\$351,218.93)
Total assets and resources			<u>\$335,646.77</u>

Starting date 7/1/2023 Ending date 2/29/2024 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	\$120.89
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		\$105,689.89

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$496,237.51

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	\$1,012,218.35	
602	Less: Expenditures	(\$552,688.47)	
	Less: Encumbrances	(\$397,701.70)	(\$950,390.17)
	Total appropriated		\$558,065.69

Unappropriated:

770	Fund balance, July 1	\$684,109.54
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$1,012,218.35)

Total fund balance	\$229,956.88
Total liabilities and fund equity	<u>\$335,646.77</u>

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,012,218.35	\$950,390.17	\$61,828.18
Revenues	\$0.00	(\$351,218.93)	\$351,218.93
Subtotal	<u>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</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>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</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>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</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>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</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>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</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>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,012,218.35</u>	<u>\$599,171.24</u>	<u>\$413,047.11</u>

Prepared and submitted by :

Robert Brown

Board Secretary

2/29/24

Date

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	351,219		(351,219)
Total		0	0	0	351,219		(351,219)

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	1,012,218	1,012,218	552,688	397,702	61,828
Total		0	1,012,218	1,012,218	552,688	397,702	61,828

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999		0	0	0	351,219		(351,219)
Total		0	0	0	351,219		(351,219)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
		0	134,887	134,887	113,377	5,667	15,843
99999		0	877,331	877,331	439,311	392,035	45,985
Total		0	1,012,218	1,012,218	552,688	397,702	61,828

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$193,153.91
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	\$125,050.92	
302	Less Revenues	(\$125,050.92)	\$0.00

Total assets and resources

\$193,153.91

Starting date 7/1/2023 Ending date 2/29/2024 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	\$10.00
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		\$10.00

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$54,869.75
---------	--------------------------	-------------

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	\$253,661.13
602	Less: Expenditures (\$66,239.43)	
	Less: Encumbrances (\$54,499.80)	(\$120,739.23)
	Total appropriated	\$187,791.65
Unappropriated:		
770	Fund balance, July 1	\$133,962.47
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$128,610.21)
	Total fund balance	\$193,143.91
	Total liabilities and fund equity	<u>\$193,153.91</u>

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$253,661.13	\$120,739.23	\$132,921.90
Revenues	(\$125,050.92)	(\$125,050.92)	\$0.00
Subtotal	<u>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</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>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</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>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</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>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</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>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</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>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</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>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</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>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</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>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$128,610.21</u>	<u>(\$4,311.69)</u>	<u>\$132,921.90</u>

Prepared and submitted by :

Robert Brown

Board Secretary

2/29/24

Date

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	125,051	125,051	125,051		0
Total	0	125,051	125,051	125,051		0
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	253,661	253,661	66,239	54,500	132,922
Total	0	253,661	253,661	66,239	54,500	132,922

Starting date 7/1/2023 Ending date 2/29/2024 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	125,051	125,051	125,051		0
Total	0	125,051	125,051	125,051		0
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	253,661	253,661	66,239	54,500	132,922
Total	0	253,661	253,661	66,239	54,500	132,922

Start date 2/1/2024

End date 2/29/2024

03/25/24 13:44

Date	Tr Num	Transfer Description	Budget Account	Before	Transfer	After
02/01/2024	1439	Payroll Transfer				
		11-140-100-101-01-01-19	SALARIES OF TEACHERS - SUBS	302,712.00	118,248.00	420,960.00
		11-204-100-106-00-05-51	OTHER SAL FOR INSTRUCTION	55,170.00	1,750.00	56,920.00
		11-240-100-101-00-01-45	SALARIES OF TEACHERS	245,230.00	421.00	245,651.00
		11-140-100-101-00-01-19	SALARIES OF TEACHERS	3,140,816.00	(112,000.00)	3,028,816.00
		11-140-100-101-07-00-00	SALARIES - CURRICULUM WRITING	11,000.00	(2,720.00)	8,280.00
		11-140-100-101-07-02-00	SALARIES - BOOT CAMP/COLLEGE	14,994.00	(3,528.00)	11,466.00
		11-219-100-101-00-01-57	SALARIES OF TEACHERS	45,000.00	(2,171.00)	42,829.00
				Transfer # 1439	0.00	Net Change
02/01/2024	1440	Payroll Transfer				
		11-000-217-100-00-03-00	SALARIES	131,675.00	3,750.00	135,425.00
		11-000-219-104-00-01-41	SAL OTHER PROF. STAFF	154,800.00	12,179.10	166,979.10
		11-213-100-106-00-02-00	OTHER SALARIES FOR INSTRUCTION	59,670.00	14,068.00	73,738.00
		11-213-100-106-00-04-00	OTHER SALARIES FOR INSTRUCTION	237,602.83	19,200.00	256,802.83
		11-216-100-106-00-04-00	OTHER SALARIES FOR INSTRUCTION	54,986.75	4,000.00	58,986.75
		11-000-217-100-00-02-00	SALARIES	106,340.00	(3,750.00)	102,590.00
		11-000-219-104-00-02-00	SALARIES OF OTHER PROF STAFF	217,177.29	(12,179.10)	204,998.19
		11-213-100-101-00-03-54	SALARIES OF TEACHERS	991,100.00	(37,268.00)	953,832.00
				Transfer # 1440	0.00	Net Change
02/01/2024	1441	Payroll Transfer				
		11-000-240-103-00-02-37	SAL PRINCIPALS/ASST PRIN	270,055.34	35,522.50	305,577.84
		11-000-266-100-00-00-00	SALARIES - SECURITY	125,018.00	17,000.00	142,018.00
		11-000-270-160-00-01-01	SAL.PUPIL TRAN-REG (H&S)	40,000.00	7,000.00	47,000.00
		11-000-230-104-00-01-91	SAL OTHER PROF. STAFF	293,149.00	(35,522.50)	257,626.50
		11-000-266-330-00-01-00	PURCHASED PROF SERVICES	140,000.00	(17,000.00)	123,000.00
		11-000-270-515-00-01-00	CONTR SERV-SPEC ED-JOINT AGREE	834,243.15	(7,000.00)	827,243.15
				Transfer # 1441	0.00	Net Change
02/01/2024	1442	Payroll Transfer				
		11-401-100-100-00-03-38	PERSONAL SERVICES SAL	40,000.00	15,038.05	55,038.05
		11-401-100-100-00-04-38	PERSONAL SERVICES SAL	35,000.00	(6,000.00)	29,000.00
		11-401-100-100-00-05-38	PERSONAL SERVICES SAL	35,000.00	(3,000.00)	32,000.00
		11-422-100-101-00-01-00	SALARIES OF TEACHERS - ESY	30,000.00	(2,926.75)	27,073.25
		11-422-100-106-00-01-00	OTHER SALARIES FOR INSTRUCTION	25,000.00	(3,111.30)	21,888.70
				Transfer # 1442	0.00	Net Change
02/29/2024	1463	Various Transfers				
		11-000-100-562-00-01-00	TUITION OTHER LEAS-SPECIAL	630,947.51	43,452.00	674,399.51
		11-000-263-420-00-07-00	CLEANING, REPAIR, MAINT SERV	84,322.72	13,353.13	97,675.85
		11-000-100-566-00-01-00	TUITION TO PRIVATE SCH HANDI	673,984.15	(43,452.00)	630,532.15
		11-000-262-621-00-02-00	ENERGY (NATURAL GAS)	86,896.73	(13,353.13)	73,543.60
				Transfer # 1463	0.00	Net Change

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: Feb 29, 2024

03/25/24

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(c)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 2/29/2024	% 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	10,926,230	9,480	10,935,710	1,093,571	95,785	0.88%	1,189,356	997,786
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	5,770,710	15,656	5,786,366	578,637	(26,000)	-0.45%	552,637	604,637
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul. Total School-Sponsored Athletics - Instr, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	951,786	9,483	961,269	96,127	6,000	0.62%	102,127	90,127
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	3,217,146	6,885	3,224,031	322,403	(124,937)	-3.88%	197,466	447,340
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	2,836,981	470	2,837,451	283,745	0	0.00%	283,745	283,745
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	279,182	0	279,182	27,918	(20,500)	-7.34%	7,418	48,418
45300	Support Serv. - General Admin	11-000-230-XXX	643,438	12,166	655,604	65,560	(35,523)	-5.42%	30,038	101,083
46160	Support Serv. - School Admin	11-000-240-XXX	1,391,008	65	1,391,073	139,107	35,523	2.55%	174,630	103,585
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	619,588	471	620,059	62,006	(59,500)	-9.60%	2,506	121,506
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	3,008,619	1,068,930	4,077,549	407,755	452,627	11.10%	860,382	(44,872)
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	1,195,941	20,188	1,216,129	121,613	0	0.00%	121,613	121,613
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	6,073,133	0	6,073,133	607,313	(56,000)	-0.92%	551,313	663,313
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120 72122	Transfer of Property Sale Proceeds Res., Transfer of Property Sale Proceeds CDL	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	500	0	500	50	0	0.00%	50	50
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	(General), Increase in IMPACT Aid Reserve (Capital)	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURENT EXPENSE		36,914,262	1,143,794	38,058,056	3,805,806	267,475	0.70%	4,073,281	3,538,330

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) 2/29/2024	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	15,400	15,400	1,540	103,152	669.82%	104,692	(101,612)
76260	Total Facilities Acquisition and Constru	12-000-4XX-XXX	356,005	1,297,779	1,653,784	165,378	190,000	11.49%	355,378	(24,522)
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		359,005	1,313,179	1,672,184	167,218	293,152	17.53%	460,370	(125,933)
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 Renais 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		37,273,267	2,456,973	39,730,240	3,973,024	560,627	1.41%	4,533,651	3,412,397


Robert Brown
 School Business Administrator Signature

2/29/24
 Date

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

December 31, 2023

	Cash Balance December-23	Cash Receipts December-23	Cash Disbursements December-23	Cash Balance December-23
General Fund - 10	7,007,125.93	553,418.98	(3,861,248.28)	3,699,296.63
Special Revenue Fund - 20	(335,267.15)	443,695.00	(224,480.30)	(116,052.45)
Capital Projects Fund - 30	(118,232.63)	0.00	0.00	(118,232.63)
Debt Service Fund - 40	(389,293.00)	0.00	0.00	(389,293.00)
Enterprise Fund - 60	951,561.01	141,506.60	(160,195.65)	932,871.96
Total	7,115,894.16	1,138,620.58	(4,245,924.23)	4,008,590.51
Payroll Account	4,937.44	1,312,754.56	(1,314,844.66)	2,847.34
Payroll Agency Account	21,527.04	1,022,340.96	(1,025,702.76)	18,165.24
Unemployment Account	96,048.14	14.55		96,062.69
Summer Escrow Account	150,271.74	50,080.96	0.00	200,352.70
Flexible Spending Account	625.44	2.87	0.00	628.31
Grand Total	7,389,303.96	3,523,814.48	(6,586,471.65)	4,326,646.79



Chief School Administrator

12/31/23
Date

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

January 31, 2024

	Cash Balance January-24	Cash Receipts January-24	Cash Disbursements January-24	Cash Balance January-24
General Fund - 10	3,699,296.63	1,919,861.40	(3,308,246.88)	2,310,911.15
Special Revenue Fund - 20	(116,052.45)	25,477.00	(155,577.11)	(246,152.56)
Capital Projects Fund - 30	(118,232.63)	40,802.92	0.00	(77,429.71)
Debt Service Fund - 40	(389,293.00)	0.00	0.00	(389,293.00)
Enterprise Fund - 60	932,871.96	(219,332.07)	(86,126.50)	627,413.39
Total	4,008,590.51	1,766,809.25	(3,549,950.49)	2,225,449.27
Payroll Account	2,847.34	1,292,503.91	(1,292,503.91)	2,847.34
Payroll Agency Account	18,165.24	1,007,611.68	(996,855.91)	28,921.01
Unemployment Account	96,062.69	3,105.11		99,167.80
Summer Escrow Account	200,352.70	45,734.00	0.00	246,086.70
Flexible Spending Account	628.31	2.78	0.00	631.09
Grand Total	4,326,646.79	4,115,766.73	(5,839,310.31)	2,603,103.21


Chief School Administrator

1/31/24
Date

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

February 29, 2024

	Cash Balance February-24	Cash Receipts February-24	Cash Disbursements February-24	Cash Balance February-24
General Fund - 10	2,310,911.15	6,050,138.40	(3,035,371.03)	5,325,678.52
Special Revenue Fund - 20	(246,152.56)	48,511.00	(54,673.61)	(252,315.17)
Capital Projects Fund - 30	(77,429.71)		0.00	(77,429.71)
Debt Service Fund - 40	(389,293.00)	32,225.00	(33,387.50)	(390,455.50)
Enterprise Fund - 60	627,413.39	88,930.16	(18,948.86)	697,394.69
Total	2,225,449.27	6,219,804.56	(3,142,381.00)	5,302,872.83
Payroll Account	2,847.34	1,243,109.53	(1,243,109.53)	2,847.34
Payroll Agency Account	28,921.01	1,005,318.80	(995,080.10)	39,159.71
Unemployment Account	99,167.80			99,167.80
Summer Escrow Account	246,086.70	49,406.00		295,492.70
Flexible Spending Account	631.09	2.50		633.59
Grand Total	2,603,103.21	8,517,641.39	(5,380,570.63)	5,740,173.97


Chief School Administrator

2/29/24
Date



Proposal

WB Wood NJ
175 Morristown Road
Suite 200
Basking Ridge, NJ 07920
Phone: 908-901-0001
Fax: 908-901-0002

Quote Number	87394
Date	04/25/2024
Customer Account	HASHEI
Terms	NET 30
Salesperson	Maureen Tracy
Page	1 of 3

Attachment D

S Hasbrouck Heights Board of Education
O 379 Boulevard
L Hasbrouck Heights, NJ 07604
D

T ATTN: Mike Polizzi
O Email: polizzimic@hhschools.org

I Hasbrouck Heights High School
N 365 Boulevard
S Hasbrouck Heights, NJ 07604
T
A
L ATTN: Gerry Mihalitsianos
L Email: mihalitsianosger@hhschools.org

A
T

Priced on Sourcewell Contract
OT0043776 Sourcewell #091423-KII Delv/Tailgate
Please make PO payable to WB Wood

WB Wood Team Members:
Salesperson, Maureen Tracy, mtracy@wbwood.com, 973-600-2867
Project Coordinator, Breanna Marcantonio, bmarcantonio@wbwood.com, 908-901-0001

Line	Quantity	Catalog Number/Description	Unit Price	Extended Amount
1	8.00 Each	Intellect Wave 4-Leg Chair, Large OPTION: /NG:Nylon glides OPTION: /CTN:Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) OPTION: /SX:Starlight Silver Metallic OPTION: /NFR:No Fire Retardant OPTION: /PNE:Nemo % Off List: 40.00	102.00	816.00
2	11.00 Each	Uniframe Rect Tbl, 12-Stls, 60-1/2x120", Perfect Edge, Therm OPTION: /SX:Starlight Silver Metallic OPTION: /29:29" high OPTION: Standard:KI Laminates OPTION: /LXF:FLAX LINEN 4990-38 OPTION: /CK:Black OPTION: /EBL:Black edge % Off List: 45.00	2,203.85	24,242.35
3	6.00 Each	Uniframe Rect Tbl, 12-Stls, 60-1/2x139-1/2", Perfect Edge, Therm OPTION: /SX:Starlight Silver Metallic OPTION: /29:29" high OPTION: Standard:KI Laminates OPTION: /LXF:FLAX LINEN 4990-38 OPTION: /CK:Black OPTION: /EBL:Black edge % Off List: 45.00	2,303.40	13,820.40



Proposal

WB Wood NJ
175 Morristown Road
Suite 200
Basking Ridge, NJ 07920
Phone: 908-901-0001
Fax: 908-901-0002

Quote Number	87394
Date	04/25/2024
Customer Account	HASHEI
Terms	NET 30
Salesperson	Maureen Tracy
Page	2 of 3

4	2.00 Each	Uniframe Wheelchair Acc Rect Tbl,6-Stl,Perfect Edge,Therm OPTION: /SX:Starlight Silver Metallic OPTION: -31;31" high OPTION: Standard:KI Laminates OPTION: /LXF:FLAX LINEN 4990-38 OPTION: /CK:Black OPTION: /EBL:Black edge % Off List: 43.26	2,114.20	4,228.40
5	3.00 Each	Uniframe Reel Tbl,8-Stls,60-1/2x96",Perfect Edge,Therm OPTION:Starlight Silver Metallic OPTION:29" high OPTION:KI Laminates OPTION:LXF:FLAX LINEN 4990-38 OPTION:Black OPTION:Black edge % Off List: 45.00	2,049.30	6,147.90
6	1.00 Each	Cost to receive deliver and install furniture using prevailing wage labor during normal working hours. % Off List: 0.00	19,600.00	19,600.00

Total: \$68,855.05

Sales Tax: \$0.00

GRAND TOTAL: \$68,855.05



Proposal

WB Wood NJ
175 Morristown Road
Suite 200
Basking Ridge, NJ 07920
Phone: 908-901-0001
Fax: 908-901-0002

Quote Number	87394
Date	04/25/2024
Customer Account	HASHEI
Terms	NET 30
Salesperson	Maureen Tracy
Page	3 of 3

WB Wood Standard Terms & Conditions of Sale (Other Terms & Conditions may apply under separate cover)

These Terms and Conditions constitute a part of the offer of customer to purchase the goods described on the attached proposal and form a contract between the customer and WB Wood. The signature of the customer constitutes a firm offer. These Terms & Conditions are superseded by any contradictory terms and conditions included in a contract between WB Wood and the customer in effect at the time of purchase. In such a case, these Terms & Conditions require no signature.

- ORDER PROCESSING:** WB Wood will place the customer's order for products and services after approval of customer's credit, receipt of signed proposal, deposit check, if necessary, and customer purchase order (if applicable). Any delivery and/or installation dates quoted are approximate.
- PRICES:** Prices in this proposal are based on manufacturer's list prices and will be held for 30 days from proposal date, subject to manufacturer's price increases, if any. Should project size or scope change, list prices and discounts may be subject to changes accordingly. Installation pricing is based upon non-union labor rates, unless otherwise specified. Freight, delivery and installation are not included in the price of products and will be added to invoices if applicable. Voice and data communication cabling within the furniture are not included in this proposal.
- SALES TAX:** Sales tax will be included on the invoice unless the customer provides WB Wood with a valid sales tax exemption certificate.
- CHANGES, CANCELLATIONS AND RETURNS:** The order for the goods may not be changed or cancelled by the customer without our written consent. Approved cancellations will be subject to the manufacturer's standard cancellation charges. Additionally, an administrative charge of 15% of the purchase price will be paid to WB Wood. All sales are final.
- CHANGE ORDERS:** Any modification to the sales order that affects the purchase price or the products and services to be purchased will be reflected in a revised proposal. The client must authorize all changes in writing in order for them to be implemented.
- DEPOSITS:** All orders are subject to deposits with the order. The amounts of the deposits are determined by the WB Wood credit department upon review of the customer's credit application.
- INVOICING:** Invoices will be tendered in full on all items received or being held by our customer, including delivery and installation charges. Invoices for product only will be tendered within 15 days for all items received in our warehouse. Charges for delivery and installation from our warehouse will be billed when the services are provided.
- STORAGE CHARGES:** In the event that the client cannot accept the shipment according to schedule, WB Wood will provide free storage for thirty days. After that time the customer will be charged for storage.
- PAYMENT TERMS:** Payment terms will be noted on the proposal and on the customer acknowledgement. Customers with open credit must pay within the terms specified. Payment by credit card will result in additional costs to be passed on to the customer. If customer is dissatisfied at the time of installation/delivery, it should be noted on a Punch List. Customer may delay payment of up to 10% of the invoice, without penalty, until all Punch List items are corrected to customer's satisfaction. However, it is expressly understood that the remaining 90% of the invoice is due and payable under the credit terms extended by seller, regardless of the presence or extent of Punch List items.
- INSTALLATION AND DELIVERY:** Services are provided during normal business hours. Additional charges will be applicable if services are requested for times or days other than normal, if special handling or equipment is required, if moving of products other than delivered is required, or any unusual conditions exist that were not made known to WB Wood at time of sale. Customer will provide adequate staging areas and facilities for the efficient movement of the product including elevator service. Customer will provide clear installation sites, free of all debris and interference from other trades, to insure an efficient installation. Customer will provide, without charge to WB Wood, electrical power and the services of an electrician (where wiring hook-ups are required by a licensed electrician). Customer will be responsible for the security of the installation site.
- TITLE:** Title to the merchandise passes to the customer only when the full purchase price and all other charges under this agreement have been paid in full. In the event of any default in payment, WB Wood has the right of repossession of all merchandise 90 days after the due date of the invoice.
- LIABILITIES, REMEDIES AND WARRANTIES:** Customer agrees to advise WB Wood within five working days after date of delivery of a defect, non-conformity, error or shortage in the product. Failure to so advise within that five day period shall constitute a waiver of any rights they might otherwise have under the contract for any such defect, non-conformity, error or shortage. The liability of WB Wood is expressly limited as follows: a) For defects in the product, WB Wood shall have no liability except to assign or pass on the warranty of the manufacturer; b) For damage to the product, WB Wood shall have no liability to repair or replace the products unless the damage of loss was caused by WB Wood or their subcontractor; c) For delay in delivery and installation, WB Wood shall have no liability where the primary cause of such delay is attributed to any cause beyond the reasonable control of WB Wood; d) WB Wood shall have no liability to customer for loss of profits, use, or other special or consequential damages whatsoever. The remedy of customer for any claimed breach of this contract by WB Wood shall be limited to repair or replacement of any damage to the product caused solely by WB Wood. WB Wood warrants any work performed to be free from defect in workmanship for one year from date of installation.

I accept the terms and conditions above.

Signed _____

Company _____

Printed Name _____

Title _____

Date _____

NJ

Hasbrouck Heights Board of Education
Hasbrouck Heights, New
Jersey

Job Description: Administrative Assistant to the Superintendent

Qualifications:

- College graduate
- At least five years prior experience as an administrative assistant with accomplished executive secretarial skills
- Strong organizational and typing **computer** skills
- Current and proficient knowledge of all standard office procedures and equipment
- ~~Computer literate on current district computers~~
- Ability to assume a leadership role in directing the activities of other secretarial staff and making decisions concerning office operations
- Ability to communicate clearly and effectively with the public, staff and board members
- Ability to function as part of a cohesive secretarial team by assuming varied responsibilities in differing circumstances
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Superintendent of Schools

Job Goal: Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

Responsibilities: The activities of the Administrative Assistant to the Superintendent include but are not limited to:

- Understands the importance and maintains complete confidentiality in all matters
- Prepare correspondence, maintain calendar of appointments, interviews and meetings for the Superintendent, channel and screen all communications
- Prepare Board of Education correspondence as directed.
- Compile data and prepare confidential memos for collective negotiation.
- Serve as district notary
- Compile and submit all annual state/federal reports ~~on personnel, student attendance, etc.~~ including:
 - **School Safety Data System (SSDS) Incidents/Trainings/Programs**
 - **NJSmart Staff Report (SMID)**
 - **HIB Self-Assessment for Determining Grades**
 - **School Register Summary**
 - **Federal Civil Rights Report – when requested**
 - **MOA Between Education and Law Enforcement**
 - **Annual Survey of Children in Institutions for Neglected and Delinquent Children**
 - **Certify District and School Data (CDS)**
 - **LEA Checklist for Virtual or Remote Instruction Program**
- **Submit Annual and Biannual Statement of Assurance (SOA) Regarding:**

- Comprehensive Equity Plan
- Use of Paraprofessionals
- HS Voter Registration Laws
- School Safety and Security Plan
- School Security Drills
- o Maintain Staff Course Credit Approval
- o Compile Annual Salary Guide Movement List
- o Maintain Staff Certifications; Enter new staff into Provisional Program; Assist staff in obtaining State Certification
- o Maintain current salary records of all personnel
- o Maintain current and accurate charts on teacher assignments
- o Maintain confidentiality relating to all pupil/district personnel information
- o Assists in the development of the District-wide School Calendar and provides notification of district schedule to proper agencies
- o Maintains and updates Board Policy Manuals
- o Maintains and updates Hasbrouck Heights Education Association negotiated agreement
- o Maintains and updates Administrators and Supervisors negotiated contract.
- ~~o Maintains and updates current budget~~
- ~~o Assists in the preparation of grants~~
- o Serves as an in-person and phone receptionist for parents, students, staff, community members and outside professionals having contact with the Superintendent
- o Other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent

Terms of Employment: Twelve month position with compensation in accordance with the negotiated agreement with the Superintendent.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

Approved: December 21, 2006

Revised: July 25, 2013

Revised: April 25, 2024

Teachers in Charge: \$33.00/hour

Jarosiewicz	Christa
Reynolds	Danielle

2024 SUMMER KEYS STAFF

Attachment F

Teachers: \$32.00/hour

Cebula	Mike
Giaquinto	Jamie
Giaquinto	Jenna
Kroncke	Danielle
Young	Karen
Music	Gabrielle (sub)
Cuttita	Cathy (sub)
Rucci	Nichole (sub)

Teacher Assistants: \$18.00 /hour

Calderon	Shawn (substitute)
Bincoletto	Dana
Bothe	Jordan
Cruz	Drande (substitute)
Ferrari	Kathy
Nazek	Rula
Gafner	Shana (substitute)
Traverso	Caitlyn
Kulesa	Patty

Student Helpers: \$9.85/hour

Ciminata	Gianluca		
Cozzitorto	Frankie		
Donnelly	Neil		
Castellano	Nina		
Bua	Mackenzie		
Rodriguez	Jolie		
Powers	Lexi		

Volunteers

Andrade	Silvia
Mazza	Alivia
Rodriguez	Khalep

KEYS/ESY Program Summer 2024 Visitor Monitors

MS/HS Main Entrance (Boulevard) - June 24, 2024 – August 9, 2024

Lesley Giaquinto – Monday – Friday, 7:15 am – 12:15 pm

Jessica Freschi – Monday – Friday, 12:15 pm – 5:15 pm

Upper Paterson Avenue Door (near corner of Paterson & Boulevard) – July 8, 2024 – July 31, 2024

Alisa Rios – Monday – Friday, 8:15 am – 12:45 pm

24-25 TENURED STAFF

LAST NAME	FIRST NAME	TOTAL
ALVAREZ	JENNIFER	\$62,500.00
COZZITORTO	PATRICIA	\$76,343.00
IAROSI	ROBERT	\$103,910.00
JOHANNEMANN	CHRIS	\$ 31.00/ HR
MATTYASOVSKY	TAMAS	\$121,867.00
MIHALISIANOS	GERASIMOS	\$133,128.00

SECRETARIES/DATA SYS. COORD./CLERICAL

BEHR	CATHERINE	\$31,694.00
CANAVATCHEL	JULIE	\$62,703.00
DELVECCHIO	FRAN	\$68,778.00
GOMEZ	LUCY	\$62,703.00
HONE	PATRICIA	\$62,703.00
KLENK	MAUREEN	\$62,703.00
MASON	LISA	\$62,703.00
SISCO	DAISY	\$62,703.00

CUST./MAINT.

BARRIOS	ALBERTO	\$55,406.00
CALDERON	ERNESTO	\$56,906.00
CRUZ	JORGE	\$55,406.00
DEPALMA	DOMINICK	\$58,106.00
HASSETT	ANTHONY	\$56,609.42
JONES	WILLIAM	\$58,106.00
KNAGGS	DAWN	\$59,284.42
LUTERZO	MICHAEL	\$58,106.00
MONTANEZ	PABLO	\$59,284.42
OLIVO	JOSEPH	\$59,284.42
SILVA	JOHNNY	\$55,406.00

ADMIN

BARCHINI	VINCENZO	\$149,814.00
COLANGELO	JOSEPH	\$158,380.00
D'AMICO	FRANK	\$142,671.00
HELFANT	MATTHEW	\$194,498.00
MASTROPIETRO	JOSEPH	\$160,580.00
SCUILLA	MICHAEL	\$156,744.00
SICKELS	MICHAEL	\$161,580.00
SIMMONS	LINDA	\$188,688.00

24-25 TENURED STAFF

LAST NAME	FIRST NAME	TOTAL
<u>TEACHERS, CST,</u>		
<u>GUIDANCE, NURSES</u>		
ABBATIELLO	MARIA	\$110,525.00
ASCOLESE	JOSEPH	\$112,225.00
BALESTRA	MAURIZIO	\$101,545.00
BAPTISTA	KATHERINE	\$109,025.00
BARI	CHRISTINA	\$94,725.00
BAUMANN	SOPHIE	\$64,770.00
BERNSTEIN	LISA	\$112,225.00
BINAZESKI	MICHAEL	\$103,045.00
BOTHE	LORI	\$64,220.00
BRANCATO	LAURIE	\$61,570.00
BRANDER	SAMANTHA	\$97,925.00
BRUNETTI	NATALIE	\$59,320.00
CAFFERTY	BETH	\$96,225.00
CALDERON	PAOLA	\$78,965.00
CALLIGY	ASHLEY	\$85,245.00
CAPOZZI	CYNTHIA	\$79,745.00
CAPUTO	EILEEN	\$109,825.00
CAPUTO	KIM	\$112,225.00
CASSANO	PHILIP	\$105,425.00
CASSIDY	CATHERINE	\$112,225.00
CASSIERE	DAVID	\$111,725.00
CEBULA	MICHAEL	\$87,145.00
CENTRELLA	MARY	\$110,525.00
CHAPIN	BRIDGETTE	\$111,725.00
CHIU	BETTY	\$111,725.00
CHRISTIANSON	BARBARA	\$112,225.00
CIRACO	LISA	\$111,403.00
COFFEY	JESSE	\$67,690.00
COLANERI	LISA	\$71,145.00
CONDAL	TAYLOR	\$68,750.00
COSTELLO	KRISTIN	\$66,315.00
CURTIN	ALYSHA	\$60,570.00
CUTTITA	CATHERINE	\$66,620.00
DALY	ALLISON	\$111,025.00
DANNY	MONICA	\$100,845.00
DENNEHY	PATRICK	\$68,390.00
DEPALMA	VICTORIA	\$109,825.00
DILASCIO	TINA	\$61,570.00
DIMARTINO	KIMBERLY	\$109,825.00

24-25 TENURED STAFF

LAST NAME	FIRST NAME	TOTAL
DITARANTO	GABRIELLE	\$61,570.00
DRAGO	EILEEN	\$110,525.00
DUGAN	JESSICA	\$41,334.00
FALQUEZ	MEGAN	\$93,995.00
FARQUHAR	LORI	\$69,445.00
FARRUGGIO	MARIA	\$103,045.00
FELICETTI	KAREN	\$110,525.00
FERRANTI	JACKILYN	\$83,745.00
FREUND	KRISTOPHER	\$83,745.00
GABRIELE	PATRICK	\$108,325.00
GALLINA	ANGELA	\$66,640.00
GALLUCCI	JOANIE	\$75,045.00
GARFI	NICOLE	\$63,270.00
GESELL	LINDSEY	\$80,920.00
GORDON	TAMMY	\$100,845.00
GRIECO	JOHNNA	\$69,445.00
GYENES	MELISSA	\$111,725.00
HEALEY	CAROLYNNE	\$112,225.00
INCOGNITO	DANIELLE	\$96,225.00
JAROSIEWICZ	CHRISTA	\$109,825.00
JOHNSON	DAWN	\$110,525.00
JOHNSON	SUZANNE	\$112,225.00
KASTNER	DANIELLE	\$94,725.00
KELLER	JENNIFER	\$78,965.00
KOS	SUZANNE	\$112,225.00
KRONCKE	DANIELLE	\$110,525.00
LAMBE	PAMELA	\$111,725.00
LATORRE	EILEEN	\$111,025.00
LATORRE	LISAMARIE	\$64,220.00
LINDQUIST	ANTOINETTE	\$60,570.00
LUTZ	VANESSA	\$108,325.00
MABEL	MICHELE	\$101,545.00
MAI	AMANDA	\$110,525.00
MANSFIELD	SEAN	\$62,770.00
MARCHESE	VINCENT	\$83,745.00
MARTELLO	JENNIFER	\$109,825.00
MATTINA	AUNDREA	\$78,520.00
McCANN	JUSTIN	\$60,570.00
McCUE	VANESSA	\$80,920.00
McGINTY	ELIZABETH	\$109,825.00
McKERNAN	JULIE	\$71,040.00
McSHANE	PATRICK	\$68,390.00

24-25 TENURED STAFF

LAST NAME	FIRST NAME	TOTAL
MERTZ	MICHAEL	\$73,440.00
MILLER	CORINNE	\$109,825.00
MINERVINI	AMANDA	\$91,645.00
MINICHIELLO	ROCCO	\$107,125.00
MONETTI	DANIELLE	\$103,545.00
MONTALTO-PHILP	MARIA	\$110,525.00
MORONEY	CARRON	\$104,745.00
MUSCO	JACLYN	\$73,440.00
MUSKA	JAMES	\$100,595.00
NETELKOS	STEPHANIE	\$62,270.00
NEUMANN	MARY	\$98,815.00
O'BRIEN	ANGELA	\$112,225.00
OETTINGER	EILEEN	\$72,720.00
O'HAGAN	KERRIE	\$111,525.00
PALLADINO	LISA	\$78,965.00
PELLEGRINO	CHRISTINE	\$104,725.00
PERDOMO	RITA	\$67,770.00
PIGNATIELLO	DANIEL	\$105,425.00
POPE	HEATHER	\$109,903.00
PORFIDO	JENNIE	\$79,665.00
PRASHKER	HANA	\$87,145.00
PUZIO	MICHELLE	\$110,525.00
RAD	MELISSA	\$111,725.00
REGAN	DANA	\$104,725.00
REYNOLDS	DANIELLE	\$80,920.00
RICCI	MARGARET	\$112,225.00
RISPOLI	DAVID	\$106,425.00
ROBERTSON	DIANE	\$78,045.00
RODNITE	KAILEY	\$72,740.00
ROGERS	ALYSSA	\$108,325.00
ROMAN	IVANA	\$61,570.00
RUCCI	NICHOLE	\$111,725.00
RUSSO	ADRIANA	\$77,820.00
SABIN	CHRISTINA	\$110,525.00
SCHAFER	MICHELE	\$63,270.00
SCHMARAK	JUSTIN	\$80,920.00
SHANNON	ROBIN	\$104,745.00
SHELLY	BETTE	\$108,325.00
SICONOLFI	LAUREN	\$109,825.00
SPARACIO	MATTHEW	\$92,345.00
SQUILLACE	MARIA	\$109,825.00
STILLMAN	MICHAEL	\$111,025.00

24-25 TENURED STAFF

LAST NAME	FIRST NAME	TOTAL
STURM	RHONDA	\$112,225.00
TACINELLI	COURTNEY	\$101,545.00
TATTOLI	LORENZO	\$73,440.00
TEN BERGE	LAURIE	\$107,425.00
TOY	KATHLEEN	\$112,225.00
VALENTI	SHANNON	\$109,825.00
VAN DAM	JOHN	\$99,125.00
WARREN	MICHAEL	\$108,325.00
WERNER	JENNIFER	\$62,770.00
YOUNG	KAREN	\$82,445.00
ZELLMAN	IAN	\$109,025.00
ZITO	ALYSSA	\$75,565.00
ZUKATUS	JOHN	\$103,925.00

24-25 NON-TENURED STAFF

LAST NAME	FIRST NAME	TOTAL
ALVAREZ	SOFIA	\$20.00/Hr
CUYA	RAFAEL	\$65,000.00
KHOURY	KATHY	\$87,720.00
TODD	RONALD	\$16.00/Hr
DOUGLAS	JAKE	\$16.00/Hr
HONE	JOHN	\$16.00/Hr

SECRETARIES/DATA SYS. COORD./CLERICAL

MAGARELLI	ERIN	\$31,694.00
PEREZ	JAQUELINE	\$31,694.00
ZORAT	LORI	\$33,362.00

CUST./MAINT.

HASSETT	PATRICK	\$52,864.42
---------	---------	-------------

ADMIN

DACOSTA	DIANA	\$129,000.00
GARCIA	CHRISTOPHER	\$126,870.00
VETRANO	DOMINIQUE	\$151,941.00

TEACHERS, CST,**GUIDANCE, NURSES**

BANCROFT	SKYLAR	\$58,820.00
BEVAQUA	NICOLE	\$71,040.00
BROOKS-LEE	EMMA	\$109,025.00
CITO	JACKLYN	\$73,440.00
CLIFTON	ROBERT	\$108,325.00
COCOZZO	ZACHARY	\$62,770.00
CONNER	KERRIANNE	\$76,945.00
DALCORTIVO	KRISTEN	\$67,690.00
DILASCIO	GIANNA	\$64,940.00
FERIA	JOHANNA	\$66,640.00
FERRENCE	MICHELLE	\$59,820.00
GASPARINO	KATHERINE	\$66,690.00
GIAQUINTO	JAMIE	\$59,320.00
GOSS	TARA	\$75,870.00
HRICAY	JAMIE	\$62,320.00
INCREMENTONA	SAMANTHA	\$65,640.00

24-25 NON-TENURED STAFF

LAST NAME	FIRST NAME	TOTAL
ISMAILOVSKI	TRACEY	\$101,545.00
KEST	KERRI	\$61,570.00
LUCIANO	CYNTHIA	\$92,315.00
MACMILLAN	MEGHAN	\$69,445.00
MASON	PAUL	\$59,820.00
MENDOZA	GABRIELLE	\$73,620.00
MCGORTY	ERIN	\$83,745.00
MELI	HEATHER	\$59,820.00
MELI	NICOLE	\$65,440.00
O'BRIEN	ALLISON	\$59,820.00
ORTEGA	JADIRA	\$62,770.00
PALUMBO	MICHAEL	\$69,445.00
PINELLI	JESSICA	\$65,640.00
PUTKISTO	ALEXIS	\$64,940.00
RIOS	ALISA	\$66,640.00
SAMARELLI	ANGELINA	\$59,520.00
SALERNO	CAROLINE	\$59,820.00
SCANO	ALYSSA	\$58,820.00
SHERBIN	MICHAEL	\$68,390.00

24-25 PARAPROFESSIONALS

LAST NAME	FIRST NAME	TOTAL
<u>PARAS</u>		
ALOSCO	PASQUALINA	\$28,178.00
ALTAMURA	GRAZIA	\$28,178.00
ALTIZIO-REINER	MARIA	\$27,178.00
AMORES	GEORGE	\$27,178.00
BARRIOS	TRICIA	\$27,178.00
BOTHE	JORDAN	\$27,178.00
CAPASSO	ELIZABETH	\$27,178.00
COLANERI	BRENDA	\$28,178.00
DEPALMA	ANNE-MARIE	\$28,178.00
DI GIACINTO	KATHLEEN	\$27,178.00
FERRERI	KATHLEEN	\$27,178.00
FOLLARI	MELISSA	\$27,178.00
FRESCHI	KELLY	\$27,178.00
GIAQUINTO	LESLEY	\$27,178.00
GRANEY	KERRI	\$27,178.00
GUADAGNO	MARYANNE	\$27,178.00
HUGHES	KATHLEEN	\$28,178.00
INNIS	DEBRA	\$27,178.00
JERA	AURORA	\$27,178.00
KASHUBA	LAURA	\$27,178.00
KASPER	KELLY	\$27,178.00
KING-GRANEY	JUDITH	\$27,178.00
KOCH	FILIZ	\$27,178.00
LATORRE	DEBORAH	\$28,178.00
LEKA	RAJMONDA	\$27,178.00
LUPPINO	CAROL	\$27,178.00
MAKELY	BRYAN	\$27,178.00
MULLINS	LINDA	\$27,178.00
NAZEH	RULA	\$27,178.00
PARISE	KIMBERLY	\$27,178.00
PASSARELLA	MARC	\$27,178.00
POPADICH	KIMBERLY	\$27,178.00
PRIORE	LYNNE	\$27,178.00
RISPOLI	EVELYN	\$27,178.00
ROCHE	TRACI	\$27,178.00
ROONEY	MARYANNE	\$27,178.00
SALIB	CORINNE	\$27,178.00
STELLHORN	KATHY	\$27,178.00
THOMPSON	JACQUELYN	\$27,178.00
VERDI	NANCY	\$28,178.00
WARREN	JENNIFER	\$27,178.00
WEXLER	MELISSA	\$27,178.00
WHEELER	KAREN	\$27,178.00
WIPPER	DONNA	\$28,178.00

3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS - POLICY

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9B-7.1 et seq. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

Recent Hasbrouck Heights graduates seeking employment as a substitute teacher in Hasbrouck Heights must possess a minimum of 30 college credits to substitute in grades Pre-K to 5; and a minimum of 45 credits to substitute in grades 6-12.

All substitutes must participate in a comprehensive orientation process which includes, but not limited to, basic substitute requirements, classroom protocols, classroom management, nursing services, emergency procedures, working with paraprofessionals, and any other processes and procedures specific to school sites.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. and N.J.A.C. 6A:9B-7.4(c), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional certificate of eligibility (CE), certificate of eligibility with advanced standing (CEAS), or standard certificate issued by the New Jersey State Board of Examiners with an endorsement within the scope of the subject being taught for no more than sixty instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:

1. The school district was unable to hire an appropriately certified teacher for the vacant position;

2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and
3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:
 - a. CE or CEAS holders obtain a provisional certificate;
 - b. CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;
 - c. CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.

In the event that one individual employed pursuant to the provisions of N.J.S.A. 18A:16-1.1b. is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. and N.J.A.C. 6A:9B-7.4(b), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional CE, or a CEAS, or a standard certificate issued by the New Jersey State Board of Examiners with an endorsement not within the scope of the subject being taught for no more than forty instructional days in the same classroom per year. The Executive County Superintendent of Schools shall be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom.

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. and N.J.A.C. 6A:9B-7.4(a), a vacant teaching position may only be filled by one or more individuals holding a substitute credential or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for no more than twenty instructional days in the same classroom per year. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;
18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Adopted: 20 November 2014

Revised: August 25, 2016

Revised (First Reading): April 25, 2024

R 5440 HONORING PUPIL STUDENT ACADEMIC ACHIEVEMENT

All awards shall be presented strictly on the merits of the pupils receiving them.

A. Honor Rolls

1. Middle School Honor Roll

- a. At least 3 A's and all grades better than B-.

Middle School High Honor Roll

- a. A+, A or A- in every course

High School Honor Rolls

- 2. Students in grades 9-12 who distinguish themselves by high academic achievement will be listed on an honor roll at the end of each marking period. Two rolls will be published: first honors and second honors.
 - a. The first honor roll will include all students who have achieved a grade of not less than an A- in all subjects in that marking period.
 - b. The second honor roll will include all students who have a grade of B or better in all subjects, excluding those students named to the first honor roll in that marking period.
 - c. A student who has been given a grade of incomplete in any subject will be ineligible for an honor roll in that marking period.
 - d. A student who has dropped a course after the mid-point of the marking period will be ineligible for an honor roll in that marking period.
- 3. Students in grades 9-12 who have achieved academic distinction for the school year will be listed on an honor roll at the end of the school year. Two year-end rolls will be published: first honors and second honors.
 - a. The first honor roll will include all students who have achieved a final grade of at least A- in all subjects.
 - b. The second honor roll will include all students who have a final grade of B or better in all subjects, excluding those students named to the high honor roll.
 - c. A student who has been given a final grade of incomplete in any subject will be ineligible for a year-end honor roll.
 - d. A student who has dropped a course after the mid-point of the last

marking period will be ineligible for a year-end honor roll.

4. The honor rolls are generated through the Board approved student data system.

Class Rank

Class ranking is necessary for college applications and certain job placements. In order to ensure that ranking is done in the most equitable manner, the Hasbrouck Heights Board of Education directs that the following procedures be followed:

1. Ranking will be based upon semester grades received in all courses taken in grades nine, ten, eleven and first semester grades in grade 12.
2. All pupils having a mathematical chance of graduating in a given year are ranked with that senior class.
3. Class rank will be determined by transposing all appropriate letter grades to the proper numerical equivalent as listed in the Board regulation. These grades will then be totaled and divided by the number of semesters attempted. The results will be the pupil's class point average. Pupils in each class will then be ranked in descending order of class point average beginning with the highest point average.
4. In case of repeated courses, both grades are counted. Courses taken in summer school are also counted in the ranking process.
5. In the case of ties, those pupils with exactly the same class point average will then be given the same rank, one position below the pupil with the next higher score. The pupil just below the tied individuals will be given the rank determined by the total number of pupils whose average exceeds his/hers. For example, if three pupils in a class of 120 are tied for fifth place, all three would be given a rank of 5/120. The next pupil would be ranked 8/120.
6. A class rank for each class will be determined at the end of the eleventh grade and final rank at the mid-year in grade twelve.
7. The pupil with the highest class point average at the conclusion of the first semester of grade twelve will be the class valedictorian. The pupil with the second highest average will be the class salutatorian. The pupil with the third highest average will receive the third honors award.
8. Letter grades will be assigned the following value points per unit (a unit is defined as a course meeting at least five times per week for a full year) as listed below:

Class Rank

Class weighting:

All Classes	Honors Classes
-------------	----------------

A+ = 4.3	A+ = 5.3
A = 4.0	A = 5.0
A- = 3.7	A- = 4.7
B+ = 3.3	B+ = 3.3
B = 3.0	B = 4.0
B- = 2.7	B- = 3.7
C+ = 2.3	C+ = 3.3
C = 2.0	C = 2.3
C- = 1.7	C- = 2.7
D = 1.0	D = 2.0
F = 0	F = 0

All honors classes are weighted with the addition of one point for each letter grade. In addition, certain courses are considered to be on the honors level. These include all level four language courses and the philosophy course.

Class rank is computed by adding all grade values, multiplied by the number of credits earned, and then dividing by credits to ascertain grade point average.

B. Academic Awards

1. The student who has achieved the highest scholastic rank in the graduating class will be recognized as class valedictorian and will be presented with a medal.

2. The student who has achieved the second highest scholastic rank in the graduating class will be recognized as class salutatorian and will be presented with a medal.
3. The following academic achievement(s) of third honors will be recognized by the presentation of a medal.
4. Academic awards offered by individuals and special interest organizations will be permitted subject to Policy 9700.

C. National Honor Society

Students who meet the admission qualifications established by the National Honor Society and the Hasbrouck Heights High School Chapter will be elected to membership in the Society.

D. Additional Recognitions

Because it is not possible to anticipate the achievements of students in all areas of school and community life, all teaching staff members are directed to be alert to the outstanding accomplishments of students other than those listed in this regulation. Any such accomplishment should be reported to the building Principal with a recommendation that the Board consider appropriate recognition of the student.

Other recognitions, as appropriate to grade levels, at the recommendation of district administration.

E. Presentations

1. The following award, 100% attendance in grades 9-12, will be announced and presented at the high school graduation ceremony.
2. The following award, Military Enlistment, will be announced and presented at the graduation ceremony.
3. The following award, Top 10% of the Class, will be announced and presented at the annual Top 10% dinner.
4. Honor rolls and awards, academic and co-curricular, will be released for publication in accordance with Policy ~~No.~~ 8330.

District Regulation

5240 - TARDINESS

A. Definitions

1. A ~~pupil~~student is tardy to school when the ~~pupil~~student reports to his/her assigned ~~homeroom~~**period one** class after the late bell rings without approval for the delay.
2. A ~~pupil~~student is tardy to class when the ~~pupil~~student reports to his/her assigned classroom or other place of instruction after the late bell rings without approval for the delay.
3. A ~~pupil~~student who is late to school or class for an excused purpose pursuant to Policy No. 5230 is not tardy for the purpose of this regulation.

B. Procedures for Tardy Arrivals

1. A ~~pupil~~student who is tardy to school must report to the **Visitor Monitor at the front desk and proceed as directed.** ~~Main office to present a written note explaining the reason for the tardiness. The pupil-student must sign in and receive a late pass for admission to class. Any documentation regarding the tardy should be given to the main office.~~
2. A ~~pupil~~student who is tardy to class **must present a late pass to the teacher for admission into the class.** ~~may be sent by the teacher to the Main office to explain the reason for the tardiness and obtain a late pass for admission to class.~~
3. No ~~pupil~~student who arrives at school after attendance has been taken will be admitted to class without a late pass.

C. Repeated tardiness may have an adverse effect on students' grades **(Grades 6-12) depending upon whether a student submits written documentation stating a bona fide reason for the lateness.**

1. Upon accumulating ~~six~~ **4** days tardy the child may be assigned detention ~~during recess for each subsequent tardy.~~
2. Upon accumulating ~~40~~ **7** days tardy or more, **the child may be assigned two detentions and** a letter will be sent home reminding parents/guardians of the policies and procedures. ~~and a conference must be set up detailing an action plan to curtail tardiness.~~
3. Upon accumulating ~~45~~ **10** days tardy or more, the child may be issued a Saturday detention and a letter will be sent home. ~~and the principal may consider filing charges with the Hasbrouck Heights Municipal Court in accordance with NJSA 18A:38-25. Charges will be filed for all subsequent days tardy.~~
4. **Upon accumulating 13 days of tardiness, the child may be assigned a Saturday detention and an action plan to help improve tardiness. A letter will be sent home as well.**

Issued: 20 November 2014

Revised: May 26, 2016

Revised (First Reading): April 25, 2024

5230 LATE ARRIVAL & EARLY DISMISSAL

A. Definitions

1. "Late arrival" means the arrival of a ~~pupil~~ **student** after the beginning of the ~~pupil's~~ **student's** school day for an excused purpose. A late arrival is not an instance of tardiness for the purpose of applying Regulation No. 5240.
2. "Early dismissal" means the release of a ~~pupil~~ **student** from school prior to the end of the ~~pupil's-student's~~ school day for an excused purpose; "early dismissal" includes the release of a ~~pupil~~ **student** for a period of time that occurs during the ~~pupil's-student's~~ school day. An early dismissal is not an absence for the purpose of applying Regulation No. 5200.
3. "Dismissal from class" means a ~~pupil's-student's~~ brief absence from his/her assigned class for a reason that has been approved in advance. A "dismissal from class" is not a class "cut" for the purpose of applying Regulation No. 5200.

B. Acceptable Excuses

The following circumstances justify a ~~pupil's~~ **student's** late arrival. The list is not meant to be exhaustive, and the Principal should use his/her best judgment in determining whether or not there is good cause for the ~~pupil's-student's~~ late arrival.

1. The ~~pupil's-student's~~ disability from illness or injury, including any necessary emergency visits to a physician or dentist (**supported by documentation**);
2. A bona fide family emergency;
3. The observance of a religious holiday;
4. Religious instruction;
5. Family emergency;
6. Medical or dental appointment that cannot be scheduled at a time other than during the school day;
7. Motor vehicle driver's examination that cannot be scheduled at a time other than during the school day;
8. The ~~pupil's~~ **student's** required attendance in court; **and**
9. ~~Private lessons in music, art, or dance or private practice sessions in preparation for competitive events, such as in figure skating or gymnastics; and~~

940. An interview with a prospective employer or with an admissions officer of an institution of higher education.

C. Late Arrival

A ~~pupil~~**student** who arrives late at school shall report to the ~~Main office~~ **Visitor Monitor at the main entrance** and pick up a late arrival permission slip. The permission slip will include the date and the time of the ~~pupil's~~ **student's** arrival. The ~~pupil~~**student** will proceed to his/her assigned class and present the permission slip to the teaching staff member in charge, who will verify the date and time.

D. Early Dismissal Generally

1. A ~~pupil's~~**student's** early dismissal must be approved by the Principal/**Designee** in advance. Except for emergencies, an early dismissal that is not approved in advance will be considered to be an absence.
2. The parent(s) or legal guardian(s) or adult ~~pupil~~**student** shall submit a ~~written~~ request **via email or phone call** for approval of an early dismissal to the Principal/**Designee**. The request must include the reason for the ~~pupil's~~**student's** early dismissal and a statement of why it is necessary to excuse the ~~pupil~~**student** before the end of the ~~pupil's~~ **student's** school day.
3. A ~~pupil~~**student** must obtain an approved early dismissal permission slip from the Main office and present the slip to the **student Visitor Monitor**. ~~teaching staff member in charge of the class or activity from which the pupil is to be dismissed.~~ The permission slip will include the date and time of approved dismissal. The **student Visitor Monitor** ~~teaching staff member in charge~~ must verify the date and time.

E. Early Dismissal for Illness or Injury

1. A ~~pupil~~ **student** who suffers a significant illness or injury during the course of the school day will be treated in accordance with Policy and Regulation No. 8441.
2. If the school nurse determines that an elementary ~~pupil~~**student** should be sent home, the ~~pupil's~~**student's** parent(s) or legal guardian(s) or the responsible adult designated by the parent(s) or legal guardian(s) will be telephoned to pick up the pupil.
3. No ~~pupil~~ **student** shall be released from school before the end of the school day except in the presence of the ~~pupil's~~ **student's** parent(s) or legal guardian(s) or an agent of the parent(s) or legal guardian(s).

F. Early Dismissal for Family Emergency

1. A ~~pupil's~~ **student's** parent(s) or legal guardian(s), or caretaker may request the ~~pupil's~~ **student's** early release for a bona fide family emergency. Early dismissal for family emergency must be approved by the Principal.
2. A ~~pupil~~ **student** will be released to a parent(s) or legal guardian(s) who reports to the school office and explains satisfactorily to the Principal that good and sufficient reason justifies the ~~pupil's~~ **student's** release from school before the end of the ~~pupil's~~ **student's** school day.
3. A ~~pupil~~ **student** will be released to an agent of the parent(s) or legal guardian(s) provided the parent(s) or legal guardian(s), or a caretaker personally known to the Principal has requested the ~~pupil's~~ **student's** release by:
 - a. Written request signed by the parent(s) or legal guardian(s), or caretaker and verified by telephone call to the signer, or
 - b. A telephone call that is verified by a return telephone call to the ~~pupil's~~ **student's** residence or, if the call does not originate in the ~~pupil's~~ **student's** home, by interrogation of the caller to test his/her knowledge of specific facts about the ~~pupil~~ **student**.
4. The Principal shall verify the identity of the agent to whom the ~~pupil~~ **student** is released by examination of documents or by verification of characteristics supplied by the parent(s) or legal guardian(s), or caretaker.
5. If the Principal believes that a genuine emergency may exist but cannot verify the identity of the person who requests release of the ~~pupil~~ **student**, the Principal shall arrange for the ~~pupil's~~ **student's** transportation by a school staff member directly to the custody of the parent(s) or legal guardian(s), or designated agent of the parent or legal guardian.
6. The Principal shall maintain a record of each ~~pupil's~~ **student's** parent(s) or legal guardian(s). The record shall include any legally sufficient notice given the Principal by a parent(s) or legal guardian(s) in sole custody that the noncustodial parent's access to the ~~pupil~~ **student** has been limited. In the absence of such notice, the Principal shall presume that the ~~pupil~~ may be released into the care of either parent(s) or legal guardian(s).

Issued: 20 November 2014

Revised (First Reading): April 25, 2024

POLICY GUIDE

ADMINISTRATION

1140/page 1 of 3

Educational Equity Policies/Affirmative

Action Program

Feb 24

M

[See POLICY ALERT Nos. 191, 209, and 232]

1140 EDUCATIONAL EQUITY POLICIES/AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing fFor Equality And Equity iIn Education.

The Board's ~~educational equity policies affirmative action program~~ shall recognize and value the diversity of persons and groups within ~~the community society~~ and promote the acceptance of persons of diverse backgrounds regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)1 ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~ The ~~educational equity policies affirmative action program~~ will also promote ~~equitable~~ equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)2 ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.~~

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination pursuant to N.J.A.C. 6A:7-1.4(b). ~~The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.~~

~~The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is~~



POLICY GUIDE

ADMINISTRATION

1140/page 2 of 3

Educational Equity Policies/Affirmative Action Program

~~an overrepresentation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.~~

Pursuant to N.J.A.C. 6A:7-1.5, ~~t~~The Board annually shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, ~~of whom the Affirmative Action Officer is a member,~~ to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing ~~f~~For Equality And Equity in Education. The Board shall **ensure** ~~assure~~ that all stakeholders know who the Affirmative Action Officer is and how to **contact the Affirmative Action Officer** ~~access him or her.~~

The Affirmative Action Officer shall have a New Jersey standard **certificate** ~~certification~~ with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B – **State Board of Examiners and Certification** ~~et seq.~~ The Affirmative Action Officer shall: coordinate the required professional development training for **all personnel** ~~certificated and non-certificated staff~~ pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of the district's grievance procedures for handling discrimination complaints; and ensure the district's grievance procedures, **including** ~~which include~~ investigative responsibilities and reporting information, are followed; **and serve as a member of the Affirmative Action Team.** The Affirmative Action Officer may also serve as the school district's Title IX Coordinator.

In accordance with N.J.A.C. 6A:7-1.5(a)4., ~~t~~The Affirmative Action Team shall: **include, to the extent possible, members who represent the diversity of the school district's student population;** develop the Comprehensive Equity Plan (CEP) pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the school district's **CEP** ~~Comprehensive Equity Plan~~ pursuant to N.J.A.C. 6A:7-1.4(c); collaborate ~~with the Affirmative Action Officer~~ on coordination of the required professional development training for **all personnel** ~~certificated and non-certificated staff~~ pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the **CEP** ~~Comprehensive Equity Plan~~; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational ~~equality and equity~~, pursuant to N.J.A.C. 6A:7-1.4(d).



POLICY GUIDE

ADMINISTRATION

1140/page 3 of 3

Educational Equity Policies/Affirmative
Action Program

In accordance with N.J.A.C. 6A:7-1.6, ~~t~~The Board shall provide, on a continuing basis, professional development training ~~for to~~ all school personnel ~~certificated and non-certificated school staff members on a continuing basis to~~ identify and resolve problems associated with the student achievement and opportunity gaps and other inequities arising from prejudice on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~ The professional development training shall be differentiated based on staff position type and shall be based on the analysis of data conducted pursuant to N.J.A.C. 6A:7-1.4(c)1. ~~All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment.~~ The district shall ensure that ~~p~~Parents and other community members are aware of ~~shall be invited to participate in the professional development training provided to school district personnel regarding topics around equity.~~ The district shall ensure all new personnel are provided within the first ninety days of employment with professional development training on educational equity issues.

The Commissioner or ~~his/her~~ designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a) ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Revised (First Reading): March 14, 2024
Revised (Second Reading): April 25, 2024



POLICY GUIDE

ADMINISTRATION
1523/page 1 of 3
Comprehensive Equity Plan
Feb 24
M

[See POLICY ALERT Nos. 191, 209, and 232]

1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall **complete** ~~submit~~ a Comprehensive Equity Plan (CEP) ~~based on an assessment of the district's needs for achieving equity in educational programs~~ that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and **equitable** ~~equal~~ access to educational **opportunities** ~~opportunity~~ for all learners, including students and teachers, **in accordance with the provisions of N.J.A.C. 6A:7-1.8.**

The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any **recreational** organization, club, athletic association, or other league or **organizing** group.

Pursuant to N.J.A.C. 6A:7-1.4(c), the district shall develop, once every three years, a CEP that shall identify and correct all discriminatory and inequitable educational policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.

1. Prior to developing the CEP, the district shall assess its needs for achieving equity in educational activities and programs pursuant to N.J.A.C. 6A:7-1.4(c)1. The needs assessment shall identify discriminatory practices and other barriers to achieving equity in educational activities and programs, if applicable.
2. The CEP shall address:
 - a. Professional development, pursuant to N.J.A.C. 6A:7-1.6; and
 - b. Equity in school and classroom practices, educational activities, and programs pursuant to N.J.A.C. 6A:7-1.7.
3. The CEP shall include measurable and actionable goals, objectives, timelines, and benchmarks for measuring progress.



POLICY GUIDE

ADMINISTRATION

1523/page 2 of 3

Comprehensive Equity Plan

4. The Board shall submit the CEP to the Executive County Superintendent for confirmation of completion.
 - a. If the Executive County Superintendent determines that the CEP is not complete, the Board shall revise the plan in accordance with the Executive County Superintendent's instructions and shall submit to the Executive County Superintendent the revised plan within thirty days of the notification of incompleteness.

Pursuant to N.J.A.C. 6A:7-1.8(c), the CEP Comprehensive Equity Plan shall include the following:

1. An assessment of the school district's needs for achieving equity in educational activities and programs. The assessment shall include staffing practices; quality-of-program data; stakeholder-satisfaction data; and student assessment and behavioral data disaggregated by gender; race; ethnicity; multilingual learner status; homeless status; limited English proficiency; special education; migrant; date of enrollment; student suspension; expulsion; Child Study Team referrals; preschool through grade twelve promotion/retention data; preschool through grade twelve completion rates; attendance data; and re-examination and re-evaluation of classification and placement process of students in special education programs if there is disproportionality overrepresentation within a certain groups;
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the CEP Comprehensive Equity Plan;
3. Progress targets for closing the achievement and opportunity gaps;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the New Jersey Student Learning Standards (NJSLS), Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to the NJSLS, Core Curriculum Content Standards; and professional standards for teachers and school leaders high expectations for teaching and learning; and



POLICY GUIDE

ADMINISTRATION
1523/page 3 of 3
Comprehensive Equity Plan

5. Annual targets ~~that address~~ addressing district needs in equity in school and classroom practices ~~and~~ that are aligned to professional development targets.

~~The A Comprehensive Equity Plan shall be written every three years and the Board of Education shall implement initiate the CEP Comprehensive Equity Plan within sixty days of the Executive County Superintendent's certification of completion its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.~~

~~If In the event the Board of Education does not implement the CEP Comprehensive Equity Plan within sixty one hundred eighty days of the Executive County Superintendent's certification of completion its approval date, or fails to report its progress annually, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.~~

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.79; 6A:7-1.8

Revised (First Reading): March 14, 2024
Revised (Second Reading): April 25, 2024



POLICY GUIDE

ADMINISTRATION

1530/page 1 of 2

Equal Employment Opportunities

Feb 24

M

[See POLICY ALERT Nos. 191, 209, and 232]

1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias-free access to all categories of employment and equal pay for equal work in this district without **discriminating on the basis of any of regard to the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1.~~

The school district's employment applications and pre-employment inquiries will conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable **hiring** practices that **correct prevent** imbalance and isolation based on **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~ among the district's ~~certificated and non-certificated~~ staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.~~

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse ~~racial and cultural~~ backgrounds.



POLICY GUIDE

ADMINISTRATION

1530/page 2 of 2

Equal Employment Opportunities

The Board shall not enter into **or maintain** a contracts with a persons, **agencies** ~~agency~~, or organizations that discriminates in employment ~~practices~~ or in the provision of benefits or services, on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~, either in employment practices or in the provision of benefits or services to students or employees, pursuant to N.J.A.C. 6A:7-1.1.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this **P**olicy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this **P**olicy.

N.J.S.A. 10:5-4; 10:5-12;

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1 et seq.; **6A:7-1.3** ~~6A:7-1.8~~

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



REGULATION GUIDE

ADMINISTRATION
R 1530/page 1 of 5
Equal Employment Opportunity
Complaint Procedure
Feb 24
M

[See POLICY ALERT Nos. 191, 209, and 232]

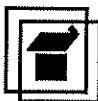
R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

A. Purpose and Application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to appeal an alleged denial of equal employment opportunity in violation of State statutes and administrative codes, and Federal laws and Policy 1530, guaranteeing “equal access to all categories of employment without ~~discriminating on the basis of regard to any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)~~ eandidate’s race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.”
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

B. Definitions

1. “Board of Education” means the Board of Education of ~~this the~~ _____ sSchool dDistrict.
2. “Complaint” means an alleged discriminatory act or practice.



REGULATION GUIDE

ADMINISTRATION
R 1530/page 2 of 5
Equal Employment Opportunity
Complaint Procedure

3. "Complainant" means a staff member who alleges a discriminatory act or practice.
4. "Day" means a working or calendar day as identified.
5. "Discriminatory act or practice" means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy 1530.
6. "School district" means ~~this the~~ _____ sSchool dDistrict.

C. Procedure

1. A complainant who believes that **they have** ~~he/she~~ has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with **their** ~~his/her~~ immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days **of the discussion with their supervisor**, the complainant may submit a written complaint to the Affirmative Action Officer. **The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.**
3. The complaint ~~shall will~~ include:
 - a. The complainant's name and address;;
 - b. The specific act or practice **of which** ~~that~~ the complainant complains ~~of~~;;
 - c. The school employee, if any, responsible for the allegedly discriminatory act;;
 - d. The results of discussions conducted in accordance with **paragraph C.1. above;;** and



REGULATION GUIDE

ADMINISTRATION

R 1530/page 3 of 5

Equal Employment Opportunity
Complaint Procedure

- e. The reasons why ~~the those~~ results of the discussions were ~~are~~ not satisfactory ~~to the complainant~~.
- 43. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the ~~written~~ complaint **filed in accordance with C.2. above**. A copy of the complaint and the response will be forwarded to the Superintendent.
- 54. ~~The response of the~~ Affirmative Action Officer's **written response** may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
- 65. On ~~their~~ ~~his/her~~ timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act ~~complained of~~.
- 76. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
- 87. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
 - a. The original complaint;
 - b. The response to the complaint;



REGULATION GUIDE

ADMINISTRATION
R 1530/page 4 of 5
Equal Employment Opportunity
Complaint Procedure

- c. The Superintendent's decision;;
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented;; and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
98. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
109. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
1140. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
1244. The complainant will be informed of **their** ~~his/her~~ right to appeal the Board's decision to the:
- a. Commissioner of Education
New Jersey State Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500 **or the**
~~Telephone: (877) 900-6960 or the~~
 - b. New Jersey Division on Civil Rights
Central Trenton Regional Office
Office of the Attorney General
140 East Front Street – 6th Floor
Trenton, New Jersey 08625-0090
~~Telephone: (609) 292-4605~~



REGULATION GUIDE

ADMINISTRATION
R 1530/page 5 of 5
Equal Employment Opportunity
Complaint Procedure

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal **finding a discriminatory act has occurred shall** ~~will~~ be kept in the **personnel file of the employee found to have committed a discriminatory act** ~~employee's personnel file~~.

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

ADMINISTRATION

1550/page 1 of 2

Equal Employment/Anti-Discrimination Practices

Feb 24

M

[See POLICY ALERT Nos. 191, 209, 215, and 232]

1550 EQUAL EMPLOYMENT/ANTI-DISCRIMINATION PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in school district employment practices and shall systematically monitor school district procedures to ensure continuing compliance with **current Federal and State** anti-discrimination laws and regulations.

The Board will ensure all persons regardless of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~ shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~, either in employment practices or in the provision of benefits or services to students or employees. In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.

The Board shall not assign, transfer, promote, or retain staff, or fail to assign, transfer, promote, or retain staff, on the sole basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status~~.



POLICY GUIDE

ADMINISTRATION

1550/page 2 of 2

Equal Employment/Anti-Discrimination Practices

The Board shall ensure equal pay for equal work among members of the school district's staff, regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status,~~ pursuant to N.J.A.C. 6A:7-1.1.

N.J.S.A. 10:5-4; **10:5-12**

N.J.A.C. 6A:7-1.1 et seq.; **6A:7-1.3** ~~6A:7-1.8~~

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

PROGRAM
2260/page 1 of 4
**Equity in Affirmative Action Program for School
and Classroom Practices**
Feb 24
M

[See POLICY ALERT Nos. 191, 209, and 232]

2260 EQUITY IN AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide **all students with equitable** equal and bias-free access ~~for all students~~ to all school facilities, courses, programs, activities, and services, regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, by:~~

1. Ensuring ~~equal and~~ barrier-free access to all school and classroom facilities;
2. Attaining, **within each school**, minority representation ~~within each school, that which~~ approximates the district's overall minority representation. Exact apportionment is not required, ~~however,~~ the ultimate goal is a reasonable plan achieving the greatest degree of a **representative** racial balance, ~~that which~~ is feasible and consistent with sound educational values and procedures;
3. Utilizing, **on an annual basis**, a State-approved English language proficiency ~~assessment that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading measure on an annual basis~~ for determining the ~~eligibility and placement~~ special needs of ~~students who may be identified as multilingual English language learners and their progress in learning English pursuant to N.J.A.C. 6A:15-1.3(a)~~**3.(b)**;
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring ~~that~~ support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and



POLICY GUIDE

PROGRAM

2260/page 2 of 4

Equity in Affirmative Action Program for School and Classroom Practices

6. Ensuring ~~that~~ a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies ~~that~~ such exclusion is necessary. ~~If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.~~
 - a. **If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.**

Pursuant to N.J.A.C. 6A:7-1.7(b), ~~t~~The Board of Education shall ensure that the district's curriculum and instruction are aligned to the **New Jersey Student Learning Standards (NJSLs)**. ~~State's Core Curriculum Content Standards and~~ **The Board also shall ensure its curriculum and instruction** address the elimination of discrimination by narrowing the achievement **and opportunity** gaps, by providing equity in educational **activities and** programs, and by providing opportunities for students to interact positively with others regardless of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status,~~ by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;~~
2. Ensuring courses shall not be offered separately on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;~~



POLICY GUIDE

PROGRAM

2260/page 3 of 4

Equity in Affirmative Action Program for School and Classroom Practices

- a. Portions of classes ~~that which~~ deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions **based on gender identity** for male and female students, provided that the course content for such separately conducted sessions is the same.
3. **Increasing and promoting equitable representation** ~~Reducing or preventing the underrepresentation of all minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;~~
4. Ensuring ~~that~~ schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and **ensuring** that students understand the basic tenet of multiculturalism;
5. Ensuring **the Amistad Commission Curriculum** ~~that African American history, as well as the history of other cultures, is infused into the curriculum and is taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and~~
6. Ensuring **the Commission** ~~that instruction on the Holocaust Education curriculum and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28; and;~~
7. Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLs are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

~~The Board of Education shall ensure all students have access to adequate and appropriate counseling services. When informing students about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of race, creed, color, national origin,~~



POLICY GUIDE

PROGRAM
2260/page 4 of 4

Equity in Affirmative Action Program for School and Classroom Practices

~~ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.~~

The Board of Education shall ensure that the district's physical education program and its athletic programs are **is in a equitable, co-educational setting that is developmentally appropriate, and does** do not discriminate on the basis of **the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, as follows:~~

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. ~~The A school within the school~~ district may choose to operate separate teams **based on sex for both genders** in one or more sports or single teams open competitively to members of **all sexes both genders**, as so long as the athletic program as a whole provides equal opportunities for students of **all sexes both genders** to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



REGULATION GUIDE

PROGRAM
R 2260/page 1 of 5
**Equity in Affirmative Action Program for School
and Classroom Practices Complaint Procedure**
Feb 24
M

[See POLICY ALERT No. 232]

R 2260 **EQUITY IN AFFIRMATIVE ACTION PROGRAM FOR SCHOOL
AND CLASSROOM PRACTICES COMPLAINT PROCEDURE**

A. Purpose and Application

1. The purpose of this procedure is to give any student or the parent(s) ~~or legal guardian(s)~~ of a student the opportunity to appeal an alleged violation of the district's Affirmation Action Plan for school and classroom practices, as set forth in Policy 2260.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual students.

B. Definitions

1. "Affirmative Action Officer" means the district official responsible for the coordination of activities relating to compliance with the Affirmative Action Plan.
2. "Affirmative Action Plan" means the Affirmative Action Plan for school and classroom practices adopted by the Board of Education.
3. "Board of Education" means the Board of Education of ~~this the~~ _____ ~~sSchool dDistrict~~.
4. "Complainant" means a student or parent(s) ~~or legal guardian(s)~~ who believes that **they have** ~~he/she has~~ been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan.



REGULATION GUIDE

PROGRAM

R 2260/page 2 of 5

Equity in Affirmative Action Program for School and Classroom Practices Complaint Procedure

5. "Complaint" means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the Affirmative Action Plan.
6. "Day" means a working or calendar day as identified.
7. "Student" means an individual enrolled in any formal educational program provided by the school district.
8. "School district" means ~~this the~~ _____ School dDistrict.
9. "Violation" means the failure of a district official or employee to take the positive steps outlined in Policy 2260 and/or included in the Affirmative Action Plan.

C. Procedure

1. A complainant shall discuss ~~their his/her~~ complaint with the staff member most closely involved in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days **of the discussion with the staff member most closely involved**, the complainant may submit a ~~written~~ complaint to the Affirmative Action Officer. **The complaint may be reported: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The complaint may be reported during business or non-business hours.**
3. The complaint **shall** ~~will~~ include:
 - a. The student's name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant;;
 - b. The specific failure to act **of which** ~~that~~ the complainant complains ~~of~~;;



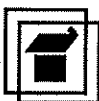
REGULATION GUIDE

PROGRAM

R 2260/page 3 of 5

Equity in Affirmative Action Program for School and Classroom Practices Complaint Procedure

- c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
 - d. The results of discussions conducted in accordance with paragraph C.1. above; and
 - e. The reasons why ~~the these results of the discussions were~~ are not satisfactory **to the complainant**.
43. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the ~~written~~ complaint **filed in accordance with C.2. above**. A copy of the complaint and the response will be forwarded to the Superintendent.
54. ~~The response of the~~ Affirmative Action Officer's **written response** may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
65. On ~~their his/her~~ timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation ~~complained of~~.
76. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.



REGULATION GUIDE

PROGRAM

R 2260/page 4 of 5

Equity in Affirmative Action Program for School and Classroom Practices Complaint Procedure

87. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
- a. The original complaint;;
 - b. The response to the complaint;;
 - c. The Superintendent's decision;;
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented;; and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
98. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
109. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
1140. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
1244. The complainant will be informed of **their** ~~his/her~~ right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.



REGULATION GUIDE

PROGRAM

R 2260/page 5 of 5

**Equity in Affirmative Action Program for School
and Classroom Practices Complaint Procedure**

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the student's cumulative file. A notation shall be made in the student's file of the presence of the record in the separate file.
2. **A copy of the decision rendered at the highest level finding a violation of the Affirmative Action Plan has occurred shall be kept in the personnel file of the employee found to have committed a violation of the Affirmative Action Plan.**

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

PROGRAM
2411
Guidance Counseling
Feb 24
M

[See POLICY ALERT Nos. 209 and 232]

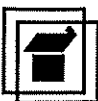
2411 GUIDANCE COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career, and personal/social development.

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall involve the coordinated efforts of all staff members under the leadership of certified guidance and counseling personnel.

The Superintendent is directed to implement a guidance program that carries out the purposes of this Policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each student;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parents and shares parents' concern for the development of their children;
6. Provides for the means of sharing information among appropriate staff members in the student's interest;
7. **Ensures all students have access to adequate and appropriate counseling services, pursuant to N.J.A.C. 6A:7-1.7(c).**
 - a. **When informing students about possible careers or professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**



POLICY GUIDE

- b. The Board shall not use tests or guidance or counseling materials that are biased or stereotyped on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a); and

~~Is available equitably to all students and prohibits biased counseling and the use of materials that discriminate among students on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability; and~~

8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.

N.J.A.C. 6A:19-1.2; 6A:8-2.2

N.J.A.C. ~~6A:7-1.1~~; ~~6A:7-1.3~~; 6A:7-1.7; 6A:8-3.2

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

PROGRAM
2423/page 1 of 4
Bilingual and ~~ESL~~ Education
Feb 24
M

[See POLICY ALERT Nos. 187, 191, 209, 229, and 232]

2423 BILINGUAL AND ~~ESL~~ EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and culturally and linguistically responsive, researched-based, and effective language instruction educational programs (LIEP) to all multilingual learners (ML) as required by law and rules of the New Jersey State Board of Education. MLs are those students whose primary language is not English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English-speaking ability pursuant to N.J.S.A. 18A:35-15 through 18A:35-26.1 and N.J.A.C. 6A:15-1.1 et seq.

The school district shall use, at the time of enrollment, the multi-step process to identify MLs enrolled in the district in accordance with N.J.A.C. 6A:15-1.3. The district shall administer to each student enrolled in the district the Statewide home-language survey (HLS) to determine which students in preschool to twelfth-grade have a primary language(s) other than English and, therefore, may be a ML.

The district shall then determine the English language proficiency of all Kindergarten to twelfth-grade students who are found eligible through N.J.A.C. 6A:15-1.3(a)1 or (a)2 and whose primary language is other than English by administering an English language proficiency (ELP) assessment. Students who do not meet the New Jersey Department of Education (Department)-established cut score standard on the ELP assessment shall be considered MLs and shall be offered entry into the district's LIEP. Preschool students who are identified as having a primary language other than English shall be identified as MLs. Prior to the start of their Kindergarten year, the district shall administer an ELP assessment to preschool MLs as part of the screener process to determine the ML's English language proficiency level. The district shall also use age-appropriate methodologies to identify preschool MLs to determine their individual language development needs.

The district shall provide to all preschool to twelfth-grade MLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 and N.J.S.A. 18A:7F-54 with equal educational opportunities and all educational activities and programs in accordance with the provisions of N.J.A.C. 6A:15-1.4.



POLICY GUIDE

PROGRAM
2423/page 2 of 4
Bilingual and ~~ESL~~ Education

The school district providing a LIEP shall submit a plan every three years to the Department in accordance with the provisions of N.J.A.C. 6A:15-1.5.

Students enrolled in a LIEP shall have equal educational opportunities, including full access to educational opportunities and services available to other students in the school district pursuant to N.J.A.C. 6A:15-1.6.

As part of the district- and school-level plans for professional development requirements pursuant to N.J.A.C. 6A:9C-4.2, the Board shall describe professional learning for bilingual, ESL, and academic content teaching staff members whose classroom instruction is in English; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teaching staff members of MLs in accordance with the provisions of N.J.A.C. 6A:15-1.7.

All teachers of bilingual programs shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or academic content area and a standard certificate with a bilingual/bicultural education endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., N.J.S.A. 18A:35-15 to 26, and N.J.A.C. 6A:9B-11.5 in accordance with the provisions of N.J.A.C. 6A:15-1.8.

Students identified as MLs shall be assessed annually using English Language Placement (ELP) assessments to measure the progress toward English language proficiency and to determine readiness for exiting the LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.9. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment. Every student participating in a bilingual, ESL, or English language services program established pursuant to N.J.S.A. 18A:35-15 et seq. shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

MLs enrolled in the LIEP shall be placed in a classroom(s) where the primary language of instruction is English when the ML has demonstrated readiness to exit a LIEP first by achieving the Department-established cut score on an ELP or alternate ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the observations of the teaching staff members responsible for the educational program of the student; and performance on achievement tests in English.



POLICY GUIDE

PROGRAM
2423/page 3 of 4
Bilingual and ~~ESL~~ Education

In accordance with the provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, a parent may only remove the student at the end of each school year.

If a parent wishes to remove the student prior to the end of each school year, the removal shall be approved by the Executive County Superintendent. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County Superintendent's decision to the Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not academically progressing in classes where English is the primary language of instruction may be considered for reentry to a LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.9(g)1 through (g)5.

All MLs shall satisfy requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.1(a) and Policy 5460 in accordance with the provisions of N.J.A.C. 6A:15-1.10.

All Kindergarten through twelfth-grade LIEPs shall be conducted within classrooms within the school district pursuant to N.J.S.A. 18A:35-20 in accordance with the provisions of N.J.A.C. 6A:15-1.11.

The parent of a ML shall be notified in accordance with the provisions of N.J.A.C. 6A:15-1.12 that their child has been identified as eligible for placement in a LIEP. Notice shall be in writing and in the language in which the parent possesses a primary speaking ability, and in English. The notice must also include the provisions detailed at N.J.A.C. 6A:15-1.12(b). Progress reports shall be written in English and in the primary language spoken by the parent of students enrolled in the LIEP.

Pursuant to N.J.A.C. 6A:15-1.13, with approval of the Executive County Superintendent on a case-by-case basis, the Board may join with another district Board to provide a LIEP and an individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, to a ML who chooses to utilize it to meet the 120-credit graduation requirement, in whole or in part.



POLICY GUIDE

PROGRAM
2423/page 4 of 4
Bilingual and ~~ESL~~ Education

The Superintendent or designee shall provide for the maximum practicable engagement of the parent of MLs in the development and review of program objectives and dissemination of information to and from the Boards and communities served by the LIEP in accordance with the provisions of N.J.A.C. 6A:15-1.14. With the exception of a Board implementing an English language services or ESL program, each Board implementing a LIEP shall establish a parent advisory committee on bilingual education of which the majority membership shall be the parents of MLs.

N.J.S.A. 18A:35-15 through 18A:35-26.1
N.J.A.C. 6A:14-4.10; 6A:15-1.1 et seq.

Revised (First Reading): March 14, 2024
Revised (Second Reading): April 25, 2024



REGULATION GUIDE

PROGRAM
R 2423/page 1 of 21
Bilingual and ESL Education
Feb 24
M

[See POLICY ALERT Nos. 187, 191, 209, 229, and 232]

R 2423 BILINGUAL AND ESL EDUCATION

A. Definitions – N.J.A.C. 6A:15-1.2

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education (Department)-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency (ELP) on the four domains of listening, speaking, reading, and writing, and that is aligned with the English Language Development (ELD) standards and the Individuals with Disabilities Education Act (IDEA).
2. “Bilingual education program” means a full-time language instruction educational program (LIEP) in all courses or subjects provided in accordance with N.J.S.A. 18A:35-18. Students in a bilingual education program receive instruction in the primary language of multilingual learners (ML) enrolled in the program and in English, while also receiving English as a second language (ESL) instruction. Educators use the primary language of instruction to enhance literacy in the primary language and as a support in the development of listening, speaking, reading, and writing skills in English. Students also receive instruction in the history and culture of the country, territory, or geographic area that is the native land of the parents and families of MLs enrolled in the program, and in the history and culture of the United States.
3. “Bilingual part-time program” means an instructional program alternative in which students receive their academic content area classes in English language arts (ELA) and mathematics instruction with a certified bilingual teacher who provides instruction in the primary language of the MLs in the program, as well as ESL instruction.
4. “Bilingual resource program” means an instructional program alternative in which students receive instruction and resources that are individualized for each student, daily instruction from a certified bilingual teacher in academic content areas as identified by the school district, as well as ESL instruction.



REGULATION GUIDE

PROGRAM
R 2423/page 2 of 21
Bilingual and ESL Education

5. "Bilingual tutorial program" means an instructional program alternative in which students receive one period of instruction from a certified bilingual teacher in an academic content area required for graduation, a second period of tutoring in another required content area, as well as ESL instruction.
6. "Class period" means the time allocated for instruction in academic content areas as part of the regular school schedule for each day in session as set forth at N.J.A.C. 6A:32-8.3. In a block schedule, weekly instruction is equivalent to one class period for each day of school in a given week.
7. "Cut score" means the same as that term is defined pursuant to N.J.A.C. 6A:8-1.3.
8. "Dual language immersion program" means, for the purpose of meeting the LIEP requirements at N.J.S.A. 18A:35-18 and N.J.A.C. 6A:15, a full-time LIEP that provides students structured English language instruction and instruction in a second language in all academic content areas. MLs in the program receive instruction in their primary language, as well as ESL instruction. A dual language immersion program provides daily instruction in English and a minimum of fifty percent of instruction in the primary language of enrolled MLs. A dual language immersion program that is designed to support MLs is sometimes referred to as a two-way bilingual education program.
9. "Early Language Development Standards" means the preschool English language development standards for preschool students developed by WIDA. The standards correspond to five domains of children's development and learning: approaches to learning, language and communication development, cognition and general knowledge, physical well-being and motor development, and social and emotional development. The standards incorporated herein by reference, are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium and are available at <https://wida.wisc.edu/teach/early>.
10. "Educational activities and programs" means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.



REGULATION GUIDE

PROGRAM

R 2423/page 3 of 21

Bilingual and ~~ESL~~ Education

11. “Educational equity” means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.
12. “Educational needs” means the particular educational requirements of MLs; the fulfillment of which will provide them with equal educational opportunities.
13. “English as a second language (ESL) program” means a daily class period of second-language acquisition instruction within a LIEP and based on a student’s English language proficiency that teaches the English language development standards and incorporates the cultural aspects of the students’ experiences in their ESL instruction.
14. “English language development standards” or “ELD standards” means the 2020 Amplification of the English Language Development Standards, Kindergarten – Grade 12 incorporated herein by reference, as amended and supplemented, developed by WIDA. They are the standards and language competencies in listening, speaking, reading, and writing that MLs in preschool programs, and elementary and secondary schools, need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic content areas. The standards are a version of ELA that have been crafted to address the specific developmental stages of students learning English. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <https://wida.wisc.edu/sites/default/files/resource/WIDA-ELD-Standards-Framework-2020.pdf>.
15. “English language proficiency assessment” or “ELP assessment” means a Department-approved assessment that evaluates a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the ELD standards.
16. “English language services” means services designed to improve the English language skills of MLs. The services, provided in school districts with less than ten MLs in Kindergarten through twelfth-grade, are part of the regular school program and are designed to develop proficiency in the ELD standards.



REGULATION GUIDE

PROGRAM
R 2423/page 4 of 21
Bilingual and ~~ESL~~ Education

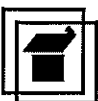
17. "Equal educational opportunity" means the same as that term is defined pursuant to N.J.A.C. 6A:7-1.3.
18. "Exit criteria" means the criteria that must be applied before a student may be exited from a LIEP.
19. "High-intensity ESL program" means an instructional program alternative in which students receive two or more class periods each day in session of ESL instruction. One period is the standard ESL class, and the other period is a tutorial or ESL reading class.
20. "Instructional program alternative" means a LIEP, other than bilingual education and/or dual language immersion, that may be established by the Board of Education in consultation with, and approval of, the New Jersey Department of Education through a waiver request pursuant to N.J.S.A. 18A:35-18. All students in an instructional program alternative receive an ESL class period each day in session.
21. "Language instruction educational program" or "LIEP" means the program of services in which a ML receives instruction and support to develop and attain English language proficiency while meeting or exceeding the New Jersey Student Learning Standards (NJSLS) in academic content areas. MLs in a LIEP develop proficiency in the English language while they develop skills and knowledge within the academic content areas. A LIEP includes the services that all MLs are entitled to receive, pursuant to N.J.S.A. 18A:35-16 and N.J.A.C. 6A:15. LIEP includes "programs of bilingual education," pursuant to N.J.S.A. 18A:35-16, and "instructional alternative programs," pursuant to N.J.S.A. 18A:35-18.
22. "Multicultural curriculum" means the same as that term is defined pursuant to N.J.A.C. 6A:7.
23. "Multilingual learner" or "ML" means a student whose primary language is not English, who is identified through the process set forth in N.J.A.C. 6A:15, and who is developing proficiency in multiple languages (e.g., English and a primary language). The term is synonymous with "English learner" or "English language learner".



REGULATION GUIDE

PROGRAM
R 2423/page 5 of 21
Bilingual and ESL Education

24. “Newcomer” means any student born outside of the United States who has recently arrived in the United States. Newcomer is an umbrella term that includes a heterogenous group of immigrants; some newcomers may also be MLs or students with interrupted formal education (SIFE).
25. “NJSLS” means the New Jersey Student Learning Standards as defined at N.J.A.C. 6A:8-1.3.
26. “Parent(s)” means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant to N.J.A.C. 6A:14-2.2, or a person acting in the place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to N.J.A.C. 6A:32. In addition, a resource family parent may act as a parent pursuant to N.J.A.C. 6A:32 if the parent’s authority to make education decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
27. “Primary language” means the language or mode of communication in which a ML is most fluent or speaks more regularly than any other language. In the case of a student, the primary language is the language normally used by the student’s parent.
28. “Sheltered English instruction” means an instructional program alternative to make academic instruction in English understandable to MLs. Sheltered English classes are taught by classroom teachers who deliver instruction in English, may not hold a bilingual/ESL endorsement, but have received training on strategies for instructional adaptation, pursuant to N.J.A.C. 6A:8-1.3, to make academic content areas comprehensible for MLs.
29. “State Seal of Biliteracy” means a recognition awarded pursuant to N.J.A.C. 6A:8-5.3.



REGULATION GUIDE

PROGRAM
R 2423/page 6 of 21
Bilingual and ESL Education

30. "Statewide home-language survey" or "Statewide HLS" means a standardized questionnaire developed by the Department for school districts to use to help identify which students are potential MLs and which students will require a record review and an ELP assessment to determine whether they are eligible for placement in a LIEP.
 31. "Student with interrupted formal education" or "SIFE" means a ML in grades four to twelve who has experienced disruptions in their formal education that took place outside of the United States.
- B. Identification of Eligible Multilingual Learners – N.J.A.C. 6A:15-1.3
1. The school district shall use, at the time of enrollment, the multi-step process set forth at N.J.A.C. 6A:15-1.3(a)1 through (a)3 and B.1.a. through B.1.c. below to identify MLs enrolled in the school district.
 - a. The district shall administer to each student enrolled in the school district the Statewide HLS. The district shall use the Statewide HLS to determine which students in preschool to twelfth-grade have a primary language(s) other than English and, therefore, may be a ML. The Statewide HLS shall be completed, in writing, or by verbal interview by an individual with knowledge of the student, such as a parent(s), trained school district personnel, or a bilingual or ESL teacher;
 - b. Following the administration of the Statewide HLS, the district shall conduct a records review process to determine whether the student is a ML.
 - (1) The records review process may include, but is not limited to, reviewing available information about the student's overall academic performance from current or prior years; observations of teaching staff members who have worked with the student; interviews with the student or the student's parent or family in their primary language; and/or additional school records as needed in compliance with State and Federal student privacy laws; and



REGULATION GUIDE

PROGRAM

R 2423/page 7 of 21

Bilingual and ESL Education

- c. The district shall then determine the English language proficiency of all Kindergarten to twelfth-grade students who are found eligible through N.J.A.C. 6A:15-1.3(a)1 or (a)2 and B.1.a. or B.1.b. above and whose primary language is other than English by administering an ELP assessment. Students who do not meet the Department-established cut score on the ELP assessment shall be considered MLs and shall be offered entry into the district's LIEP.
 - (1) Preschool students who are identified, pursuant to the processes set forth at N.J.A.C. 6A:15-1.3(a)1 and (a)2 and B.1.a. and B.1.b. above, as having a primary language other than English shall be identified as MLs. Prior to the start of their Kindergarten year, the district shall administer an ELP assessment to preschool MLs as part of the screener process to determine the ML's English language proficiency level.
 - (2) The district shall also use age-appropriate methodologies to identify preschool MLs to determine their individual language development needs.
- 2. The district shall maintain a roster indicating all identified students whose primary language is other than English and who are MLs.
- C. Board Requirements, Including Language Instruction Educational Programs for Multilingual Learners – N.J.A.C. 6A:15-1.4
 - 1. The district shall provide all preschool to twelfth-grade MLs enrolled in the school district pursuant to N.J.S.A. 18A:7F-46 and 18A:7F-54 with equal educational opportunities and all educational activities and programs, including required courses and support services defined at N.J.A.C. 6A:15-1.4(b) through (e) and C.2. through C.5. below to prepare MLs to meet or exceed the NJSLs for high school graduation. The instructional opportunities shall be designed to assist MLs to fully comprehend all subject matter and demonstrate their mastery of all NJSLs academic content areas.



REGULATION GUIDE

PROGRAM
R 2423/page 8 of 21
Bilingual and ~~ESL~~ Education

- a. Instructional opportunities may also include individualized and targeted supports, as needed by MLs.
 - b. The district shall ensure that all educational services, activities, and programs incorporate a linguistically and culturally responsive, multicultural curriculum in accordance with N.J.S.A. 18A:35-4.35, 18A:35-4.36, and 18A:35-4.36a. to ensure educational equity aligned to the Board of Education's Comprehensive Equity Plan, pursuant to N.J.A.C. 6A:7.
2. The Board shall provide all MLs with a LIEP.
 - a. The Board shall provide appropriate instructional programs to preschool MLs pursuant to N.J.A.C. 6A:15-1.4(c) and C.3. below.
 - b. Whenever there are twenty or more MLs in Kindergarten through twelfth-grade in any one language classification enrolled in the school district, a LIEP shall include bilingual education or dual language immersion programs pursuant to N.J.A.C. 6A:15-1.4(e) and C.5. below, unless waived pursuant to N.J.A.C. 6A:15-1.15 and N. below.
 - c. Whenever there are ten or more MLs in Kindergarten through twelfth-grade enrolled in the school district, an ESL program shall be provided.
 - d. Whenever there are at least one, but fewer than ten MLs in Kindergarten through twelfth-grade enrolled in the school district, the Board shall provide the MLs with English language services. English language services shall be provided as part of the regular school program.
 - e. Instructional program alternatives may be implemented pursuant to N.J.A.C. 6A:15-1.15 and N. below.
3. The Board shall provide appropriate instructional programs to eligible preschool MLs based on the New Jersey Preschool Program Implementation Guidelines and the New Jersey Preschool Teaching and Learning Standards of Quality, pursuant to N.J.A.C. 6A:13A – Elements of High-Quality Preschool Programs.



REGULATION GUIDE

PROGRAM

R 2423/page 9 of 21

Bilingual and ~~ESL~~ Education

- a. A program that meets the New Jersey Preschool Teaching and Learning Standards of Quality and is approved, pursuant to N.J.A.C. 6A:13A, will be considered a preschool LIEP.
4. The Board shall establish bilingual education or dual language immersion programs whenever there are twenty or more MLs in any one language classification enrolled in the school district in Kindergarten through twelfth-grade, pursuant to N.J.S.A. 18A:35-18. Bilingual education or dual language immersion programs shall:
 - a. Be designed to prepare MLs to acquire sufficient English knowledge and skills to meet the NJSLs. All MLs participating in bilingual and dual language immersion programs shall also receive a class period of ESL instruction each day in session;
 - b. Include a curriculum that is aligned to the NJSLs and the ELD standards and includes primary language instruction delivered to further master literacy in the primary language and as a support in the development of English proficiency;
 - c. Include the full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district; and
 - d. Utilize a curriculum for bilingual education programs that is adopted by the Board.
5. The Board shall provide at least one class period of ESL instruction each day in session based on a student's English language level to all MLs placed in a LIEP.
 - a. The Board shall develop and adopt an ESL curriculum that addresses the ELD standards to address the instructional needs of MLs.
 - b. The ESL curriculum shall be cross-referenced to the school district's bilingual education and academic content area curricula to ensure that ESL instruction is correlated to all academic content areas taught.



REGULATION GUIDE

PROGRAM
R 2423/page 10 of 21
Bilingual and ESL Education

6. The Board may establish dual language immersion programs to meet the requirement at N.J.A.C. 6A:15-1.4(b)2. and C.2.b. above and N.J.S.A. 18A:35-15 through 18A:35-26.
 - a. Dual language immersion programs shall be designed to help students achieve proficiency in English and in a second language while mastering academic content area skills.
 - b. Instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards.
 - c. Classes in dual language immersion programs shall be comprised of at least fifty percent MLs.
 - d. The program may be coordinated with the school district's world languages program.
 - e. Dual language immersion programs that are not established to provide the LIEP services required pursuant to N.J.S.A. 18A:35-15 through 18A:35-26 do not have to comply with the requirements of N.J.A.C. 6A:15, Policy 2423, and this Regulation.
7. The Board may establish a newcomer program for a limited duration in time to address the needs of recent immigrant students, particularly SIFEs, before the students transition to a general education classroom. A high-quality newcomer program shall:
 - a. Be age-appropriate;
 - b. Include content that relates to the NJSLS;
 - c. Include social-emotional learning; and
 - d. Include courses that are credit-bearing and count toward graduation pursuant to N.J.A.C. 6A:8, or promotion requirements to allow students to meet grade-level standards within a reasonable period of time.



REGULATION GUIDE

PROGRAM

R 2423/page 11 of 21

Bilingual and ESL Education

8. The Board shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable MLs to meet or exceed the NJSLs for graduation. When sufficient numbers of students are not available to form a bilingual class in an academic content area, the Board shall develop, in consultation with and approved by the Department, plans to meet the needs of the students.
9. In addition to N.J.A.C. 6A:15-1.4(a) through (h) and C.1. through C.8. above, the Board shall design additional programs and services to meet the special needs of eligible MLs. The additional programs and services shall include, but not be limited to, individualized and targeted supports through Title I programs; special education; career and technical education programs; gifted and talented education services; supports to help MLs earn a State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3; and individualized learning opportunities pursuant to N.J.A.C. 6A:8-5.1.
10. The Board may establish a program in bilingual education or dual language immersion for any language classification with fewer than twenty students.
11. The Board shall establish a process for how MLs in high school may meet the world language or ELA course graduation requirements, pursuant to N.J.A.C. 6A:8-5.1, by applying credits earned in an ESL course. The Board shall verify on a student's record that the applicable ESL credits meet or exceed the NJSLs at the high school level.

D. Approval Procedures – N.J.A.C. 6A:15-1.5

1. The school district providing a LIEP shall submit a plan every three years to the Department for approval.
2. The Board of Education's LIEP plan shall demonstrate that:
 - a. For Kindergarten through twelfth-grade, LIEP curricula include or are aligned with:



REGULATION GUIDE

PROGRAM
R 2423/page 12 of 21
Bilingual and ESL Education

- (1) The NJSLS;
 - (2) The ELD standards; and
 - (3) A multicultural curriculum, pursuant to N.J.S.A. 18A:35-4.36a and N.J.A.C. 6A:7.
- b. For preschool, the ML instruction and support meets the language instruction requirements in the New Jersey Preschool Program Implementation Guidelines and the New Jersey Preschool Teaching and Learning Standards of Quality, pursuant to N.J.A.C. 6A:13A and the curricula include or are aligned with:
- (1) The NJSLS;
 - (2) The ELD standards for preschool; and
 - (3) A multicultural curriculum, pursuant to N.J.S.A. 18A:35-4.36a and N.J.A.C. 6A:7.
- c. MLs have equitable access to educational activities and programs in a manner aligned to the Board's Comprehensive Equity Plan, pursuant to N.J.A.C. 6A:7.
- d. School district staff engage in ongoing and continuous program evaluations that shall include regular reviews of student performance data (for example, graduation rates and assessment results) and other measures (for example, absenteeism, disciplinary records, and course enrollment) to evaluate whether MLs in the district have equitable access to educational opportunities, including, but not limited to, gifted and talented programs; advanced coursework and dual enrollment; work-based learning opportunities; extra-curricular activities; and career counseling.
- e. Preschool students participate in instructional activities pursuant to N.J.A.C. 6A:13A.



REGULATION GUIDE

PROGRAM
R 2423/page 13 of 21
Bilingual and ESL Education

- f. Bilingual and dual language immersion programs promote bilingualism, biliteracy, cross-cultural competency, high levels of academic achievement in both languages, and a path, if available, toward attaining the State Seal of Biliteracy.
 - 3. The Board's LIEP plan submitted to the Department for approval shall include information on the following:
 - a. Identification of MLs in preschool through twelfth-grade;
 - b. LIEP description;
 - c. The number of staff hired for the LIEP by certificate type;
 - d. Bilingual and ESL curriculum;
 - e. Evaluation design;
 - f. Review process for a student's exit from ML status; and
 - g. A budget for all components of the LIEP.
 - 4. The Department will review the plan to ensure the Board has a system of support for all MLs that is aligned to N.J.A.C. 6A:15, Policy 2423, and this Regulation. The Department may request modifications of the plan, as appropriate, and shall determine whether to approve the Board's plan.
- E. Supportive Services – N.J.A.C. 6A:15-1.6
- 1. Students enrolled in a LIEP shall have equal educational opportunities, including full access to educational opportunities and services available to other students in the district.



REGULATION GUIDE

PROGRAM

R 2423/page 14 of 21

Bilingual and ESL Education

2. The school district shall provide MLs with linguistically and culturally responsive supportive services, such as academic counseling; tutoring; career guidance; and mental health counseling. Bilingual personnel who are trained in social-emotional learning and are familiar with and knowledgeable about the unique assets and needs of the MLs, including newcomers and SIFEs, and their parents, shall provide the services.

F. Professional Development – N.J.A.C. 6A:15-1.7

1. As part of the district- and school-level plans for professional development requirements at N.J.A.C. 6A:9C-4.2, the Board of Education shall describe professional learning for bilingual, ESL, and academic content teachers whose classroom instruction is in English; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of MLs.
2. The district- and school-level professional development plan shall:
 - a. Include instructional adaptational strategies, pursuant to N.J.A.C. 6A:8-3.1, and training on appropriate assessments to help MLs meet the NJSLs and the ELD standards;
 - b. Address the needs of bilingual and ESL teachers, who shall receive training in the use of the ESL curriculum and the ELD standards; and
 - c. Ensure all teachers receive training on the ELD standards and how to provide linguistically and culturally accessible instruction and appropriate modifications and accommodations for MLs.

G. Certification – N.J.A.C. 6A:15-1.8

1. All teachers of bilingual programs shall hold a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or academic content area and a standard certificate with a bilingual/bicultural education endorsement, pursuant to N.J.S.A. 18A:6-38 et seq., N.J.S.A. 18A:35-15 to 26, and N.J.A.C. 6A:9B-11.5.



REGULATION GUIDE

PROGRAM

R 2423/page 15 of 21

Bilingual and ESL Education

2. Dual language immersion programs, for the purpose of meeting the LIEP requirements at N.J.S.A. 18A:35-18; N.J.A.C. 6A:15; Policy 2423; and this Regulation may be taught by one or more teaching staff members. In these dual language immersion programs, the following endorsements to an instructional certificate shall be fulfilled by one or more teaching staff members:
 - a. An endorsement for the appropriate grade level and/or academic content area being taught; and
 - b. An endorsement in bilingual/bicultural education or world languages.
 - (1) A teaching staff member of a language other than English has demonstrated linguistic competence in the language of their instruction, pursuant to N.J.A.C. 6A:9B-10.5 or 11.5(a)2.
 3. All teaching staff members of ESL classes shall hold a valid New Jersey instructional certificate with an ESL endorsement, pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-11.6.
 4. All teaching staff members providing English language services shall hold a valid New Jersey instructional certificate.
- H. Language Instruction Educational Program Placement, Assessment, Exit, and Reentry – N.J.A.C. 6A:15-1.9
1. All MLs from Kindergarten through twelfth-grade shall be enrolled in a LIEP established by the Board of Education in accordance with N.J.A.C. 6A:15-1.4(b) through (f) and C.2. through C.6. above, N.J.A.C. 6A:15-1.15(a) and N.1. below, and N.J.S.A. 18A:35-18 and N.J.S.A. 18A:35-22.
 2. Students identified as MLs shall be assessed annually using ELP assessments to measure the progress toward English language proficiency and to determine readiness for exiting the LIEP. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.



REGULATION GUIDE

PROGRAM
R 2423/page 16 of 21
Bilingual and ESL Education

3. A ML enrolled in the LIEP shall be placed in a classroom(s) where the primary language of instruction is English when the ML has demonstrated readiness to exit a LIEP first by achieving the Department-established cut score on an ELP or alternate ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considers, at a minimum: classroom performance; the student's reading level in English; the observations of the teaching staff members responsible for the educational program of the student; and performance on achievement tests in English.
 - a. Pursuant to 34 CFR §200.6(h)(4)(ii), a ML with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ML status based on the student meeting the Department-determined cut score on the remaining domains in which the student was assessed.
4. When the review process for exiting a student from a LIEP has been completed, the district shall notify, by written communication, the student's parent of the placement determination. If the parent or a teaching staff member disagrees with the student's placement, the parent or teaching staff member may appeal the placement to the Commissioner of Education, pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, after exhausting the school district's appeal process.
5. A parent may remove a student who is enrolled in a LIEP pursuant to N.J.S.A. 18A:35-22.1.
 - a. A student who is identified as a ML and whose parent refuses placement in a LIEP shall still access and meet the academic expectations of the NJSLS. Pursuant to N.J.A.C. 6A:8, N.J.A.C. 6A:15-1.6, and E. above, the district shall ensure that students whose parents refuse placement are provided the appropriate instructional adaptations and appropriate assessment modifications and accommodations for Statewide assessments.



REGULATION GUIDE

PROGRAM
R 2423/page 17 of 21
Bilingual and ~~ESL~~ Education

6. The district shall monitor, for a minimum of two years, the academic progress of students who are exited from a LIEP to ensure that the students are continually meeting or exceeding the NJSLs when the curriculum and instruction are delivered in English.
7. Newly exited students who are not academically progressing in classes where English is the primary language of instruction may be considered for reentry to a LIEP as follows:
 - a. After a minimum of one-half an academic year and within two years of exit, the teaching staff member delivering instruction in English may recommend retesting with the approval of the Principal.
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to classes where English is the primary language of instruction.
 - c. The recommendation for retesting shall be based on the teaching staff member's documented observation of a student's academic performance and data-based determination that the student is experiencing difficulties due to problems in using the English language to communicate effectively with peers and adults; understand directions given by the teaching staff member; and/or comprehend basic verbal and written materials.
 - d. The student shall be tested using a different form of the English language proficiency assessment than the one used to exit the student from the LIEP.
 - e. If the student scores below the Department-determined cut score on the English language proficiency assessment, the student shall be reenrolled into a LIEP.



REGULATION GUIDE

PROGRAM
R 2423/page 18 of 21
Bilingual and ~~ESL~~ Education

I. Graduation Requirements for Multilingual Learners – N.J.A.C. 6A:15-1.10

All MLs shall satisfy requirements for high school graduation pursuant to N.J.A.C. 6A:8-5.1(a).

J. Location – N.J.A.C. 6A:15-1.11

1. All Kindergarten through twelfth-grade LIEPs shall be conducted within classrooms within the school district pursuant to N.J.S.A. 18A:35-20, except under the following circumstances:

- a. A LIEP is conducted in another school district as part of a joint program, pursuant to N.J.A.C. 6A:15-1.13 and L. below; or
- b. A ML's individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, occurs outside of the school district's classrooms.

K. Notification – N.J.A.C. 6A:15-1.12

1. The district shall notify, by written communication, the parent of a ML of the fact that their child has been identified as eligible for placement in a LIEP.

- a. The district shall issue the notification within thirty calendar days of the start of the school year.
- b. For a student who enrolls after the beginning of the school year, the district shall issue the notification within fourteen calendar days of the student being placed in a LIEP.

2. The notice shall be in writing and in the language in which the parent possesses a primary speaking ability, and in English, and shall include the following information:

- a. Why the student was identified as a ML;



REGULATION GUIDE

PROGRAM
R 2423/page 19 of 21
Bilingual and ~~ESL~~ Education

- b. Why the school district determined the student needs to be placed in a LIEP that will help the student develop and attain English proficiency and meet the NJSLs;
 - c. The student's level of English language proficiency, how the level of English language proficiency was assessed, and the student's performance in academic content areas;
 - d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a primary language, if applicable;
 - e. How the program will meet the student's specific needs in attaining English language proficiency and meeting or exceeding the NJSLs;
 - f. The program's exit requirements, the expected amount of time that the ML will need to successfully achieve in classrooms where the language of instruction is English, and, in the case of high school students, the expected rate of graduation;
 - g. How the LIEP will meet the objectives of the individualized education program of a student with a disability; and
 - h. A statement that the parent may decline the child's enrollment in a LIEP, and that the parent shall be given an opportunity to do so or to select a different type of LIEP service available at the child's school.
3. The district shall send progress reports to the parents of students enrolled in a LIEP in the same manner and frequency as progress reports are sent to the parent of other students enrolled in the school district.
4. Progress reports shall be written in English and in the primary language spoken by the parent of students enrolled in the LIEP.



REGULATION GUIDE

PROGRAM
R 2423/page 20 of 21
Bilingual and ESL Education

5. The district shall notify the parent when the student meets the exit criteria and is placed in a monolingual English program. The notice shall be in English and in the language in which the parent possesses a primary speaking ability.

L. Joint Programs – N.J.A.C. 6A:15-1.13

1. With approval of the Executive County Superintendent on a case-by-case basis, the Board of Education may join with another district Board to provide:
 - a. A LIEP; and
 - b. An individualized learning opportunity, pursuant to N.J.A.C. 6A:8-5.1(a)2, to a ML who chooses to utilize it to meet the 120-credit graduation requirement, in whole or in part.

M. Parental and Family Engagement – N.J.A.C. 6A:15-1.14

1. The Superintendent or designee shall provide for the maximum practicable engagement of the parent of MLs in the development and review of program objectives and dissemination of information to and from the Boards of Education and communities served by the LIEP.
 - a. This duty includes ensuring all information regarding a ML's educational experience is available in the language in which the parent possesses a primary speaking ability, and in English. This information includes, but it not limited to: district- and school-level policies; invitational letters regarding school or district programs; information regarding student discipline policies and procedures; registration and enrollment; report cards; requests for parent permission for student participation in district or school activities; parent-teacher conferences; parent handbooks; and gifted and talented programs.
2. With the exception of a Board implementing an English language services or ESL program, each Board implementing a LIEP shall establish a parent advisory committee on bilingual education of which the majority membership shall be the parents of MLs.



REGULATION GUIDE

PROGRAM

R 2423/page 21 of 21

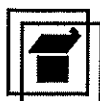
Bilingual and ESL Education

N. Waiver Process Provided by Statute – N.J.A.C. 6A:15-1.15

1. A school district that has twenty or more students eligible for the bilingual education program in Kindergarten through twelfth-grade may request annual approval from the Department to waive the requirement at N.J.A.C. 6A:15-1.4(d) and C.4. above and, instead, to establish an instructional program alternative if the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to the age range, grade span, and/or geographic location of eligible students.
 - a. Instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time program; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
 - b. All instructional program alternatives shall be designed to assist MLs to develop English language proficiency while learning the knowledge and skills for academic content areas to meet or exceed the NJSLs.
 - c. Instructional program alternatives shall be developed in consultation with the Department based on student enrollment and achievement data.
 - d. A Board of Education implementing instructional program alternatives annually shall submit to the Department student enrollment and achievement data that demonstrate the continued need for the programs.
 - e. Instructional program alternatives shall be approved annually by the Department based on the Department's review of student enrollment and achievement data.

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

PROGRAM
2431.4/page 1 of 3
Prevention and Treatment of Sports-Related
Concussions and Head Injuries
Feb 24
M

[See POLICY ALERT Nos. 190, 194, 197, and 232]

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

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

This Policy and Regulation 2431.4 are consistent with the requirements of N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and the recommendations developed by the Center for Disease Control and Prevention (CDC).

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

For the purpose of this Policy and Regulation 2431.4, “student-athlete” shall mean any student enrolled in a public or nonpublic school in New Jersey who is a participant in a program of athletic competition organized by the school district.

The staff member supervising the program of athletic competition shall take steps to prevent concussions and head injuries; ensure student-athletes have appropriate supervision and safety equipment; and ensure student-athletes avoid unsafe conditions.



POLICY GUIDE

PROGRAM

2431.4/page 2 of 3

Prevention and Treatment of Sports-Related Concussions and Head Injuries

School staff members supervising programs of athletic competition; licensed athletic trainers; nurses; and school/team physicians shall be trained on the possible signs or symptoms of a concussion. Any possible signs or symptoms of a concussion shall be reported by the student-athlete or an observer to the staff member supervising the program of athletic competition; athletic trainer; school/team physician; school nurse; and/or parent.

The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2.

Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program or athletic competition. A student-athlete who was removed from a program of athletic competition shall not participate in further programs of athletic competition until the student-athlete: is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions; receives written medical clearance from a physician trained in the evaluation and management of concussions to return to a program of athletic competition; and progresses through the steps outlined in the CDC's Six-Step Return to Play Progression. The student-athlete's written medical clearance shall be reviewed and approved by the school physician.

School personnel shall contact the parent of a student-athlete to inform them of a suspected sports-related concussion or head injury as soon as possible after the incident. School personnel shall provide the parent with a checklist or copy of the return to play protocols outlined in this Policy and Regulation 2431.4.

The student-athlete may not begin the CDC's Six-Step Return to Play Progression until the student-athlete receives a medical examination, provides the required written medical clearance, and the medical clearance is approved by the school physician.

Some symptoms may require immediate medical treatment. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms; loss of consciousness; direct neck pain associated with the injury; or any other symptom that may require immediate medical treatment.



POLICY GUIDE

PROGRAM

2431.4/page 3 of 3

Prevention and Treatment of Sports-Related Concussions and Head Injuries

The district will provide temporary supports to a student-athlete that has sustained a concussion or other head injury.

The Commissioner of Education and Commissioner of Health educational fact sheet that provides information concerning the use and misuse of opioid drugs in the event a student-athlete is prescribed an opioid for a sports-related injury shall be provided to the parents of student-athletes. The district shall obtain a signed acknowledgement of receipt by the student-athlete and their parent in accordance with the provisions of N.J.S.A. 18A:40-41.10.

The Board shall review this Policy and Regulation 2431.4 annually and update as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries pursuant to N.J.S.A. 18A:40-41.3.

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

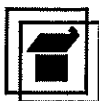
Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions – August 2023

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

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



REGULATION GUIDE

PROGRAM

R 2431.4/page 1 of 12

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

Feb 24

M

[See POLICY ALERT Nos. 194, 197, 226, and 232]

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

The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and Policy 2431.4.

A. Prevention

1. The following steps may be taken to prevent concussions and head injuries and ensure the safety of student-athletes:
 - a. Limit the number of stunts during cheerleading practice.
 - (1) When stunting is performed, spotters shall be used and the surface shall be soft and in good condition; and
 - (2) Safe stunting techniques shall be taught and student-athletes shall not be permitted to attempt new or difficult stunts without proper instruction and a coach on hand.
 - b. Ensure student-athletes have appropriate supervision during practices and a designated safe practice facility in good condition for the activity.
 - c. Ensure the use of appropriate fitted and maintained safety equipment.
 - d. Ensure student-athletes avoid unsafe actions such as:
 - (1) Hitting another student-athlete in the head;
 - (2) Using their head to contact another student-athlete;



REGULATION GUIDE

PROGRAM
R 2431.4/page 2 of 12
Prevention and Treatment of Sports-Related
Concussions and Head Injuries

- (3) Making illegal contacts; and
- (4) Trying to injure or put another student-athlete at risk for injury.
- e. Limit the amount of contact during practices. This may include:
 - (1) Limiting the amount of practice time that includes scrimmages or full-speed drills.
- f. Teach student-athletes proper techniques and ways to avoid hits to the head.
- g. Keep a close eye on student-athletes in positions that are at increased risk for concussion to help spot a potential concussion.

B. Possible Signs or Symptoms of Concussion

- 1. Some mild traumatic brain injuries and concussion symptoms may appear right away, while others may not appear for hours or days after the injury. These symptoms may be observed by coaches, licensed athletic trainers, school/team physicians, school nurses, teachers, parents, or a teammate. Below are a few examples of possible signs and symptoms of a concussion:
 - a. The student-athlete grabs or holds head after a play or hit - "Hands to Head";
 - b. The student-athlete appears to be "shaking it off";
 - c. The student-athlete appears dazed or "foggy";
 - d. The student-athlete forgets plays or demonstrates short term memory difficulty;
 - e. The student-athlete cannot recall injury or events just before or just after the injury;



REGULATION GUIDE

PROGRAM

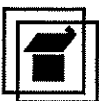
R 2431.4/page 3 of 12

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

- f. The student-athlete answers questions slowly or inaccurately;
 - g. The student-athlete has a headache;
 - h. The student-athlete is nauseous or is vomiting;
 - i. The student-athlete is experiencing balance problems or dizziness;
 - j. The student-athlete is experiencing double vision or changes in vision;
 - k. The student-athlete is experiencing sensitivity to light or sound/noise;
 - l. The student-athlete is feeling sluggish or foggy;
 - m. The student-athlete is having difficulty with concentration and short-term memory;
 - n. The student-athlete is experiencing sleep disturbance; and
 - o. The student-athlete is experiencing irritability and/or mood changes.
2. Any possible signs or symptoms of a concussion shall be reported by the student-athlete participating in a program of athletic competition to the coach(es), athletic trainer, school or team physician, school nurse, and/or parent.

C. Treatment

1. Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program of athletic competition.



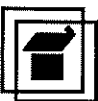
REGULATION GUIDE

PROGRAM

R 2431.4/page 4 of 12

Prevention and Treatment of Sports-Related Concussions and Head Injuries

2. The staff member supervising the student-athlete during the program of athletic competition shall immediately contact the school physician, athletic trainer, or school nurse to examine the student-athlete.
3. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury pursuant to D. below.
4. A student-athlete who is removed from a program of athletic competition shall not participate in further programs of athletic competition until:
 - a. The student-athlete is evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to the program of athletic competition; and
 - (1) The student-athlete's written medical clearance from a physician must indicate a medical examination has determined:
 - (a) The student-athlete's injury was not a concussion or other head injury, the student-athlete is asymptomatic at rest, and the student-athlete may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
 - (b) The student-athlete's injury was a concussion or other head injury and the student-athlete's physician will monitor the student-athlete to determine when the student-athlete is asymptomatic at rest and when the student-athlete may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.



REGULATION GUIDE

PROGRAM

R 2431.4/page 5 of 12

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

- (2) The student-athlete's written medical clearance shall be reviewed and approved by the school physician.
 - (3) A student-athlete who has suffered a concussion or other head injury may not begin the CDC's Six-Step Return to Play Progression as outlined in E. below until the student-athlete receives a medical examination and provides the required written medical clearance to the Principal or designee.
 - (4) A written medical clearance not in compliance with the provisions of C.4.a. above will not be accepted.
- b. A student-athlete who has suffered a concussion or other head injury returns to regular school activities without the need for additional support and is no longer experiencing symptoms of the injury when conducting those activities.
 - (1) If school is in session, a student-athlete who has suffered a concussion or other head injury must return to regular school activities without symptoms or need for additional support before returning to a program of athletic competition as part of the CDC's Six-Step Return to Play Progression.
 - (2) If school is not in session, a student-athlete who has suffered a concussion or other head injury must return to their normal daily activities without symptoms as part of the CDC's Six-Step Return to Play Progression.
- D. Symptoms Requiring Immediate Medical Assessment (911/Emergency Evaluation)
 - 1. The following symptoms requiring immediate medical assessment include, but are not limited to:
 - a. The student-athlete loses consciousness;



REGULATION GUIDE

PROGRAM

R 2431.4/page 6 of 12

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

- b. The student-athlete has a headache that gets worse and does not go away;
 - c. The student-athlete is experiencing weakness, numbness, decreased coordination, convulsions, or seizure;
 - d. The student-athlete is experiencing repeated vomiting and/or intractable retching;
 - e. The student-athlete is slurring speech or exhibiting unusual behavior (disoriented);
 - f. The student-athlete has one pupil (the black part in the middle of the eye) larger than the other; and
 - g. The student-athlete cannot recognize people or places and/or gets confused, restless, or agitated.
- E. CDC's Six-Step Return to Play Progression for Students Who Have Suffered a Concussion or Other Head Injury
- 1. The return of a student-athlete to a program of athletic competition shall be in accordance with the CDC's Six-Step Return to Play Progression recommendations and any subsequent changes or other updates to those recommendations as developed by the CDC. Recovery is individual.
 - a. As applicable, the student-athlete's treating healthcare provider may guide the student-athlete through the return to play protocol while experiencing mild symptoms as part of the treatment.
 - b. In addition, the student-athlete's treating healthcare provider may adjust the treatment plan prior to Step Six, full return to competition.
 - c. Clearance from a student-athlete's physician trained in the evaluation and management of concussions is required before returning to full competition.



REGULATION GUIDE

PROGRAM
R 2431.4/page 7 of 12
Prevention and Treatment of Sports-Related
Concussions and Head Injuries

2. Six-Step Return to Play Progression

a. Step 1: Back to Regular Activities

The student-athlete is back to their regular activities (such as school).

b. Step 2: Light Aerobic Activity

The student-athlete shall begin with light aerobic exercise only to increase a student-athlete's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

c. Step 3: Moderate Activity

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

d. Step 4: Heavy, Non-Contact Activity

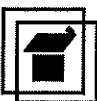
The student-athlete shall add heavy, non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, or non-contact sport-specific drills (in three planes of movement).

e. Step 5: Practice & Full Contact

The student-athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

f. Step 6: Competition

The student-athlete may return to competition.



REGULATION GUIDE

PROGRAM

R 2431.4/page 8 of 12

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

3. It is important for a student-athlete's parent(s), coach(es), and teachers to watch for concussion symptoms after each day's Six-Step Return to Play Progression activity.
 4. A student-athlete should only move to the next step if they do not exhibit any new symptoms at the current step.
 5. If a student-athlete's symptoms return or if they develop new symptoms, this could be a sign the student-athlete is overexerting. The student-athlete shall stop these activities and the student-athlete's medical provider shall be contacted. After more rest and no concussion symptoms, the student-athlete can start at the previous step.
- F. Temporary Supports for Student-Athletes with Sports-Related Head Injuries or Concussions
1. Initial rest followed by a gradual return to activity during healing is recommended. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
 2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, texting, even watching movies if a student-athlete is sensitive to light/sound, can slow a student-athlete's recovery. Managing the symptoms through a balance of rest and activity is the key to recovery.
 - a. The district will provide support for student-athletes diagnosed with a concussion.
 - b. The student-athlete's health care provider will handle short-term medical accommodations.
 3. Collaboration between the student-athlete's health care provider and the school may be necessary. If accommodations are needed for an extended time, the district may want to consider implementing accommodations via a formalized 504 plan.



REGULATION GUIDE

PROGRAM

R 2431.4/page 9 of 12

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

4. The Principal or designee may address the student-athlete's cognitive needs in the following ways:
 - a. Limit the student-athlete's screen time;
 - b. Have the student-athlete take rest breaks as needed;
 - c. Have the student-athlete spend fewer hours at school;
 - d. Provide the student-athlete more time to take tests or complete assignments. (All courses should be considered);
 - e. Provide the student-athlete help with schoolwork;
 - f. Reduce the student-athlete's time spent on the computer, reading, and writing;
 - g. Provide or grant the student-athlete early passing time to avoid crowded hallways; and/or
 - h. Allow the student-athlete extra time to complete tests or coursework.
5. These supports and/or short-term medical accommodations may be addressed in an individualized healthcare plan for a student-athlete who has suffered a concussion or other head injury.
6. Concussions affect several aspects of brain function, including cognition, balance and coordination, visual tracking and processing, behavior, and others. The symptoms experienced, difficulties faced, and timeline for recovery will vary for each individual.
7. A brief period of relative rest followed by a gradual return to lighter activities is generally considered the best "medicine" for healing concussions or other head injuries. This may include relative rest from both physical and cognitive activities. Each injury, and therefore each treatment plan, is different. School personnel, in collaboration with the student-athlete, parents, and the student-athlete's health care provider, are in the best position to create flexible, temporary supports to meet the needs of each student-athlete.



REGULATION GUIDE

PROGRAM
R 2431.4/page 10 of 12
Prevention and Treatment of Sports-Related
Concussions and Head Injuries

G. Education

1. The CDC offers tips for health professionals and educators on their website. Interscholastic Head Injury Training Programs are available via the CDC website or the National Federation of State High School Associations.
2. This training shall be completed by the school/team physician, licensed athletic trainer, school nurses, coaches, and other relevant school personnel.

H. Other Considerations

1. Educational information for student-athletes on the prevention of concussions shall be reviewed.
2. The importance of early identification and treatment of concussions to improve recovery shall be reinforced.
3. School personnel shall contact the student-athlete's parent and inform them of the suspected sports-related concussion or head injury before allowing the student-athlete to go home after a program of athletic competition.
4. School personnel shall provide the parent of the student-athlete with a checklist or copy of the return to play protocols including the requirement of written clearance from a physician trained in the evaluation and management of concussions before the student-athlete is able to return to a program of athletic competition.

I. Interscholastic Head Injury Training Program

1. The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2. The training program shall include:



REGULATION GUIDE

PROGRAM

R 2431.4/page 11 of 12

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

- a. The recognition of the signs of head and neck injuries, concussions, and second impact syndrome; and
 - (1) Pursuant to N.J.S.A. 18A:40-41.1.d., if a student-athlete sustains a second concussion while still having symptoms of a previous concussion, it can lead to the severe impairment and even the death of the student-athlete, and is referred to as second-impact syndrome.
 - b. The CDC's Six-Step Return to Play Progression or any subsequent changes or other updates developed by the CDC.
- J. "Return to Play Progressions" vs. "Therapeutic Progressions"
- 1. In many cases, after the initial rest period, concussed individuals may be encouraged to resume limited activities, including light physical and cognitive activities, even in the presence of some continued symptoms. This may be referred to as "therapeutic progressions," and while some of the activities may overlap with the CDC's Six-Step Return to Play Progression, it is different in the goals and intent from "return to play."
 - a. "Return to play" progressions are intended to test the concussed individual's readiness to perform the activity correctly, and to do so with no symptoms.
 - b. "Therapeutic" progressions are intended to help the individual recover and to help them improve their performance and tolerance to those activities. This may take several days, or longer, at any given step.
 - c. "Therapeutic progressions" should be recommended and supervised by a health care provider familiar with the evaluation and management of concussions, and monitored by a team including the student-athlete, parents, health care provider, and school personnel. Adjustments to the program should be in response to the student-athlete's



REGULATION GUIDE

PROGRAM

R 2431.4/page 12 of 12

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

overall symptom load and progress. It should be remembered that student-athletes may progress at different rates for various aspects of their injury, such as tolerating light to moderate aerobic activity before tolerating being in the classroom, or tolerating schoolwork done at home before tolerating the classroom and school environment. Of note, progressions in one aspect of the treatment plan can have a positive effect on other areas as the brain is returning to a more typical overall level of function. A successful treatment plan is one that can adapt appropriately for each student-athlete.

K. Educating the Community on the District Sports-Related Concussions and Head Injuries Policy

1. The Board shall review Policy 2431.4 and this Regulation annually, and update as necessary to ensure Policy 2431.4 and this Regulation reflect the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries.
2. The district may provide regular education and training for staff including administrators, teachers, paraprofessionals, and school counselors regarding concussions and other head injuries as head injuries can happen at any time during the school day or outside of school.
3. The district is in a unique position to promote healthy behaviors. The district can embed education related to the prevention and treatment of concussions and head injuries through the New Jersey Student Learning Standards Comprehensive Health and Physical Education Standard 2.3 – Safety. In addition, N.J.S.A. 18A:6-2 requires education in accident and fire prevention and N.J.S.A. 18A:35-5 requires education in injury or illness emergencies.

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

TEACHING STAFF MEMBERS

3211/page 1 of 3

Code of Ethics

Feb 24

[See POLICY ALERT No. 232]

3211 CODE OF ETHICS

The Board of Education endorses the code of ethics for professional educators published by the National Education Association (NEA).

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues;; of students;; of parent(s) ~~or legal guardian(s)~~; and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

Principle I -- Commitment to the Student

The educator strives to help each student realize **their** ~~his/her~~ potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.



POLICY GUIDE

TEACHING STAFF MEMBERS

3211/page 2 of 3

Code of Ethics

2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not, on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation~~, unfairly:—
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any student; or
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Principle II – – Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.



POLICY GUIDE

TEACHING STAFF MEMBERS

3211/page 3 of 3

Code of Ethics

In fulfillment of the obligation to the profession, the educator:—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent ~~their~~ ~~his/her~~ professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

TEACHING STAFF MEMBERS

3212/page 1 of 2

Attendance

Sep 23

M

[See POLICY ALERT Nos. 205 and 231]

3212 ATTENDANCE

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

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for **by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board.** ~~In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**



POLICY GUIDE

TEACHING STAFF MEMBERS

3212/page 2 of 2

Attendance

The Superintendent, in consultation with administrative staff members, will review the rate of absence among **teaching** the staff members. The review will include the collection and analysis of attendance **patterns data**, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.; **18A:30-2; 18A:30-4**

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

STUDENTS

5116/page 1 of 4

Education of Homeless Children and Youths

Sep 23

5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

The Board of Education will admit and enroll homeless children **and youths** in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children **and youths** in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children **and youths**.

The Board of Education shall determine that a child **or youth** is homeless when **the child or youth** ~~he or she~~ resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child **or youth** is also determined homeless when **the child or youth** ~~he or she~~ resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; **or** temporary shelters provided to migrant workers and their children on farm sites.; **A child or youth is determined homeless when the child or youth resides in** and the residence of relatives or friends where the homeless child **or youth** resides out of necessity because **the child's or youth's** ~~his or her~~ family lacks a regular or permanent residence of its own. A child **or youth** is also determined homeless when **the child or youth** ~~he or she~~ resides in substandard housing.

The school district of residence for a homeless child **or youth** is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child **or youth** means the school district in which the parent of a homeless child **or youth** resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children **and youths** is the **Director of Special Services**. The **school district** liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child **or youth** resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).



POLICY GUIDE

STUDENTS

5116/page 2 of 4

Education of Homeless Children and Youths

When a homeless child **or youth** resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, ~~the Department of Human Services or the Department of Children and Families~~, a shelter director, **or** an involved agency, ~~or a case manager~~. Upon notification of the need for enrollment of a homeless child **or youth**, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child **or youth** shall be enrolled in accordance with the provisions of N.J.A.C. 6A:17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the child's **or youth's** parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the **New Jersey** Department of Education's (NJDOE) McKinney-Vento Homeless Education Coordinator **or the Coordinator's** designee, shall immediately decide the child's **or youth's** status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools. **The Executive County Superintendent** ~~who~~ shall ~~immediately~~ make a determination **immediately**, if possible, but no later than within forty-eight hours **and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator or the Coordinator's designee.**



POLICY GUIDE

STUDENTS

5116/page 3 of 4

Education of Homeless Children and Youths

If the dispute regarding determination of **the school** district of residence does not involve the determination of homelessness and/or **school** district of enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the **NJDOE Department of Education** pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the **NJDOE** Division of Administration and Finance. If an appeal of a determination of **school** district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's **or youth's** immediate enrollment or continued enrollment in the school district. The homeless child **or youth** shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child **or youth** with a disability shall be made pursuant to N.J.A.C. 6A:14.

Notwithstanding the provisions of N.J.S.A. 18A:38-1, 18A:7B-12, or 18A:7B-12.1, or any other section of law to the contrary, any student who moves from one school district to another as a result of being homeless due to an act of terrorism or due to a natural disaster which results in the declaration of a state of emergency or disaster by the State or by the Federal government, may continue to enroll in the school district in which the parent or guardian last resided prior to becoming homeless for up to two full school years after the act of terrorism or natural disaster; and during the two-year period, if the student is enrolled in the district in which the parent last resided prior to becoming homeless and the student's parent remains homeless for that period, the student shall attend that district tuition-free and that district shall provide the student transportation to and from school in accordance with N.J.S.A. 18A:7B-12.3.

Financial responsibility, including the payment of tuition for the homeless child **or youth**, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in**



POLICY GUIDE

STUDENTS

5116/page 4 of 4

Education of Homeless Children **and Youths**

which the parent has been deemed domiciled shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child **or youth** is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless **in accordance with N.J.S.A. 18A:38-1.f.**

N.J.S.A. 18A:7B-12; 18A:7B-12.1; **18A:7B-12.3**; 18A:38-1
N.J.A.C. 6A:17-2.1 et seq.

Revised (First Reading) : March 14, 2024
Revised (Second Reading): April 25, 2024



REGULATION GUIDE

STUDENTS

R 5116/page 1 of 12

Education of Homeless Children and Youths

Sep 23

R 5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

A. Definitions – (N.J.A.C. 6A:17-1.2)

1. “Best interest determination” means the school placement decision made by Division of Child Protection and Permanency (DCP&P) based on the factors considered, as set forth at N.J.S.A. 30:4C-26b.
2. “Career or technical education” or “CTE” means as defined in N.J.A.C. 6A:19-1.2.
3. “DCP&P” means the Division of Child Protection and Permanency, which is a division in the New Jersey Department of Children and Families (DCF) that is responsible for the placement of children in resource family care, pursuant to N.J.S.A. 30:4C-26b.
4. “Educational stability school district notification” means the notification provided by DCP&P to the school district, pursuant to N.J.S.A. 30:4C-26b.h.
5. “Enroll” or “enrollment” means attending classes and participating fully in school activities.
6. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12, N.J.A.C. 6A:17-2.2, and B. below.
7. “Immediate” or “immediately” means at the instant the need for placement is made known.
8. “Parent” means the natural or adoptive parent, legal guardian, resource family care parent, surrogate parent, or person acting in the place of a parent, such as the person with whom the child legally resides or a person legally responsible for the child’s welfare.



REGULATION GUIDE

STUDENTS
R 5116/page 2 of 12
Education of Homeless Children and Youths

9. **"Point of contact"** means the employee identified in each school district who facilitates all activities needed to ensure enrollment and attendance of children in resource family care.
10. **"Resource family care"** means twenty-four-hour substitute care for children placed away from their parent(s) and for whom DCP&P has placement and care responsibility. The term is synonymous with "foster care" as defined in the Federal Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), and includes "resource family home" found elsewhere in the New Jersey Administrative Code and in the New Jersey Statutes Annotated.
11. **"School district liaison for the education of homeless children and youths"** means the person identified in each school district who facilitates all activities needed to ensure the enrollment and attendance of homeless children and youths.
12. **"School district of residence"** for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless. It may not be the school district in which the student currently resides. This term is synonymous with "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides, pursuant to N.J.S.A. 18A:7B-12.b. In the case of a child placed in resource family care prior to September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the "school district of residence" means the school district in which the resource family care parent(s) resides. In the case of a child placed in resource family care on or after September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the "school district of resident" means the present school district of residence of the parent(s) with whom the child lived prior to the most recent placement in resource family care.



REGULATION GUIDE

STUDENTS

R 5116/page 3 of 12

Education of Homeless Children and Youths

13. "School of origin" for a child in resource family care means the school district in which a child was enrolled prior to a change in the child's care, custody, or guardianship. If a child's resource family care placement changes, the school of origin would then be considered the school district in which the child is enrolled at the time of the placement change.
14. "State agency" means the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
15. "State facility" means residential and day programs operated by, contracted with, or specified by the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
16. "Transitional living facility" means a temporary facility that provides housing to a child due to domestic violence, pursuant to N.J.S.A. 18A:7B-12.1.
17. "Unaccompanied youth" means a youth not in the physical custody of a parent at the time of enrollment.
- ~~1. "School district liaison for the education of homeless children" means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.~~
- ~~2. "School district of residence" for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.~~



REGULATION GUIDE

STUDENTS

R 5116/page 4 of 12

Education of Homeless Children **and Youths**

3. ~~“Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.2.~~
4. ~~“Immediate” or “immediately” means at the instant the need for placement is made known.~~
5. ~~“Parent” means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child’s welfare.~~
6. ~~“Superintendent” means Superintendent and/or Chief School Administrator.~~

B. Determination of Homelessness – (N.J.A.C. 6A:17-2.2)

1. The Board of Education **for the school district of residence** shall determine that a child **or youth** is homeless for the purposes of N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation** when **the child or youth** ~~he or she~~ resides in any of the following:
 - a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;
 - b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;
 - c. The residence of relatives or friends where the homeless child **or youth** resides out of necessity because **their** ~~his or her~~ family lacks a regular or permanent residence of its own; or
 - d. Substandard housing.



REGULATION GUIDE

STUDENTS

R 5116/page 5 of 12

Education of Homeless Children and Youths

C. Responsibilities of the School District of Residence – (N.J.A.C. 6A:17-2.3)

1. The school district of residence for a homeless child **or youth** ~~shall be~~ is responsible for the education of the child and shall:
 - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;
 - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
2. The determination of the homeless child's **or youth's** school district of residence shall be made by the Superintendent of the school district of residence or designee, pursuant to N.J.A.C. 6A:17-2.4 **and D. below** based upon information received from the parent, ~~the Department of Human Services or the Department of Children and Families,~~ a shelter provider, another school district, **or an involved agency, or a case manager.**
3. The **school** district ~~Board of Education~~ identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child **or youth** shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.

D. Designation of School District Liaisons and Their Responsibilities – (N.J.A.C. 6A:17-2.4)

1. The Superintendent identifies the **Director of Special Services** as the **school** district liaison for the education of homeless children **or youths**. The school district liaison shall:



REGULATION GUIDE

STUDENTS

R 5116/page 6 of 12

Education of Homeless Children **and** Youths

- a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child **or youth** resides;
- b. Develop procedures to ensure a homeless child **or youth** residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;
- c. Ensure homeless families, children, and youths receive educational services for which they are eligible, including Head Start ~~and Even Start~~ programs, preschool programs administered by the **Board** ~~local education agency~~, and referrals to health care, dental, mental health, and other appropriate services;
- d. Inform parents of homeless children and youths of the educational and related opportunities available to their children and ensure that **parents they** are provided with meaningful opportunities to participate in the education of their children;
- e. Ensure that public notice of the educational rights of homeless children and youths is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
- f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7 **and G. below**;
- g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5 **and E. below**;
- h. Assist the parent to obtain the homeless child's or youth's medical records or required immunizations; and



REGULATION GUIDE

STUDENTS

R 5116/page 7 of 12

Education of Homeless Children and Youths

- i. Assist an unaccompanied youth to ensure **the youth he or she** is enrolled in, and is receiving, all services pursuant to N.J.A.C. 6A:17, **Policy 5116, and this Regulation.**
 2. When a homeless child **or youth** resides in a school district, the **school** district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, ~~the Department of Human Services or the Department of Children and Families,~~ a shelter director, or an involved agency, ~~or a case manager.~~
 3. Upon notification of the need for enrollment of a homeless child **or youth**, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child, pursuant to N.J.A.C. 6A:17-2.5(b) **and E.2. below.**
- E. School District Enrollment – (N.J.A.C. 6A:17-2.5)
1. The Superintendent of the school district of residence or designee shall decide in which **school** district the homeless child **or youth** shall be enrolled as follows:
 - a. Enroll the homeless child **or youth** in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's **or youth's** parent;
 - b. Continue the homeless child's **or youth's** education in the school district of last attendance if it is not the school district of residence; or
 - c. Enroll the homeless child in the school district where the child resides.
 2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child **or youth** based on what is determined to be in the best interest of the child **or youth** after considering:



REGULATION GUIDE

STUDENTS

R 5116/page 8 of 12

Education of Homeless Children **and** Youths

- a. The enrollment of the homeless child **or youth** in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's **or youth's** parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including, but not limited to, bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.
3. The Superintendent of the school district of residence or designee shall determine the child's **or youth's** school district of enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:
 - a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child **or youth shall** ~~will~~ be enrolled immediately. If a dispute arises regarding enrollment of a homeless child **or youth**, the homeless child **or youth** shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7 **and G. below**.
 - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
 - c. A decision to enroll a homeless child **or youth** in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.



REGULATION GUIDE

STUDENTS

R 5116/page 9 of 12

Education of Homeless Children and Youths

4. When a decision is made to enroll the child **or youth** in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32-7, ~~School District Operations~~.
5. When a homeless child **or youth** with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
6. When the school district of residence for a homeless child **or youth** cannot be determined, the Superintendent or designee of the school district in which the child **or youth** currently resides shall enroll the child **or youth** immediately in the school district of the current residence or the school district of last attendance.
7. The school district selected pursuant to N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation** shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.
8. Enrollment in the school district of residence;; **enrollment in the school district of last attendance**, if not the school district of residence;; or **enrollment in the school district where the child or youth** resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child **or youth** becomes permanently housed during the academic year.

F. Parental Rights – (N.J.A.C. 6A:17-2.6)

1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 ~~et seq~~, **Policy 5116, and this Regulation**.



REGULATION GUIDE

STUDENTS

R 5116/page 10 of 12

Education of Homeless Children and Youths

G. Disputes and Appeals – (N.J.A.C. 6A:17-2.7)

1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's or youth's parent(s) shall immediately notify the Executive County Superintendent. ~~of Schools, who, In~~ consultation with the **New Jersey Department's of Education's (NJDOE)** McKinney-Vento Homeless Education Coordinator or ~~the Coordinator's designee, the Executive County Superintendent~~ shall immediately decide the child's or youth's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent ~~of Schools, The Executive County Superintendent who~~ shall make a determination immediately, if possible, but no later than within forty-eight hours **and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator, or the Coordinator's designee.**
 - a. If the dispute regarding determination of **the school** district of residence does not involve the determination of homelessness and/or **school district of enrollment**, the school district disputing the Executive County Superintendent's determination may appeal to the **NJDOE** ~~Department of Education~~ pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of ~~Administration and Finance.~~



REGULATION GUIDE

STUDENTS

R 5116/page 11 of 12

Education of Homeless Children and Youths

- b. If an appeal of a determination of **the school** district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
 3. Any dispute or appeal shall not delay the homeless child's **or youth's** immediate enrollment or continued enrollment in the school district. The homeless child **or youth** shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
 4. Disputes and appeals involving the services provided to a homeless child **or youth** with a disability shall be made pursuant to N.J.A.C. 6A:14.
- H. Tuition – (N.J.A.C. 6A:17-2.8)
1. When the homeless child **or youth** is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ pay tuition to the school district of enrollment.
 2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ list the student on its ASSA.



REGULATION GUIDE

STUDENTS

R 5116/page 12 of 12

Education of Homeless Children **and Youths**

3. The State shall assume fiscal responsibility for the tuition of the child **or youth** pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child **or youth** is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d., under the following circumstances:
 - a. If the school district of residence cannot be determined for the homeless child **or youth**;
 - b. If the school district of residence is outside of the State; or
 - c. If a child **or youth** resides in a **domestic violence shelter, homeless shelter, Department of Community Affairs-licensed emergency shelter** or transitional living facility **located in a school district other than the school district of residence due to domestic violence** for more than a year **during combined for the duration of the placement** pursuant to N.J.S.A. 18A:7B-12.d. **and 12.1.**
- 4.(1) When the State assumes fiscal responsibility for the tuition of a homeless child **or youth under the circumstances at N.J.A.C. 6A:17-2.8(c) and H.3. above**, the State shall pay to the school district in which the child **or youth** is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

Revised (First Reading) : March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

STUDENTS
5570
Sportsmanship
Feb 24

5570 SPORTSMANSHIP

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams ~~and the gracious acceptance of victory or defeat~~. In exhibiting sportsmanship all participants shall:

1. ~~Respect~~ Understand and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Treat opponents in an empathetic manner; and
5. Congratulate opponents in victory or defeat.

Unsportsmanlike conduct ~~Failure to exhibit good sportsmanship~~ shall include, but not be limited to, the following ~~conduct~~:

1. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who strikes or physically abuses an official, coach, player, or spectator;
2. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who intentionally incites participants or spectators to violent or abusive action;
3. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who uses obscene gestures or profane or unduly provocative language or action towards officials, coaches, opponents, or spectators;
4. ~~Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;~~



POLICY GUIDE

45. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who engages in harassing verbal or physical conduct which exhibits bias based on any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and~~
5. Any school or athletic staff member who is publicly critical of a game official, opponents, and/or opposing coaches/players;
6. ~~Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.~~

Optional

- 6{7. Other conduct judged by the Principal or designee _____ to be unsportsmanlike in character; and -}

Optional

- 7{8. Any violation of the rules of the New Jersey State Interscholastic Athletic Association.}

Schools are not permitted to conduct pre-meet/game activities of an intimidating nature, e.g., the use of fog machines, the blaring of sirens or loud music/unusual sound effects, strobe/unusual lighting effects, or similar type activities.

Failure to exhibit good sportsmanship may subject the individual to disciplinary action as deemed appropriate by the Board ~~result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.~~

NJSIAA General Information Constitution By-laws Rules and Regulations
2023-2024 Guidelines
N.J.A.C. 6A:7-1.1; 6A:7-1.3

Revised (First Reading): March 14, 2024
Revised (Second Reading): April 25, 2024



POLICY GUIDE

STUDENTS

5750/page 1 of 2

Equitable ~~Equal~~ Educational Opportunity

Feb 24

M

[See POLICY ALERT Nos. 209 and 232]

5750 EQUITABLE ~~EQUAL~~ EDUCATIONAL OPPORTUNITY

The Board of Education **will ensure** ~~directs that~~ all students enrolled in the schools of this district shall be afforded **an equitable** ~~equal~~ educational **opportunity** ~~opportunities~~ in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.~~ The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will ~~eliminate discrimination,~~ promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability:~~

1. School climate/learning environment;
2. Courses of study, including ~~p~~Physical ~~e~~Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities; **and**
8. Testing and other assessments.



POLICY GUIDE

STUDENTS

5750/page 2 of 2

Equitable ~~Equal~~ Educational Opportunity

~~The school district's curricula will include Multi-cultural Education content and practices, instruction on African American History in the teaching of U.S. History and instruction on the Holocaust and other acts of genocide.~~

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation 5750 to report and/or appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability~~ shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this ~~P~~policy.

42 U.S.C.A. 12101

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:4A-1 et seq.; 18A:6-5 et seq.; 18A:36-20

~~N.J.S.A.~~

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.3; 6A:14-1.2

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

STUDENTS
5841/page 1 of 1
Secret Societies
Feb 24

5841 SECRET SOCIETIES

The Board of Education ~~prohibits certain~~ affirms the legislative prohibition of student organizations **declared harmful as defined in N.J.S.A. 18A:42-5 and 18A:42-6** with closed membership practices as hostile to the democratic ideals of public education.

No **student** social organization of students will be granted the use of school facilities or permitted the use of the name of the school or this school district unless that organization has first been approved by the **Principal or designee** _____. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

No **student** organization will be approved if its purposes conflict with the authority and goals of this Board or the best interests of the students of this district; if membership is drawn from outside the currently enrolled student body; if membership qualifications are based on considerations of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, disability or political beliefs,~~ or any other consideration not appropriate to the purpose of the organization; or if any qualifying student who applies may be denied membership.

Nothing in this Ppolicy shall prevent or otherwise deny participation in constitutionally protected prayer consistent with protections of the First Amendment of the United States Constitution.

A student who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of students enrolled in this district may be disciplined by this Board. The Board reserves the right to require that any student attest as to **their** ~~his/her~~ membership in a secret organization.

N.J.S.A. 18A:42-5; 18A:42-6
N.J.A.C. 6A:7-1.1; 6A:7-1.3

Revised (First Reading): March 14, 2024
Revised (Second Reading): April 25, 2024



POLICY GUIDE

STUDENTS

5842/page 1 of 2

Equal Access of Student Organizations

Feb 24

[See POLICY ALERT No. 232]

5842 EQUAL ACCESS OF STUDENT ORGANIZATIONS

The Board of Education will permit the use of school facilities by student-initiated organizations for non-curricular student activities. A student-initiated organization, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** or the ~~religious~~, political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the **Principal or designee** _____, who shall grant permission provided it is ~~that he/she determines~~ that:

1. The activity has been initiated by students;
2. Attendance at the meeting is voluntary;
3. ~~No agent or employee of the district will promote, lead, or participate in the meeting;~~
34. The meeting is for a lawful purpose;
45. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
56. Nonschool persons do not direct, conduct, control, or regularly attend the activity; and
67. The activity is adequately supervised by appropriately certified school district staff.

A student-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of student organizations sponsored by this Board, except as provided by this Ppolicy.



POLICY GUIDE

STUDENTS

5842/page 2 of 2

Equal Access of Student Organizations

Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~a student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.~~ The Board will not permit the organization of a fraternity, sorority, or secret society **in accordance with N.J.S.A. 18A:42-5 and 18A:42-6.** ~~A student-initiated meeting may be attended by no more than _____ outside resource person(s).~~

Access to school facilities by student organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.

School district staff involvement in student organizations shall be in accordance with the governing principles of the First Amendment of the Constitution of the United States.

An appropriately certified staff member shall be assigned to attend a student-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be **required** ~~compelled~~ to attend a student-initiated meeting if the content of the speech at the meeting is contrary to **their** ~~his/her~~ beliefs.

The ~~Building~~ Principal or **designee** may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

20 U.S.C.A. 1701 et seq.

United State Department of Education – Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

N.J.A.C. 6A:7-1.1; 6A:7-1.3

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



POLICY GUIDE

PROPERTY
7610/page 1 of 2
Vandalism
Feb 24

[See POLICY ALERT No. 232]

7610 VANDALISM

The Board of Education believes ~~that~~ all school district property should be respected and all persons who use or have access to school district property should respect such property and take pride in the institutions of this community and the schools of this district.

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives, or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. Pursuant to N.J.S.A. 18A:37-3, **the parent(s) of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of injury to be collected by the Board or the owner of the premises in any Court of competent jurisdiction, together with costs of suit** ~~Where the damage to district property is more than minimal or has been caused by a student or a minor not a student of this district, the Board will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody and control of the minor responsible for the damage.~~

A person convicted of an offense of criminal mischief that involves an act of graffiti **may, in addition to any other penalty imposed by the Court, will be required to pay reimburse the school district monetary restitution in the amount of the pecuniary damage caused by the act of graffiti the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with N.J.S.A. 2C:17-3.c. the law. If community service is ordered by the Court, it shall be for either not less than twenty days or not less than the number of days necessary to remove the graffiti from the property** ~~In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.~~



POLICY GUIDE

PROPERTY
7610/page 2 of 2
Vandalism

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability~~ **is may have committed guilty of** a crime and shall be reported to the appropriate law enforcement agency in accordance with Policy and Regulation 8465, N.J.A.C. 6A:16-6.3, and the Memorandum of Agreement with Local Law Enforcement.

The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

~~The Superintendent shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.~~

N.J.S.A. 2C:33-10 et seq.
N.J.S.A. 18A:34-2; 18A:37-3
N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:16-6.3

Revised (First Reading): March 14, 2024
Revised (Second Reading): April 25, 2024



REGULATION GUIDE

PROPERTY
R 7610/page 1 of 4
Vandalism
Feb 24

[See POLICY ALERT No. 232]

R 7610 VANDALISM

A. Definitions

1. "Vandalism" means the willful and malicious acts of any person that result in the destruction, defacement, or damage of any property, real or personal, belonging to or entrusted to the Board of Education. Vandalism includes arson and ~~acts an act~~ of graffiti.
2. "Arson" means the willful and malicious burning or setting on fire of any building or part of any building owned or operated by the Board, by any person.
3. "Act of graffiti" means the drawing, painting, or making of any mark or inscription on school district real or personal property without the permission of the school district.

B. Reporting Vandalism

1. Any school employee who has reason to believe that an act of vandalism has occurred shall immediately report that belief or suspicion to the Principal of the affected building or, if the vandalism occurs at a facility other than a school, the supervisor in charge of the facility.
2. The Principal or supervisor shall promptly institute an investigation of the report by taking these steps as appropriate to the extent and seriousness of the vandalism:
 - a. Requesting the reporting employee to file a report of the evidence giving rise to ~~their~~ his/her belief or suspicion that vandalism has occurred;
 - b. Visiting the site of the vandalism and examining its extent, taking photographs as necessary;
 - c. Determining and recording the names of witnesses, if any;



REGULATION GUIDE

PROPERTY
R 7610/page 2 of 4
Vandalism

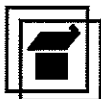
- d. Interviewing witnesses and requesting their written reports of events;
 - e. Assessing the costs of repair and replacement of any parts of the building, furnishings, and/or equipment; and
 - f. Questioning the ~~person or~~ person(s), if any, identified as having caused the vandalism.
3. The Principal will complete and file with the Superintendent a detailed vandalism and property damage report.
 4. The Principal will notify **law enforcement** ~~the police when appropriate and in accordance with applicable laws. if the vandalism involves:~~
 - a. ~~Significant damage, or~~
 - b. ~~Arson, or~~
 - c. ~~Theft or burglary, or~~
 - d. ~~The use of any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, or~~
 - e. ~~An act of graffiti.~~
- C. Penalties and Restitution
1. A student who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with **Board Policy, Board Regulation, and law Policy Nos. 5600, 5610, and 5620.**
 2. A student who vandalizes school property will be held liable for any damages caused by the act of vandalism.



REGULATION GUIDE

PROPERTY
R 7610/page 3 of 4
Vandalism

3. The parent(s) ~~or legal guardian(s)~~ of any minor who **shall injure any injures/vandalizes public or nonpublic** school property; ~~whether or not the minor is enrolled in this district~~, shall be liable for damages ~~for to~~ the amount of the injury ~~to be collected by the Board or the owner of the premises in any Court of competent jurisdiction~~, together with costs of suit **in accordance with** ~~if the Board must resort to legal process to obtain payment of damages.~~ N.J.S.A. 18A:37-3.
- a. The **Principal or designee** _____ shall obtain a professional estimate of the cost of repairs and/or replacements necessitated by the vandalism.
- b. The **Principal or designee** _____ shall present the student's parent(s) ~~or legal guardian(s)~~ with an itemized bill based on the estimated costs.
- c. If, within **thirty** _____ calendar days, the student's parent(s) ~~or legal guardian(s)~~ has not paid the bill or made arrangements with the **Principal or designee** _____ for the payment of the bill in periodic installments, the Superintendent shall inform the Board and **may** recommend ~~that~~ the Board Attorney commence civil action for the amount due together with costs.
- d. No diploma, transcript, transfer card, or report card will be issued to the student until all obligations to the Board have been met.
4. ~~The Principal will recommend to the Superintendent and the Superintendent will recommend to the Board, a student whose vandalism of school property is so serious or chronic as to warrant reporting the student to the police.~~
45. Any person who purposely defaces or damages school property with any symbol that exposes persons to violence, contempt, or hatred on the basis of **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or~~



REGULATION GUIDE

PROPERTY
R 7610/page 4 of 4
Vandalism

~~sex, social or economic status, or disability is~~ **may have committed guilty of a crime and shall be reported to the appropriate law enforcement agency in accordance with Policy and Regulation 8465; N.J.A.C. 6A:16-6.3; and the Memorandum of Agreement with Local Law Enforcement.**

56. Any person who purposely or knowingly damages school district property recklessly or negligently in the employment of fire, explosives, or another dangerous means listed in accordance with N.J.S.A. 2C:17-2, or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property, will be reported to the appropriate law enforcement agency.
67. A person convicted of an offense of criminal mischief that involves an act of graffiti **may, in addition to any other penalty imposed by the Court, will be required to pay reimburse the school district monetary restitution in the amount of the pecuniary damage caused by the act of graffiti** ~~the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with N.J.S.A. 2C:17-3.c. the law. If community service is ordered by the Court, it shall be for either not less than twenty days or not less than the number of days necessary to remove the graffiti from the property. In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.~~

Revised (First Reading): March 14, 2024
Revised (Second Reading): April 25, 2024



POLICY GUIDE

COMMUNITY

9323/page 1 of 3

Notification of Juvenile Offender Case Disposition

Feb 24

[See POLICY ALERT No. 232]

9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

School Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered students in the school building. The school Principal or designee shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The school Principal or designee, on a confidential basis, may request from law enforcement agencies at the time of charge, adjudication, or disposition, information as to the identity of a juvenile student charged, the offense charged, the adjudication, and the disposition. The school Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the New Jersey Department of Education (NJDOE).

A law enforcement or prosecuting agency shall, at the time of a charge, adjudication, or disposition, send written notice to advise the school Principal or designee of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication, and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function, or was committed against an employee or official of the school; or
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. The offense, if committed by an adult, would constitute a crime, and the offense:
 - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; or



POLICY GUIDE

COMMUNITY

9323/page 2 of 3

Notification of Juvenile Offender Case Disposition

- b. Involved the unlawful use or possession of a firearm or other weapon; or
- c. Involved the unlawful manufacture, distribution, or possession with intent to distribute a controlled dangerous substance or controlled substance analog; or
- d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, or ethnicity social or economic status, or disability; or
- e. Would be a crime of the first, or second, or third degree.

Information provided to the Principal or designee pursuant to in accordance with N.J.S.A. 2A:4A-60.d. the section above shall be treated as confidential but may be made available to such members of the staff and faculty of the school as . The school Principal may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for to planning programs relevant to a the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the NJDOE Department of Education.

Law enforcement or the prosecuting agency may provide the school Principal or designee with information identifying one or more juvenile students juveniles who are under investigation or who have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal or designee in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with N.J.S.A. 2A:4A-60.e. the section above shall be treated as confidential, but the school Principal or designee may inform school staff members of this information if the Principal or designee deems it appropriate for maintaining order, safety, or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided pursuant to N.J.S.A. 2A:4A-60 in accordance with this paragraph shall be maintained.



POLICY GUIDE

COMMUNITY

9323/page 3 of 3

Notification of Juvenile Offender Case Disposition

The Principal or designee who requests and/or receives information as specified in this Policy shall notify the Superintendent or designee within twenty-four hours of the request being made. In accordance with N.J.S.A. 53:1-20.6, the Principal or designee shall notify the Superintendent or designee of any applicable fees associated with the request.

The school district shall comply with the NJDOE Department of Education rules and regulations concerning the creation, maintenance, and disclosure of student records regarding school Principal or designee notification of juvenile offender case disposition and this Policy.

N.J.S.A. 2A:4A-60 P.L.1982, c.79

N.J.S.A.R.S. 53:1-15; 53:1-20.6

N.J.A.C. 6A:7-1.1; 6A:7-1.3

P.L.1985, c.69

Revised (First Reading): March 14, 2024

Revised (Second Reading): April 25, 2024



