

MERIT GOAL SUBMISSION FORM

SCHOOL YEAR 2017-2018

NAME OF
INDIVIDUAL

Dr. Matthew Helfant

TITLE Superintendent

QUANTITATIVE
GOALS

☐

PERCENTAGE

DOLLAR
VALUE

QUALITATIVE
GOAL

☒

PERCENTAGE 2.5%

DOLLAR
VALUE

\$3,975⁰⁰

DESCRIPTION OF GOAL:

The district does not provide students with 1:1 technology; therefore, the Superintendent will initiate a 1:1 technology initiative. By April of 2018, a minimum of 80% of teachers in grades 4 and 6. Training and follow-up classroom support will be conducted by our Google Apps for Education Consulting Facilitator. Teachers growth and mastery will be assessed and measured through the district created Google Apps for Education Skills Survey. The survey will be administered by the Google Apps Facilitator or the Director of Curriculum at the beginning of the training, middle of the year and at the end of the year (April).

EVIDENCE OF COMPLETION

This initiative presents a unique opportunity to pilot a 1:1 technology initiative for students in grades 4 and 6. In order to expand this opportunity to other grades assessment of teacher mastery and performance is essential. A baseline of teacher mastery of Google Apps for Education will be obtained through the administration of the Google Apps for Education Skills Survey. This baseline data will be compared to mid-year and end of year (April) administrations of the Google Apps for Education Skills Survey. This data will be assessed to ensure mastery and determine the next steps in the 1:1 initiative.

Student mastery will be assessed through a district created Google Apps for Education survey. The survey will be administered at the beginning of the year to establish a baseline, in the middle of the year, and end of year (April). The mid-year administration will evaluate student progress and the end of the year administration will assess student mastery.

INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Superintendent, Tech Committee, Teachers in grades 5 and 8, Director of Curriculum, Supervisor of Special Projects, and Principals

TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2017-2018 SCHOOL YEAR:

2017/2018SY

Google Apps for Education Skills Survey for Teachers and Students (Baseline)– Sept./Oct.
Google Apps for Education Skills Survey for Teachers and Students (Mid-Year) – January
Google Apps for Education Skills Survey for Teachers and Students (End of Year) - April
Teacher Training – Sept. , Nov. th, and January th

September 2017 – Technology Dept. in conjunction with the Superintendent will distribute chromebooks to all 4th and 6th grade teachers and students
Dec. – May - Weekly lesson plan review. Lesson plan will include Google apps use
Superintendents will observe Google app use in all 4th and 6th grade classes

***ATTACH ANY DATA/REPORTS TO BE USED AS A BASIS OF MEASUREMENT**

DATE SENT TO
ECS _____

SIGNATURE AND DATE
APPROVED BY ECS _____

MERIT GOAL SUBMISSION FORM

SCHOOL YEAR 2017-2018

NAME OF INDIVIDUAL Dr. Matthew Helfant TITLE Superintendent

QUANTITATIVE GOALS	<input checked="" type="checkbox"/>	PERCENTAGE 3.33%	<input type="checkbox"/>	QUALITATIVE GOAL	PERCENTAGE
		DOLLAR VALUE			DOLLAR VALUE
		\$5294.70			

DESCRIPTION OF GOAL:

During the 2017-2018SY, the Superintendent will initiate a Parent Academy. At least 4 evening programs will be offered to parents to learn about school initiatives, technology, and/or current issues and trends in education. Throughout the 2016-2017 school year several parents raised concerns over the communication of new and existing publics to the public. This goal is designed to provide parents and the community at large with more in-depth information on new and existing programs.

EVIDENCE OF COMPLETION DURING THE 2017-2018SY:

Evidence of completion will consist of the following:

- A description of the content of each of the four programs
- Signature sheets to identify attendees
- Signature sheets of the development meetings for each of the four programs

INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Superintendent will assist in developing the content of the four evening programs.
Superintended will attend the four evening programs.

TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2017-2018 SCHOOL YEAR:

Superintendent will assist staff and administrators in developing program one in Sept.
Superintendent will attend program one in Oct. or Nov.
Superintendent will assist staff and administrators in developing the program two in Oct. Nov.
Superintended will attend program two in Nov. or Dec.
Superintendent will assist staff and administrators in developing program three in Jan. or Feb.
Superintended will attend program three in Feb. or March.
Superintendent will assist staff and administrators in developing program four in March or April.
Superintend will attend program four in April or May.

- Dates may change depending on school calendar

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SCHOOL YEAR 2017-2018

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		DOLLAR VALUE				DOLLAR VALUE
		<u>\$5,294.70</u>				

DESCRIPTION OF GOAL:

During the 2017-2018SY, the Superintendent will help guide the work of the Child Study Team (CST) through monthly attendance at Director's meetings. Moving forward, these sessions will be dedicated to improving protocols and procedures, enhancing student transitions, and elevating the communication between families and the school. As a result of these collaborative meetings, 3 new practices, designed to upgrade the functioning of the CST will be created and implemented before June, 2018.

EVIDENCE OF COMPLETION

Currently the Department of Special Education is going through a transition. The District is in the process of hiring another Director of Special Services and upon review of the department three areas of development were identified: improving protocols and procedures, enhancing student transitions, and elevating the communication between families and the District. Superintendent attendance at these meetings will be identified through an attendance sheet and the protocols developed will be submitted as evidence of completion.

INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Superintendent will attend one CST meeting per month during the 2017-2018SY
Superintended will assist CST in developing three new protocols during the 2017-2018SY

TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2017-2018 SCHOOL YEAR:

Superintendent will attend CST meeting – Sept. 2017
Superintendent will attend CST meeting – Oct. 2017
Superintendent will attend CST meeting – Nov. 2017
Superintendent will attend CST meeting – Dec. 2017
Superintendent will attend CST meeting – Jan. 2018
Superintendent will attend CST meeting – Feb. 2018
Superintendent will attend CST meeting – March 2018
Superintendent will attend CST meeting – April 2018
Superintendent will attend CST meeting – May 2018
Three new protocols will be developed by April of 2018

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						2.5%	
		DOLLAR VALUE				DOLLAR VALUE	\$ 39,750.00

DESCRIPTION OF GOAL:

During the 2017-2018SY, the Superintendent will help develop a mental health committee in collaboration with district administration and staff, as well as parents. The purpose of the committee will be to identify supports for students, identify data collection strategies, and ways to develop communication channels throughout the district to ensure students who need supports receive them.

EVIDENCE OF COMPLETION:

This initiative presents a unique opportunity for the District to assist and support the mental health needs of all students. The committee will hold four meetings throughout the school year. The first meeting will be held in August of 2017 to outline the structure of the committee and develop goals. Three additional meetings will occur throughout the school year: beginning (By Oct. 2017), middle (By Feb. 2017) and end (by May 2017). The purpose of the meeting in the beginning of the year will be to ensure that mental health supports are in place. The purpose of the meeting in the middle of the year will be to assess progress. The meeting at the end of the year will focus on assessing the success of the mental health supports and planning for the 2018-2019 school year.

INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Superintendent, District Administrators, Guidance Counselors, and Selected Parents.

TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2017-2018 SCHOOL YEAR:

Superintendent will attend August meeting
 Superintendent will attend October meeting
 Superintendent will attend February meeting
 Superintendent will attend April meeting
 Superintendent will secure funding for supports

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		DOLLAR VALUE				DOLLAR VALUE

\$5,294.70

DESCRIPTION OF GOAL:

With a number of administrative job descriptions significantly out dated, the Superintendent will lead an effort to revise all district administrative job descriptions to reflect current regulations and district priorities. By April 2018, 100% of administrator's job descriptions will be updated and cataloged in an electronic format.

EVIDENCE OF COMPLETION DURING THE 2017-2018SY:

The Superintendent will review all administrators job descriptions, revise, and present for Board of Education (BOE) approval. Additionally, the Superintendent will seek administrator's job descriptions from other districts to serve as a base for the revision. The Superintendent will also meet with the Administrator's Association to revise all job descriptions.

INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Superintendent
Administrators' Association

TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2015-2016 SCHOOL YEAR:

The Superintendent will review all administrators' job descriptions (Aug. – Oct. 2017)
The Superintendent will seek administrator's job descriptions from other districts in Bergen county (July – Sept. 2017)
The Superintendent will present all administrator's job description revisio0ns to the BOE (Jan. – March 2018)

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APPROVED BY ECS

CONTRACT FOR IN SCHOOL NURSING SERVICES

This AGREEMENT is made and entered into this 7th day of July, 2017, by **BAYADA Home Health Care, Inc.**, with a service office located at 90 Main Street, Suite 202, Hackensack, New Jersey 07601 (hereinafter referred to as **BAYADA**) and **Hasbrouck Heights Board of Education**, located at 379 Boulevard, Hasbrouck Heights, New Jersey 07604 (hereinafter referred to as **SCHOOL**).

BAYADA is a home health care agency, engaged in the business of providing professional nursing services and **SCHOOL** has identified a need for an in **SCHOOL** nurse to provide basic nursing care and teaching services to its students.

WHEREAS, it is the desire of both parties to make provision for onsite nursing services, in accordance with the terms of this Agreement.

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

I. RESPONSIBILITIES OF BAYADA

- A. Qualifications of Personnel. The Nurse supplied by **BAYADA** shall be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) who shall hold a current license, registration or certification to practice in the State of New Jersey, and shall provide services pursuant to the applicable state laws.
- B. Personnel Records Inspection. **BAYADA** shall make available for inspection, upon the request of **SCHOOL**, the personnel files of its nurse who is providing onsite services. The contents of such file will include:
1. Verification of current licensure or certification as applicable; and
 2. Completed application for employment or resume; and
 3. Verified references; and
 4. Evidence of annual performance evaluation; and
 5. A criminal record check, conducted upon hire, if required by state law; and
 6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.
- C. Service. **BAYADA** shall provide an RN/LPN to **SCHOOL** on a substitute basis. The RN/LPN will provide basic nursing services to **SCHOOL**'s students currently attending schools located within **SCHOOL**'s district. LPN shall only provide services in addition to the school nurse and cannot be used in place of nurse. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.
- D. Place of Performance. **BAYADA** will provide services primarily at schools located within **SCHOOL**'s district or other specified location where students will be during the school day. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse.

E. Insurance.

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

F. Indemnification. **BAYADA** agrees to indemnify and hold harmless **SCHOOL** from all bodily injury and/or property damage claims arising out of the sole negligence of **BAYADA**, acting through its directors, agents, and employees.

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

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

I. Policies and Procedures. **BAYADA** will follow the **SCHOOL**'s policies and procedures while providing care in the **SCHOOL** setting.

II. RESPONSIBILITIES OF SCHOOL

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

B. Insurance.

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

C. Indemnification. **SCHOOL** agrees to indemnify and hold harmless **BAYADA** from all bodily injury and/or property damage claims arising from any act or omission of **SCHOOL**, acting through its directors, agents, employees or other personnel.

- D. Equipment and Supplies. **SCHOOL** will supply **BAYADA's** RN with all necessary equipment, tools, materials and supplies (including teaching materials and supplies) necessary to perform services under this Agreement.
- E. Employment Status. **SCHOOL** understands and agrees that the RN/LPN is an employee of **BAYADA** and **SCHOOL** will not attempt to solicit the RN/LPN to work privately for **SCHOOL**, without written authorization from **BAYADA**, during the term of this Agreement and for one (1) year following its termination or expiration. **SCHOOL** recognizes the recruiting, training and retention expenses that **BAYADA** encounters as an employer and acknowledges that **BAYADA** is not a placement or referral service. Should **SCHOOL** desire to hire one of **BAYADA's** employees, **SCHOOL** agrees to provide **BAYADA** with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$5,000.00 whichever is greater. This fee shall apply to any **BAYADA** employee **SCHOOL** wishes to hire.
- G. Compliance Program. **BAYADA** values honesty and confidentiality in all business interactions. In order to assure adherence to these values, **BAYADA** maintains a corporate compliance program, designed to detect and prevent illegal and unethical activities, including breaches of confidentiality. **SCHOOL** agrees to abide by this program, and understands its obligation to report questionable activities involving **BAYADA's** employees to the local office Director named below or to the Compliance Hotline at 1-866-665-4295.

III. BILLING AND COMPENSATION

- A. **SCHOOL** agrees to compensate **BAYADA** at a rate of \$54.00/hour for RN services and \$45.00/hour for LPN services provided under this Agreement. **SCHOOL** will not compensate **BAYADA's** RN/LPN for lunch hour.
- B. **BAYADA** shall forward to **SCHOOL** an itemized bill on a weekly basis.
- C. **SCHOOL** agrees to pay submitted bills within sixty (60) days of receipt. Any bill not paid within the sixty (60) day period will be considered delinquent. **BAYADA** reserves the right to pursue any collection remedies in an attempt to resolve a delinquent account. **SCHOOL** agrees to reimburse **BAYADA** for all collection costs, including attorneys' fees and expenses.

IV. TERM AND TERMINATION

- A. This Agreement will come into effect beginning on July 1, 2017 and will remain in effect through June 30, 2018. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.
- C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:
1. Dissolution or bankruptcy of either **BAYADA** or **SCHOOL**.
 2. Failure of either **BAYADA** or **SCHOOL** to maintain the insurance coverages required hereunder.

3. Breach by **BAYADA** or **SCHOOL** of any of the material provisions in this Agreement.

V. ADDITIONAL TERMS

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

Date: _____

Date: _____

Lisa Bruno
Associate Director
Signing with authority for
BAYADA Home Health Care, Inc.

Signing with authority for
Hasbrouck Heights Board of Education

HASBROUCK HEIGHTS PUBLIC SCHOOLS
379 Boulevard
Hasbrouck Heights, New Jersey 07604

2017-2018 KEYS
Child Care Program

July 2017

Dear Parents:

The Hasbrouck Heights School District will once again sponsor a before-school and after-school child care program for Hasbrouck Heights Public School students in kindergarten through fifth grade at each of the elementary schools. The program for all students begins on the first day of school in September and will run through the last day of school in June.

Certified teachers along with support staff will conduct the programs. The morning program starts at 7:15 a.m. The after-school program runs from 3:08 p.m. to 6:00 p.m. On single session days, the after school program will operate from 12:35 p.m. until 6:00 p.m. The program will not operate when school is closed due to holidays or snow days.

The after-school program includes playtime, snack time, homework time and project time. You may enroll your child(ren) for as few as 2 days or up to 5 days, from either 3:08 p.m. to 4:30 p.m. or from 3:08 p.m. to 6:00 p.m. Please refer to the attached Monthly Fee Schedule for exact program fees. **The before school program requires a \$10 registration fee, and the afternoon program requires a \$10 registration fee and a prepayment of the first and last months' fees. There will be no exceptions made to this requirement.**

If you wish to enroll your child(ren) in the "KEYS" Child Care Program beginning the first day of school in September:

1. Complete the following registration form by Friday, August 25th to start on the first day of school.
2. Registration forms received after August 25th cannot start until Monday, Sept. 11th
3. Make your check payable to the "Hasbrouck Heights Board of Education"
4. Mail or bring the above to:

Hasbrouck Heights Board of Education Administration Building
c/o Mrs. Joan Catapane - KEYS Program
379 Boulevard
Hasbrouck Heights, N.J. 07604

PLEASE DIRECT ANY QUESTIONS TO JOAN CATAPANE AT 201-393-8146

HASBROUCK HEIGHTS SCHOOL DISTRICT
"KEYS" Child Care Program 2017-2018

- Hasbrouck Heights Public School Students- Grades K to 5
- Convenient Locations - Lincoln and Euclid Schools
- Classrooms, school gymnasium, library and playground

AFTERNOON PROGRAM

MONTHLY FEE SCHEDULE

***** 3:08 to 6:00 ***** ***** 3:08 to 4:30 *****

Number of Days	1st Child	2nd Child	Additional Children	1st Child	2nd Child	Additional Children
5	\$210	\$192	\$174	\$179	\$164	\$151
4	\$190	\$173	\$157	\$159	\$145	\$132
3	\$164	\$151	\$137	\$133	\$123	\$112
2	\$138	\$128	\$117	\$107	\$97	\$87

Late Fees:

6 - 15 minutes = \$30.00

16 - 30 minutes = \$60.00

31 - 45 minutes = \$90.00

Please note that the above late pick-up fees will be charged on a daily basis and will be billed monthly. Repeated lateness in picking up your child may result in your child being excluded from the KEYS program.

MORNING PROGRAM

7:15 to 8:15 am

Cost of the program is \$6.00 per day per child and will be billed at the end of each month.

School: _____ Start Date: _____

USE BLACK INK ONLY

"KEYS"
Child Care Program
REGISTRATION FORM – 2017-2018

Child's Name (<u>ONE</u> CHILD ONLY)		Age
Street Address		
Town	State	Zip
Grade	Date of Birth	Home Phone
Mother's Name	Work/Cell Phone	<u>One</u> Parent Email Address (Print)
Father's Name	Work/Cell Phone	
Child Lives With: _____		

	<u>DAYS OF THE WEEK (Circle)</u>	<u>TIME LEAVE</u>	<u># DAYS</u>
AFTERNOON:	MON TUES WED THUR FRI	_____ pm	_____
MORNING:	MON TUES WED THUR FRI	N/A	_____

HOW TO REGISTER

1. Complete the registration form and information/medical form
2. Include check or money order for the following totals (fees are refundable)
3. Make payments payable to **"Hasbrouck Heights Board of Education"**

	AFTERNOON PROGRAM	MORNING PROGRAM
Select (X) program registration	_____	_____
A) Annual Registration (per child)	\$ <u>10.00</u>	\$ <u>10.00</u>
B) First Month's Tuition (<u>Afternoon</u> See Schedule)	\$ _____	None
C) Last Month's Tuition/Security (Required) (<u>Afternoon</u> Same as line B)	\$ _____	None
TOTAL ENCLOSED- EACH PROGRAM	\$ _____	\$ <u>10.00</u>

Mail to: HH Board of Education
Administration Building-Attn: Mrs. Joan Catapane
379 Boulevard
Hasbrouck Heights, NJ 07604

Registration forms must be received by Friday, August 25th to start on the first day of school.
Forms received after that date - child cannot start until Monday, September 11th.

**Hasbrouck Heights Public School District – KEYS Program
Information/Medical Form –USE BLACK INK ONLY**

Child's Name: _____ Female _____
Last First Grade Male _____

Address: _____ Home Phone: _____

Mother's Name: _____

Mother's Work Telephone Number: _____ Cell: _____

Father's Name: _____

Father's Work Telephone Number: _____ Cell: _____

Child Lives With: _____

Name(s)/phone numbers(s) of those authorized to pick up my child from the "KEYS" program:

Name _____ Phone Number _____

Name _____ Phone Number _____

Name _____ Phone Number _____

Parent Signature

Medical Information

1. Does he/she have a medical problem or chronic disease? If yes, please state problem:

2. Is he/she on medication? If yes, please list medication:

3. Are there any restrictions (physical, etc.)? If yes, please list restrictions:

4. Does your child have any allergies to food or medication? If yes, what:

5. Is there any other information about your child which should be known?

Starting date 5/1/2017 Ending date 5/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001033 H	05/05/17		4275	LIBERTY SCIENCE CENTER	\$1,990.50
001034 H	05/10/17		1999	CASH	\$20.00
001035 H	05/10/17		1999	CASH	\$20.00
001036 H	05/10/17		1999	CASH	\$20.00
001037 H	05/15/17		1926	IHOP	\$874.00
001038 H	05/19/17		N931	NEWARK MUSEUM	\$1,170.00
001039 V	05/24/17	05/24/17	5140	UNCLE JIMS WORM FARM	
001040 V	05/24/17	05/24/17	2040	WALMART	
001041 H	05/24/17		2727	FIRST STUDENT, INC.	\$586.00
001078 H	05/02/17		1928	WILDLIFE CONSERVATION SOCIETY	\$1,693.00
001079 H	05/11/17		2727	FIRST STUDENT, INC.	\$731.00
001093 H	05/15/17		N931	NEWARK MUSEUM	\$1,398.00
001094 H	05/15/17		2727	FIRST STUDENT, INC.	\$730.00
020550 H	05/05/17		6351	COSTCO	\$569.08
020551	05/05/17		0072	DESIGN N STITCH - ALEXANDRIA BLOUSE INC	\$1,400.00
020552	05/05/17		2727	FIRST STUDENT, INC.	\$705.00
020553	05/05/17		0556	FREY SCIENTIFIC CO.	\$21.74
020554	05/05/17		1991	BERGEN TRACK & FIELD	\$1,669.60
020555	05/05/17		0515	FEDERAL EXPRESS CORP.	\$36.59
020556	05/08/17		4596	BRADY; ROBERT	\$646.50
020558	05/10/17		J554	AIR BROOK	\$3,570.00
020559	05/10/17		2727	FIRST STUDENT, INC.	\$825.00
020560	05/10/17		2846	HEIGHTS FLOWER SHOPPE	\$1,650.00
020561	05/11/17		0770	BECOR SPORTS	\$370.00
020562 V	05/15/17	05/15/17	1999	CASH	
020563	05/15/17		2004	CASTLE SHAKESPEARE REPERTORY THEATRE	\$1,232.00
020564	05/15/17		2727	FIRST STUDENT, INC.	\$673.00
020565	05/15/17		1999	CASH	\$50.00
020566	05/15/17		1999	CASH	\$50.00
020567	05/15/17		1854	GERTRUDE HAWK CHOCOLATES	\$587.27
020568	05/15/17		2017	MONTCLAIR STATE UNIVERSITY	\$500.00
020569	05/15/17		1952	HADLEY FARMS	\$504.00
020570 H	05/16/17		6351	COSTCO	\$400.32
020571	05/19/17		1864	HEIGHTS PIZZA	\$78.54
020573 V	05/24/17	05/24/17	6351	COSTCO	
020574	05/24/17		0844	HERFF JONES	\$12,601.13
020575	05/24/17		2171	ANITA KAUFMANN FOUNDATION	\$150.00
020576	05/24/17		1003	NASCO	\$241.99
020577	05/30/17		2476	ORIENTAL TRADING CO.	\$133.92

Starting date 5/1/2017 Ending date 5/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
053417 H	05/31/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$26,183.66
057924 V	03/22/17	05/17/17	3264	DIMICK FENCE CO.	(\$1,600.00)
058166 H	05/08/17		6351	COSTCO	\$454.59
058167	05/08/17		4596	BRADY; ROBERT	\$202.53
058168	05/09/17		6175	RESOURCES FOR EDUCATORS	\$229.00
058169	05/09/17		2354	TREASURER - STATE OF NEW JERSEY	\$30.00
058170	05/10/17		T757	BOROUGH OF HASBROUCK HEIGHTS FIRE PREVEN	\$140.00
058171	05/10/17		0264	CEASARS ATLANTIC CITY	\$105.00
058172	05/12/17		0075	AMERICAN PAPER & SUPPLY COMPANY	\$40.01
058173	05/17/17		3264	DIMICK FENCE CO.	\$1,600.00
058174	05/17/17		I793	A1 LIMOUSINE	\$3,048.72
058175	05/24/17		4179	1ST CEREBRAL PALSY OF NJ	\$11,659.92
058176	05/24/17		2388	4 DIAMOND TRANSPORTATION LLC	\$8,468.75
058177	05/24/17		2055	ABBINGTON TRACK CLUB	\$180.00
058178	05/24/17		2222	AIR GROUP LLC	\$1,711.29
058179	05/24/17		1701	ALPINE LEARNING GROUP, INC.	\$10,387.74
058180	05/24/17		7134	ALS TRUCK SERV/ATLANTIC TOWING RECOVERY	\$1,941.61
058181	05/24/17		0075	AMERICAN PAPER & SUPPLY COMPANY	\$1,085.08
058182	05/24/17		2049	ANDOLENA; CAROL	\$283.48
058183	05/24/17		2525	AT HOME MEDICAL	\$20.00
058184	05/24/17		2486	ATLANTIC BUSINESS PRODUCTS	\$3,277.35
058185	05/24/17		0713	BARRIOS, ALBERTO	\$80.00
058186	05/24/17		1627	BAYADA HOME HEALTH CARE, INC.	\$6,552.00
058187	05/24/17		8351	BCWCA	\$100.00
058188	05/24/17		2347	BEHAVIOR INTERVENTION RESOURCES	\$525.00
058189	05/24/17		4173	BERGEN ARTS & SCIENCE	\$15,480.00
058190	05/24/17		0180	BERGEN COUNTY SPECIAL SERVICES	\$81,007.61
058191	05/24/17		1626	BERGEN COUNTY TECHNICAL SCHOOLS	\$57,310.72
058192	05/24/17		1991	BERGEN TRACK & FIELD	\$368.00
058193	05/24/17		8974	BERGEN TRACK AND FIELD	\$560.00
058194	05/24/17		3794	BERGEN TRACK ASSOCIATION	\$845.00
058195	05/24/17		1216	BISCHOFF; MICHELLE	\$390.00
058196	05/24/17		1872	BONNIE BRAE	\$2,775.00
058197	05/24/17		1169	BOWER, JUDITH	\$420.00
058198	05/24/17		4141	BUEHLER CHALLENGER & SCIENCE CENTER	\$3,475.00
058199	05/24/17		4336	CABLEVISION	\$89.90
058200	05/24/17		9024	CABLEVISION LIGHTPATH	\$25,816.05
058201	05/24/17		2489	CAPPELLO, IVANA	\$272.24
058202	05/24/17		4396	CAROLINA BIOLOGICAL SUPPLY CO.	\$98.76

Starting date 5/1/2017 Ending date 5/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058203	05/24/17		0949	CARRERA, ROSARIO	\$2,850.00
058204	05/24/17		0653	CEBULA, ROBERT JR.	\$105.00
058205	05/24/17		0432	COLANGELO, JOSEPH	\$50.00
058206	05/24/17		0343	COMPLETE SAW SERVICE OF	\$220.05
058207	05/24/17		0237	CONIGILIO, LISA	\$520.00
058208	05/24/17		1505	DAVID GREGORY SCHOOL, INC.	\$5,287.20
058209	05/24/17		1455	DEBONIS, NICOLE	\$250.00
058210	05/24/17		4953	DEFINED CONTRIBUTION RETIREMENT PROGRAM	\$367.63
058211	05/24/17		1033	DELL FINANCIAL SERVICES	\$2,585.03
058212	05/24/17		2994	DERON SCHOOL OF NJ,INC.	\$9,523.51
058213	05/24/17		0426	DINGERTOPADRE, MARIA	\$1,260.00
058214	05/24/17		1517	DIRECT ENERGY BUSINESS (HESS)	\$451.48
058215	05/24/17		0419	EJG Sports, LLC	\$313.60
058216	05/24/17		2060	EMERSON PFA	\$72.00
058217	05/24/17		1865	ENGLEWOOD PALISADES CHARTER SCHOOL	\$39,986.00
058218	05/24/17		9049	ENGLEWOOD PUBLIC SCHOOL DISTRICT	\$353.60
058219	05/24/17		2145	ESDALE, RYAN	\$50.00
058220	05/24/17		H779	FARRELL, MARK	\$1,000.00
058221	05/24/17		L383	FILE BANK INC	\$223.80
058222	05/24/17		1480	FORUM SCHOOL	\$6,660.72
058223	05/24/17		0352	FRIDMAN, ESTHER, M.D.	\$1,100.00
058224	05/24/17		2255	FUN FIT THERAPY LLC	\$2,865.00
058225	05/24/17		9042	GIANCASPRO, VALERIE	\$50.00
058226	05/24/17		2748	GRAINGER	\$594.30
058227	05/24/17		F622	HARRIMAN, ELIZABETH WILLS	\$450.00
058228	05/24/17		1506	HERZ, MARDIA	\$3,220.00
058229	05/24/17		0716	HOME DEPOT	\$1,201.03
058230	05/24/17		9153	HOUGHTON MIFFLIN HARCOURT/PREK-5TH	\$3,330.19
058231	05/24/17		1555	IMPALLI, EDNA	\$463.04
058232	05/24/17		9213	INTEGRATED TRANSLATION SERVICES LLC	\$630.00
058233	05/24/17		0865	INVO HEALTHCARE ASSOC, LLC	\$21,132.75
058234	05/24/17		4251	J & B LOCK & ALARM	\$64.70
058235	05/24/17		1608	JOHNNY ON THE SPOT	\$323.10
058236	05/24/17		1714	JOSTEN'S	\$120.11
058237	05/24/17		4037	JOSTENS DIPLOMA PRODUCT COORDINATOR	\$612.60
058238	05/24/17		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$880.00
058239	05/24/17		0427	KESSLER, DEIRDRE	\$1,507.50
058240	05/24/17		1001	LANDTEK GROUP,INC.(THE)	\$4,000.00
058241	05/24/17		0291	LONG BRANCH HIGH SCHOOL	\$533.00

Starting date 5/1/2017 Ending date 5/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058242	05/24/17		7385	MACHADO LAW GROUP, LLC	\$4,729.20
058243	05/24/17		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$359.59
058244	05/24/17		3020	MASCHIO'S FOOD SERVICE, INC.	\$36,249.11
058245	05/24/17		6697	MASTBETH, JOSEPH	\$1,260.00
058246	05/24/17		4644	MESSERY, DINA	\$50.00
058247	05/24/17		T063	MONTCLAIR HIGH SCHOOL	\$573.00
058248	05/24/17		2564	MONTE ELECTRIC, INC.	\$345.00
058249	05/24/17		2459	MONTGOMERY ACADEMY	\$5,886.00
058250	05/24/17		0111	MUNICIPAL CAPITAL CORP	\$399.00
058251	05/24/17		3246	MUNICIPAL CAPITAL CORP	\$4,545.00
058252	05/24/17		1584	NAPA AUTO PARTS	\$7.75
058253	05/24/17		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$213.99
058254	05/24/17		4835	NEW JERSEY EZ PASS CUSTOMER SERVICE	\$500.00
058255	05/24/17		1018	NJIC	\$100.00
058256	05/24/17		7259	NJSIAA	\$268.00
058257	05/24/17		1199	NORTH ARLINGTON HS	\$65.00
058258	05/24/17		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$711.00
058259	05/24/17		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$349.39
058260	05/24/17		3242	PAPER CLIPS, INC.	\$400.09
058261	05/24/17		1245	PARAMOUNT EXTERMINATING	\$112.00
058262	05/24/17		0539	PARTAC PEAT CORP	\$513.40
058263	05/24/17		0445	PASQUALONE, REGINA	\$1,350.00
058264	05/24/17		0095	PASSAIC COUNTY BOARD OF ED	\$175.95
058265 V	05/24/17	06/01/17	2764	PC RICHARD & SONS LLC	\$449.77
058266	05/24/17		3158	PITNEY BOWES PURCHASE POWER	\$1,076.79
058267	05/24/17		2103	POCONO PROFOODS	\$1,958.20
058268	05/24/17		2328	PSE & GCO	\$17,829.07
058269	05/24/17		5556	R&J CONTROL, INC.	\$634.00
058270	05/24/17		1740	RIDDELL	\$3,801.23
058271	05/24/17		1358	RIDGEFIELD BOARD OF EDUCATION	\$1,000.00
058272	05/24/17		1069	RINGWOOD BOARD OF EDUCATION	\$67,650.40
058273	05/24/17		4360	SCUILLA; MICHAEL	\$256.42
058274	05/24/17		0800	SHAW'S COMPLETE SECURITY	\$194.50
058275	05/24/17		2024	SHERWIN WILLIAMS CO.	\$236.94
058276	05/24/17		2037	SINGLARY; ANDREW	\$135.62
058277	05/24/17		2322	SOUTH BERGEN JOINTURE COMM.	\$132,625.18
058278	05/24/17		4286	SPECTRUM CONSULTING, INC.	\$600.00
058279	05/24/17		2775	STAPLES ADVANTAGE	\$131.43
058280	05/24/17		2490	STONE, MARGARET	\$138.00

Starting date 5/1/2017 Ending date 5/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058281	05/24/17		2083	STORR TRACTOR CO.	\$9,817.85
058282	05/24/17		0639	SUEZ WATER OF NEW JERSEY	\$1,329.34
058283	05/24/17		1879	SUMMIT SPEECH SCHOOL	\$150.00
058284	05/24/17		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN	\$3,155.90
058285	05/24/17		5197	THE OBSERVER	\$10.00
058286	05/24/17		0945	THE READING & WRITING PROJECT NETWORK	\$10,964.23
058287	05/24/17		2801	TREE-LAND NURSERY	\$4,450.00
058288	05/24/17		2491	VALENCIA, KAREN	\$315.00
058289	05/24/17		4454	VERIZON	\$1,760.17
058290	05/24/17		2174	WALLINGTON PLUMBING	\$657.35
058291	05/24/17		2691	WINDSOR LEARNING CENTER, INC	\$4,575.00
058292	05/24/17		9895	YOLLECK, MARK	\$200.00
058293	05/31/17		2056	SOUTH HACKENSACK BD. OF ED.	\$18,980.00
058294	05/31/17		1708	AATSP	\$25.00
058295	05/31/17		A642	GALSTIAN, SEDA	\$186.00
058296	05/31/17		4310	BERGEN ETTC	\$185.00
108000 V	05/24/17	05/24/17	2040	WALMART	
108100 V	05/24/17	05/24/17	5140	UNCLE JIMS WORM FARM	
170531 H	05/31/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$95,810.81
172405 H	05/24/17		3151	NJ DIV. OF PENSIONS & HEALTH	\$382,020.86
202720 H	05/26/17		2040	WALMART	\$157.59
205730 H	05/24/17		6351	COSTCO	\$429.32
531117 H	05/31/17		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,035.54
531170	05/31/17		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,684,934.23

Starting date 5/1/2017

Ending date 5/31/2017

Fund Totals		
10	General Funds	\$95,810.81
11	GENERAL FUND	\$2,661,303.31
12	Capital Outlay	\$12,402.88
20	Special Revenue Fund	\$51,620.71
30	Capital Projects Fund	\$8,319.00
60	Enterprise Fund	\$59,806.54
95	STUDENT ACTIVITY	\$38,485.09
Total for all checks listed		\$2,927,748.34

Prepared and submitted by:


Board Secretary


Date

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$2,432,520.25
102 - 106	Cash Equivalents		\$2,200.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$2,316,043.50

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$508,609.47	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$508,609.47

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$29,578,055.00	
302	Less revenues	(\$29,699,555.84)	(\$121,500.84)

Total assets and resources

\$5,137,872.38

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		(\$26,644.55)
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00

Total liabilities

(\$26,644.55)

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

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Starting date 7/1/2016 Ending date 5/31/2017 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$3,505,397.43
761	Capital reserve account - July	\$859,006.00	
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	\$859,006.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00
762	Adult education programs		\$184,504.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$30,078,317.51	
602	Less: Expenditures (\$26,431,494.49)		
	Less: Encumbrances (\$3,205,134.92)	(\$29,636,629.41)	\$441,688.10
	Total appropriated		\$4,990,595.53
Unappropriated:			
770	Fund balance, July 1		\$674,183.91
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$500,262.51)
	Total fund balance		\$5,164,516.93
	Total liabilities and fund equity		\$5,137,872.38

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,078,317.51	\$29,636,629.41	\$441,688.10
Revenues	(\$29,578,055.00)	(\$29,699,555.84)	\$121,500.84
Subtotal	<u>\$500,262.51</u>	<u>(\$62,926.43)</u>	<u>\$563,188.94</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$859,006.00)	\$859,006.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,262.51</u>	<u>(\$921,932.43)</u>	<u>\$1,422,194.94</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,262.51</u>	<u>(\$921,932.43)</u>	<u>\$1,422,194.94</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$500,262.51</u>	<u>(\$921,932.43)</u>	<u>\$1,422,194.94</u>

Prepared and submitted by :

Dina Messery
Board Secretary

7/18/17
Date

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	72,621	0	72,621	0	Under	72,621
00370	SUBTOTAL – Revenues from Local Sources	28,112,872	0	28,112,872	28,160,743		(47,871)
00520	SUBTOTAL – Revenues from State Sources	1,368,041	0	1,368,041	1,535,532		(167,491)
00570	SUBTOTAL – Revenues from Federal Sources	24,521	0	24,521	3,281	Under	21,240
Total		29,578,055	0	29,578,055	29,699,556		(121,501)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	8,958,938	182,995	9,141,933	8,110,057	958,586	73,290
10300	Total Special Education - Instruction	3,088,913	(16,355)	3,072,558	2,729,986	329,986	12,586
11160	Total Basic Skills/Remedial – Instruct.	99,390	100	99,490	89,535	9,939	16
12160	Total Bilingual Education – Instruction	56,800	41,090	97,890	86,931	9,659	1,300
17100	Total School-Sponsored Co/Extra Curricul	213,920	1,500	215,420	142,340	67,709	5,371
17600	Total School-Sponsored Athletics – Instr	496,605	(3,657)	492,948	434,318	47,551	11,079
29180	Total Undistributed Expenditures - Instr	2,732,091	(65,968)	2,666,123	2,172,475	488,391	5,257
29680	Total Undistributed Expenditures – Atten	61,158	0	61,158	56,115	5,043	0
30620	Total Undistributed Expenditures – Healt	241,172	20,250	261,422	231,739	26,645	3,038
40580	Total Undistributed Expend – Speech, OT,	1,047,672	92,192	1,139,864	1,032,494	36,206	71,165
41080	Total Undist. Expend. – Other Supp. Serv	438,593	(49,633)	388,960	357,387	31,573	0
41660	Total Undist. Expend. – Guidance	424,518	16,382	440,900	396,663	43,061	1,176
42200	Total Undist. Expend. – Child Study Team	787,686	6,615	794,301	715,055	71,876	7,369
43200	Total Undist. Expend. – Improvement of I	206,933	639	207,572	188,156	18,161	1,255
43620	Total Undist. Expend. – Edu. Media Serv.	383,196	(325)	382,871	343,942	33,715	5,214
44180	Total Undist. Expend. – Instructional St	6,000	2,465	8,465	6,214	50	2,201
45300	Support Serv. - General Admin	636,197	(2,010)	634,187	524,508	81,310	28,369
46160	Support Serv. - School Admin	1,154,772	10,902	1,165,674	1,053,329	104,435	7,910
47200	Total Undist. Expend. – Central Services	344,232	(438)	343,794	306,577	31,686	5,530
47620	Total Undist. Expend. – Admin. Info. Tec	195,696	10,858	206,554	147,913	14,757	43,885
51120	Total Undist. Expend. – Oper. & Maint. O	2,278,092	130,136	2,408,228	2,177,639	217,515	13,074
52480	Total Undist. Expend. – Student Transpor	746,904	157,950	904,854	803,983	97,440	3,431
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,024,671	(306,629)	4,718,042	4,133,251	452,480	132,311
75880	TOTAL EQUIPMENT	0	67,394	67,394	44,743	22,649	2
76260	Total Facilities Acquisition and Constr	153,906	3,810	157,716	146,144	4,713	6,859
Total		29,778,055	300,263	30,078,318	26,431,494	3,205,135	441,688

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 10 General Funds

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
			72,621	0	72,621	0	Under	72,621
00100	10-1210	Local Tax Levy	27,951,872	0	27,951,872	27,951,872		0
00190	10-1300	Total Tuition	0	0	0	43,082		(43,082)
00260	10-1910	Rents and Royalties	48,000	0	48,000	300	Under	47,700
00300	10-1___	Unrestricted Miscellaneous Revenues	113,000	0	113,000	165,489		(52,489)
00420	10-3121	Categorical Transportation Aid	40,399	0	40,399	40,399		0
00430	10-3131	Extraordinary Aid	268,258	0	268,258	363,128		(94,870)
00460	10-3176	Equalization Aid	15,477	0	15,477	15,477		0
00470	10-3177	Categorical Security Aid	46,450	0	46,450	46,450		0
00500	10-3___	Other State Aids	997,457	0	997,457	1,070,078		(72,621)
00540	10-4200	Medicaid Reimbursement	24,521	0	24,521	3,281	Under	21,240
Total			29,578,055	0	29,578,055	29,699,556		(121,501)

Expenditures:

			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers	529,590	10,200	539,790	485,811	53,979	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers	3,065,896	(49,548)	3,016,348	2,701,765	311,706	2,877
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers	1,786,474	32,954	1,819,428	1,636,039	183,389	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers	3,030,028	(54,696)	2,975,332	2,668,964	306,067	301
02160	11-140-___-101	Salaries of Teachers	67,500	0	67,500	33,750	33,750	0
03020	11-190-1___-320	Purchased Professional – Educational Ser	72,700	9,378	82,078	49,444	27,255	5,379
03040	11-190-1___-340	Purchased Technical Services	90,750	(9,404)	81,346	62,147	9,579	9,621
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series	0	83,275	83,275	83,275	0	0
03080	11-190-1___-610	General Supplies	249,000	148,037	397,037	322,178	31,713	43,146
03100	11-190-1___-640	Textbooks	60,000	12,928	72,928	64,722	0	8,207
03120	11-190-1___-8___	Other Objects	7,000	(130)	6,870	1,963	1,148	3,760
04500	11-204-100-101	Salaries of Teachers	116,995	0	116,995	105,296	11,700	0
04520	11-204-100-106	Other Salaries for Instruction	87,250	0	87,250	78,525	8,725	0
04600	11-204-100-610	General Supplies	1,000	0	1,000	202	0	798
04620	11-204-100-640	Textbooks	500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers	2,034,304	(18,302)	2,016,002	1,811,656	202,718	1,628
07020	11-213-100-106	Other Salaries for Instruction	478,000	3,505	481,505	432,852	48,653	0
07100	11-213-100-610	General Supplies	8,000	(1,200)	6,800	1,324	0	5,476
07140	11-213-100-8___	Other Objects	500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers	143,905	7,500	151,405	136,265	15,141	0
08520	11-216-100-106	Other Salaries for Instruction	86,500	0	86,500	77,850	8,650	0
08600	11-216-100-6___	General Supplies	4,000	(150)	3,850	167	0	3,683
09260	11-219-100-101	Salaries of Teachers	55,000	0	55,000	20,600	34,400	0
09500	11-221-100-101	Salaries of Teachers	32,751	(6,342)	26,409	26,409	0	0
09540	11-221-100-106	Other Salaries for Instruction	19,708	(3,121)	16,587	16,587	0	0
09560	11-221-100-320	Purchased Professional-Educational Servi	20,000	2,255	22,255	22,255	0	0
09620	11-221-100-610	General Supplies	500	(500)	0	0	0	0
11000	11-230-100-101	Salaries of Teachers	99,390	0	99,390	89,451	9,939	0

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
11100	11-230-100-610	General Supplies	0	100	100	84	0	16
12000	11-240-100-101	Salaries of Teachers	55,500	41,090	96,590	86,931	9,659	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	0	1,100
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	198,420	0	198,420	129,476	67,526	1,418
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	0	0	0	(1,102)	0	1,102
17040	11-401-100-6__	Supplies and Materials	11,000	1,500	12,500	9,466	183	2,851
17060	11-401-100-8__	Other Objects	4,500	0	4,500	4,500	0	0
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	325,605	(10,183)	315,422	270,554	44,868	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	0	45,000	42,551	0	2,449
17540	11-402-100-6__	Supplies and Materials	91,000	6,526	97,526	87,097	2,583	7,845
17560	11-402-100-8__	Other Objects	35,000	0	35,000	34,116	100	785
29020	11-000-100-562	Tuition to Other LEAs within the State -	410,005	209,094	619,099	493,054	126,045	0
29040	11-000-100-563	Tuition to County Voc. School District-R	339,162	22,946	362,108	337,966	24,142	0
29060	11-000-100-564	Tuition to County Voc. School District-S	321,048	(214,248)	106,800	105,910	890	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	814,779	(115,475)	699,304	394,215	299,832	5,257
29100	11-000-100-566	Tuition to Priv. School for the Disabled	788,589	6,663	795,252	757,770	37,482	0
29160	11-000-100-569	Tuition – Other	58,508	25,052	83,560	83,560	0	0
29500	11-000-211-1__	Salaries	61,158	0	61,158	56,115	5,043	0
30500	11-000-213-1__	Salaries	218,672	(3,272)	215,400	193,081	22,319	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	8,000	26,860	34,860	28,818	4,216	1,827
30580	11-000-213-6__	Supplies and Materials	11,000	(3,146)	7,854	7,398	110	346
30600	11-000-213-8__	Other Objects	3,500	(192)	3,308	2,443	0	865
40500	11-000-216-1__	Salaries	265,685	(65,624)	200,061	183,511	16,550	0
40520	11-000-216-320	Purchased Professional – Educational Ser	774,987	151,684	926,671	843,390	12,466	70,814
40540	11-000-216-6__	Supplies and Materials	7,000	4,232	11,232	4,493	6,739	0
40560	11-000-216-8__	Other Objects	0	1,900	1,900	1,100	450	350
41000	11-000-217-1__	Salaries	348,593	(51,007)	297,586	266,013	31,573	0
41020	11-000-217-320	Purchased Professional – Educational Ser	90,000	1,374	91,374	91,374	0	0
41500	11-000-218-104	Salaries of Other Professional Staff	372,710	15,975	388,685	349,817	38,869	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	50,308	407	50,715	46,522	4,193	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series)	500	0	500	149	0	351
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	0	500
41640	11-000-218-8__	Other Objects	500	0	500	175	0	325
42000	11-000-219-104	Salaries of Other Professional Staff	671,070	7,222	678,292	614,381	63,911	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	102,116	(607)	101,509	91,915	7,645	1,949
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)	500	500	1,000	194	52	753
42160	11-000-219-6__	Supplies and Materials	12,000	(1,250)	10,750	6,162	268	4,321
42180	11-000-219-8__	Other Objects	2,000	750	2,750	2,404	0	346
43020	11-000-221-104	Salaries of Other Professional Staff	201,433	0	201,433	183,413	18,020	0
43160	11-000-221-6__	Supplies and Materials	3,000	(64)	2,936	1,565	117	1,255

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

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Starting date 7/1/2016 Ending date 5/31/2017 Fund: 10 General Funds

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43180 11-000-221-8__ Other Objects	2,500	703	3,203	3,178	25	0
43500 11-000-222-1__ Salaries	362,496	200	362,696	328,981	33,715	0
43560 11-000-222-[4-5] Other Purchased Services (400-500 series	6,000	6,420	12,420	12,419	0	1
43580 11-000-222-6__ Supplies and Materials	14,000	(7,670)	6,330	1,733	0	4,597
43600 11-000-222-8__ Other Objects	700	725	1,425	809	0	617
44120 11-000-223-[4-5] Other Purch. Services (400-500 series)	6,000	2,316	8,316	6,065	50	2,201
44160 11-000-223-8__ Other Objects	0	149	149	149	0	0
45000 11-000-230-1__ Salaries	251,747	0	251,747	214,414	37,333	0
45040 11-000-230-331 Legal Services	75,000	0	75,000	45,383	29,617	0
45060 11-000-230-332 Audit Fees	30,000	0	30,000	25,500	0	4,500
45120 11-000-230-340 Purchased Technical Services	19,050	1,800	20,850	11,926	0	8,924
45140 11-000-230-530 Communications/Telephone	156,900	0	156,900	136,258	13,361	7,282
45160 11-000-230-585 BOE Other Purchased Services	2,500	537	3,037	2,587	0	450
45180 11-000-230-590 Misc Purch Services (400-500 series, O/T	65,000	(3,810)	61,190	57,569	655	2,966
45200 11-000-230-610 General Supplies	7,000	(1,781)	5,219	2,281	20	2,918
45260 11-000-230-890 Miscellaneous Expenditures	15,750	1,244	16,994	16,603	325	66
45280 11-000-230-895 BOE Membership Dues and Fees	13,250	0	13,250	11,987	0	1,263
46000 11-000-240-103 Salaries of Principals/Assistant Princip	713,047	0	713,047	653,627	59,421	0
46020 11-000-240-104 Salaries of Other Professional Staff	121,089	0	121,089	110,998	10,091	0
46040 11-000-240-105 Salaries of Secretarial and Clerical Ass	264,636	742	265,378	240,767	24,611	0
46120 11-000-240-6__ Supplies and Materials	38,000	(6,481)	31,519	23,957	569	6,993
46140 11-000-240-8__ Other Objects	18,000	16,641	34,641	23,980	9,743	918
47000 11-000-251-1__ Salaries	313,928	(742)	313,186	285,688	26,577	921
47040 11-000-251-340 Purchased Technical Services	15,804	150	15,954	10,956	4,998	0
47060 11-000-251-592 Misc. Purch. Services (400-500 Series, O	0	500	500	117	0	383
47100 11-000-251-6__ Supplies and Materials	10,000	(346)	9,654	6,351	112	3,191
47180 11-000-251-890 Other Objects	4,500	0	4,500	3,465	0	1,035
47500 11-000-252-1__ Salaries	90,696	0	90,696	75,286	8,721	6,689
47540 11-000-252-340 Purchased Technical Services	8,000	0	8,000	3,686	0	4,315
47560 11-000-252-[4-5] Other Purchased Services (400-500 series	33,500	6,333	39,833	39,250	0	583
47580 11-000-252-6__ Supplies and Materials	60,000	4,525	64,525	29,691	6,036	28,799
47600 11-000-252-8__ Other Objects	3,500	0	3,500	0	0	3,500
48500 11-000-261-1__ Salaries	96,743	(13,700)	83,043	74,348	8,062	633
48520 11-000-261-420 Cleaning, Repair, and Maintenance Servic	200,000	175,577	375,577	373,593	1,840	144
48540 11-000-261-610 General Supplies	2,500	13,006	15,506	15,148	0	358
48560 11-000-261-8__ Other Objects	500	(500)	0	0	0	0
49000 11-000-262-1__ Salaries	940,487	(67,502)	872,985	797,665	73,228	2,092
49060 11-000-262-420 Cleaning, Repair, and Maintenance Svc.	50,000	(34,890)	15,110	5,627	0	9,483
49120 11-000-262-490 Other Purchased Property Services	33,000	0	33,000	25,728	7,272	0
49140 11-000-262-520 Insurance	137,250	(11,848)	125,402	125,307	0	95
49160 11-000-262-590 Miscellaneous Purchased Services	96,540	4,796	101,336	88,107	13,229	0

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49180	11-000-262-610	General Supplies	130,000	45,549	175,549	165,760	9,599	190
49200	11-000-262-621	Energy (Natural Gas)	128,500	9,088	137,588	104,942	32,645	1
49220	11-000-262-622	Energy (Electricity)	264,200	(22,000)	242,200	189,578	52,622	0
49280	11-000-262-8__	Other Objects	15,600	4,371	19,971	19,971	0	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	38,000	10,293	48,293	33,856	14,436	0
50060	11-000-263-610	General Supplies	500	2,300	2,800	2,754	0	46
50080	11-000-263-8__	Other Objects	500	(500)	0	0	0	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	100,000	15,297	115,297	115,297	0	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	42,772	1,199	43,971	39,740	4,230	1
51060	11-000-266-610	General Supplies	500	100	600	220	350	30
51080	11-000-266-8__	Other Objects	500	(500)	0	0	0	0
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	30,485	0	30,485	26,616	3,869	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	28,756	(20,000)	8,756	5,087	3,669	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	14,000	(2,045)	11,955	11,939	16	0
52220	11-000-270-504	Contract Serv–Aid in Lieu Pymts–Charter	2,652	(963)	1,689	0	0	1,689
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	62,000	(4,403)	57,597	57,596	0	1
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	70,068	(19,931)	50,137	43,483	6,654	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	527,943	210,392	738,335	655,956	82,000	379
52440	11-000-270-615	Transportation Supplies	10,000	(5,100)	4,900	2,767	1,233	900
52460	11-000-270-8__	Other objects	1,000	0	1,000	538	0	462
71020	11-000-291-220	Social Security Contributions	320,000	0	320,000	263,211	56,789	0
71060	11-000-291-241	Other Retirement Contributions - PERS	283,000	(9,669)	273,331	265,710	6,317	1,304
71140	11-000-291-250	Unemployment Compensation	30,000	(30,000)	0	0	0	0
71160	11-000-291-260	Workmen's Compensation	150,000	(41,783)	108,217	108,217	0	0
71180	11-000-291-270	Health Benefits	4,125,353	(186,998)	3,938,355	3,444,503	388,873	104,978
71200	11-000-291-280	Tuition Reimbursement	50,000	(6,912)	43,088	43,088	0	0
71220	11-000-291-290	Other Employee Benefits	66,318	(31,267)	35,051	8,523	500	26,028
73080	12-140-100-73__	Grades 9-12	0	18,892	18,892	18,891	0	1
75680	12-000-252-73__	Undistributed Expenditures – Admin. Info	0	2,310	2,310	0	2,310	0
75720	12-000-262-73__	Undist. Expend. – Custodial Services	0	25,852	25,852	25,852	0	0
75800	12-000-270-733	School Buses - Regular	0	20,340	20,340	0	20,340	0
76080	12-000-400-450	Construction Services	60,000	56	60,056	60,055	0	1
76140	12-000-400-721	Lease Purchase Agreements - Principal	87,048	3,754	90,802	86,089	4,713	1
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
Total			29,778,055	300,263	30,078,318	26,431,494	3,205,135	441,688

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$156,542.84
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.05	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.05

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$1,113,165.00	
302	Less revenues	(\$850,666.17)	\$262,498.83
Total assets and resources			<u>\$419,041.72</u>

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$48,817.12
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$575.91
	Other current liabilities		\$5,868.70
Total liabilities			\$55,261.73

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

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Starting date 7/1/2016 Ending date 5/31/2017 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$61,420.20
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$1,113,165.00	
602	Less: Expenditures	(\$749,385.01)		
	Less: Encumbrances	(\$61,420.20)	(\$810,805.21)	\$302,359.79
	Total appropriated			\$363,779.99

Unappropriated:

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

Total fund balance \$363,779.99

Total liabilities and fund equity \$419,041.72

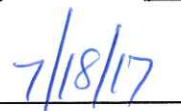
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,113,165.00	\$810,805.21	\$302,359.79
Revenues	(\$1,113,165.00)	(\$850,666.17)	(\$262,498.83)
Subtotal	<u>\$0.00</u>	<u>(\$39,860.96)</u>	<u>\$39,860.96</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$39,860.96)</u>	<u>\$39,860.96</u>
Change in waiver offset 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>(\$39,860.96)</u>	<u>\$39,860.96</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$39,860.96)</u>	<u>\$39,860.96</u>

Prepared and submitted by :


Board Secretary

Date


7/18/17

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	28,800	13,523	42,323	31,414	Under	10,909
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	291,200	13,885	305,085	272,744	Under	32,341
00830	Total Revenues from Federal Sources	690,700	73,757	764,457	546,508	Under	217,949
Total		1,012,000	101,165	1,113,165	850,666		262,499
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	47,340	5,361	52,701	10,710	7,732	34,259
84100	Local Projects	1,300	0	1,300	0	0	1,300
88000	Nonpublic Textbooks	19,650	(917)	18,733	16,457	2,276	0
88020	Nonpublic Auxiliary Services	128,800	4,922	133,722	57,124	8,521	68,077
88040	Nonpublic Handicapped Services	102,850	10,517	113,367	58,286	11,907	43,174
88060	Nonpublic Nursing Services	30,950	(890)	30,060	25,899	2,279	1,882
88080	Nonpublic Technology Initiative	8,950	(500)	8,450	0	0	8,450
88740	Total Federal Projects	672,160	82,672	754,832	580,909	28,706	145,217
Total		1,012,000	101,165	1,113,165	749,385	61,420	302,360

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	28,800	13,523	42,323	31,414	Under	10,909
00740 20-1___ Other Revenue from Local Sources	1,300	0	1,300	0	Under	1,300
00765 20-32___ Other Restricted Entitlements	291,200	13,885	305,085	272,744	Under	32,341
00775 20-441[1-6] Title I	142,000	43,160	185,160	114,372	Under	70,788
00780 20-445[1-5] Title II	36,000	21,755	57,755	34,880	Under	22,875
00785 20-449[1-4] Title III	44,200	15,184	59,384	2,711	Under	56,673
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	468,500	(6,342)	462,158	394,545	Under	67,613
Total	1,012,000	101,165	1,113,165	850,666		262,499

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	47,340	5,361	52,701	10,710	7,732	34,259
84100 20-___-___-___ Local Projects	1,300	0	1,300	0	0	1,300
88000 20-___-___-___ Nonpublic Textbooks	19,650	(917)	18,733	16,457	2,276	0
88020 20-___-___-___ Nonpublic Auxiliary Services	128,800	4,922	133,722	57,124	8,521	68,077
88040 20-___-___-___ Nonpublic Handicapped Services	102,850	10,517	113,367	58,286	11,907	43,174
88060 20-___-___-___ Nonpublic Nursing Services	30,950	(890)	30,060	25,899	2,279	1,882
88080 20-___-___-___ Nonpublic Technology Initiative	8,950	(500)	8,450	0	0	8,450
88500 20-___-___-___ Title I	142,000	43,160	185,160	133,393	15,471	36,297
88520 20-___-___-___ Title II	36,000	21,611	57,611	34,880	0	22,731
88540 20-___-___-___ Title III	44,200	25,007	69,207	6,784	13,235	49,188
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	449,960	(7,106)	442,854	405,853	0	37,002
Total	1,012,000	101,165	1,113,165	749,385	61,420	302,360

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		(\$37,553.26)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$6,225,106.00	
302	Less revenues	(\$1.86)	\$6,225,104.14

Total assets and resources

\$6,187,550.88

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$37,553.26)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

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

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Starting date 7/1/2016 Ending date 5/31/2017 Fund: 30 Capital Projects Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$5,248,698.88
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$6,725,106.00	
602	Less: Expenditures (\$537,555.12)		
	Less: Encumbrances (\$5,248,698.88)	(\$5,786,254.00)	\$938,852.00
	Total appropriated		\$6,187,550.88
Unappropriated:			
770	Fund balance, July 1		\$500,000.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$500,000.00)
	Total fund balance		\$6,187,550.88
	Total liabilities and fund equity		\$6,187,550.88

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$6,725,106.00	\$5,786,254.00	\$938,852.00
Revenues	(\$6,225,106.00)	(\$1.86)	(\$6,225,104.14)
Subtotal	<u>\$500,000.00</u>	<u>\$5,786,252.14</u>	<u>(\$5,286,252.14)</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>\$500,000.00</u>	<u>\$5,786,252.14</u>	<u>(\$5,286,252.14)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,000.00</u>	<u>\$5,786,252.14</u>	<u>(\$5,286,252.14)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$500,000.00</u>	<u>\$5,786,252.14</u>	<u>(\$5,286,252.14)</u>

Prepared and submitted by :

Board Secretary

Date

Dina Messery 7/18/17

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	6,225,106	6,225,106	2	Under	6,225,104
Total	0	6,225,106	6,225,106	2		6,225,104

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	6,725,106	6,725,106	537,555	5,248,699	938,852
Total	0	6,725,106	6,725,106	537,555	5,248,699	938,852

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	6,225,106	6,225,106	2	Under	6,225,104
Total	0	6,225,106	6,225,106	2		6,225,104

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	6,725,106	6,725,106	537,555	5,248,699	938,852
Total	0	6,725,106	6,725,106	537,555	5,248,699	938,852

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		\$14,878.64
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$782,166.00	
302	Less revenues	(\$782,167.69)	(\$1.69)

Total assets and resources

\$14,876.95

Liabilities and Fund Equity

Liabilities:

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

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

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Starting date 7/1/2016 Ending date 5/31/2017 Fund: 40 Debt Service Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$840,550.00	
602	Less: Expenditures	(\$840,550.00)		
	Less: Encumbrances	\$0.00	(\$840,550.00)	\$0.00
	Total appropriated			\$0.00
Unappropriated:				
770	Fund balance, July 1			\$73,260.95
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$58,384.00)
	Total fund balance			\$14,876.95
	Total liabilities and fund equity			\$14,876.95

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$840,550.00	\$840,550.00	\$0.00
Revenues	(\$782,166.00)	(\$782,167.69)	\$1.69
Subtotal	<u>\$58,384.00</u>	<u>\$58,382.31</u>	<u>\$1.69</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>\$58,384.00</u>	<u>\$58,382.31</u>	<u>\$1.69</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$58,384.00</u>	<u>\$58,382.31</u>	<u>\$1.69</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$58,384.00</u>	<u>\$58,382.31</u>	<u>\$1.69</u>

Prepared and submitted by :


Board Secretary

Date


7/18/17

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	620,896	0	620,896	620,898		(2)
0093A	Other	161,270	0	161,270	161,270		0
Total		782,166	0	782,166	782,168		(2)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	840,550	0	840,550	840,550	0	0
Total		840,550	0	840,550	840,550	0	0

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	620,896	0	620,896	620,898		(2)
00890	40-3160	Debt Service Aid Type II	161,270	0	161,270	161,270		0
Total			782,166	0	782,166	782,168		(2)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	170,550	0	170,550	170,550	0	0
89620	40-701-510-910	Redemption of Principal	670,000	0	670,000	670,000	0	0
Total			840,550	0	840,550	840,550	0	0

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$713,631.05
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$954,388.41	
302	Less revenues	(\$818,953.64)	\$135,434.77

Total assets and resources

\$849,065.82

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$59,895.05
	Other current liabilities		\$0.00

Total liabilities

\$59,895.05

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

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Starting date 7/1/2016 Ending date 5/31/2017 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$60,703.12
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$954,388.41	
602	Less: Expenditures	(\$774,221.25)		
	Less: Encumbrances	(\$60,703.12)	(\$834,924.37)	\$119,464.04
	Total appropriated			\$180,167.16
Unappropriated:				
770	Fund balance, July 1			\$609,003.61
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$789,170.77
	Total liabilities and fund equity			\$849,065.82

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$954,388.41	\$834,924.37	\$119,464.04
Revenues	(\$954,388.41)	(\$818,953.64)	(\$135,434.77)
Subtotal	<u>\$0.00</u>	<u>\$15,970.73</u>	<u>(\$15,970.73)</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>\$15,970.73</u>	<u>(\$15,970.73)</u>
Change in waiver offset 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>\$15,970.73</u>	<u>(\$15,970.73)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$15,970.73</u>	<u>(\$15,970.73)</u>

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	954,388	954,388	818,954	Under	135,435
Total		0	954,388	954,388	818,954		135,435
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	954,388	954,388	774,221	60,703	119,464
Total		0	954,388	954,388	774,221	60,703	119,464

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999		0	954,388	954,388	818,954	Under	135,435
Total		0	954,388	954,388	818,954		135,435
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999		0	954,388	954,388	774,221	60,703	119,464
Total		0	954,388	954,388	774,221	60,703	119,464

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$152,345.51
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$351,344.35	
302	Less revenues	(\$281,694.38)	\$69,649.97

Total assets and resources

\$221,995.48

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		(\$500.00)
	Total liabilities		(\$500.00)

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

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Starting date 7/1/2016 Ending date 5/31/2017 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$47,529.89
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$352,151.35		
602	Less: Expenditures	(\$212,334.40)		
	Less: Encumbrances	(\$47,529.89)	(\$259,864.29)	\$92,287.06
	Total appropriated			\$139,816.95

Unappropriated:

770	Fund balance, July 1			\$83,485.53
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$807.00)

Total fund balance **\$222,495.48**

Total liabilities and fund equity **\$221,995.48**

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$352,151.35	\$259,864.29	\$92,287.06
Revenues	(\$351,344.35)	(\$281,694.38)	(\$69,649.97)
Subtotal	<u>\$807.00</u>	<u>(\$21,830.09)</u>	<u>\$22,637.09</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>\$807.00</u>	<u>(\$21,830.09)</u>	<u>\$22,637.09</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$807.00</u>	<u>(\$21,830.09)</u>	<u>\$22,637.09</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$807.00</u>	<u>(\$21,830.09)</u>	<u>\$22,637.09</u>

Prepared and submitted by :

Board Secretary

Date

Dina Messery

7/18/17

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		71,886	279,458	351,344	281,694	Under	69,650
Total		71,886	279,458	351,344	281,694		69,650
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		71,886	280,265	352,151	212,334	47,530	92,287
Total		71,886	280,265	352,151	212,334	47,530	92,287

Starting date 7/1/2016 Ending date 5/31/2017 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	71,886	279,458	351,344	281,694	Under	69,650
	Total	71,886	279,458	351,344	281,694	69,650
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	71,886	280,265	352,151	212,334	47,530	92,287
	Total	71,886	280,265	352,151	212,334	47,530
						92,287

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

May 31, 2017

	Cash Balance 5/1/2017	Cash Receipts May-17	Cash Disbursements May-17	Cash Balance 5/31/2017
General Fund - 10	1,244,778.20	3,967,034.03	(2,779,291.98)	2,432,520.25
Special Revenue Fund - 20	2,406.55	205,757.00	(51,620.71)	156,542.84
Capital Projects Fund - 30	(29,234.26)	0.00	(8,319.00)	(37,553.26)
Debt Service Fund - 40	14,878.64	0.00	0.00	14,878.64
Enterprise Fund - 60	668,994.86	106,268.01	(61,631.82)	713,631.05
Total	1,901,823.99	4,279,059.04	(2,900,863.51)	3,280,019.52
Payroll Account	0.40	963,765.37	(963,765.37)	0.40
Payroll Agency Account	6,286.39	845,343.34	(841,411.73)	10,218.00
Unemployment Account	134,458.23	88.77	(6,810.00)	127,737.00
Summer Escrow Account	256,137.31	33,061.35	(116.10)	289,082.56
Flexible Spending Account	544.36	0.37	0.00	544.73
Grand Total	2,299,250.68	6,121,318.24	(4,712,966.71)	3,707,602.21

M. M. M.

Chief School Administrator

7/18/17

Date

ATTACHMENT

F

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Page 1 of 2

Month / Year: May 31, 2017

07/18/17

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 - A:23A-2.3	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 5/31/2017	% 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	8,958,938	169,892	9,128,830	912,883	13,103	0.14%	925,986	899,780
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,731,368	48	4,731,416	473,142	67,346	1.42%	540,488	405,796
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricular, Total	11-4XX-X00-XXX	710,525	6,526	717,051	71,705	(8,683)	-1.21%	63,022	80,388
19160 19620	School-Sponsored Athletics - Instr, Total Before/After School									
20620 21620	Programs - Ins, Total Before/After School Programs, Total									
22620 23620	Summer School, Total Instructional Alternative Educatio, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	2,732,091	0	2,732,091	273,209	(65,968)	-2.41%	207,241	339,177
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	1,897,730	0	1,897,730	189,773	42,922	2.26%	232,695	146,851
41660 42200	Expenditures - Health, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	212,933	639	213,572	21,357	2,465	1.15%	23,822	18,892
45300	Support Serv. - General Admin	11-000-230-XXX	636,197	1,800	637,997	63,800	(3,810)	-0.60%	59,990	67,610
46160	Support Serv. - School Admin	11-000-240-XXX	1,154,772	11,000	1,165,772	116,577	(98)	-0.01%	116,479	116,675
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	539,928	13,472	553,400	55,340	(3,052)	-0.55%	52,288	58,392
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,278,092	80,852	2,358,944	235,894	49,284	2.09%	285,178	186,610
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	746,904	0	746,904	74,690	157,950	21.15%	232,640	(83,260)
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,024,671	0	5,024,671	502,467	(306,629)	-6.10%	195,838	809,096
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds to De	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	0	0	0	0	0	0.00%	0	0
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	Interest Earned on Current Exp. Emergenc	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		29,624,149	284,229	29,908,378	2,990,838	(55,170)	-0.18%	2,935,668	3,046,008
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	16,034	16,034	1,603	51,360	320.32%	52,963	(49,757)

ATTACHMENT

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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 - A:23A-2.3	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 5/31/2017	% 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
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	153,906	0	153,906	15,391	3,810	2.48%	19,201	11,581
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	Interest Deposit to Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		153,906	16,034	169,940	16,994	55,170	32.46%	72,164	(38,176)
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000	Transfer of Funds to Charter 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		29,778,055	300,263	30,078,318	3,007,832	0	0.00%	3,007,832	3,007,832

Hasbrouck Heights Board of Education									
Transfers									
5/31/17									
Account Number	Account Description	From	To	Description					
11 000 100 565	Tuition to County Special Services	13,349							
11 000 100 562	Tuition to Other LEAs- Special		13,349	Tuition for special education of out district placements					
11 000 100 565	Tuition to County Special Services	25,052							
11 000 100 569	Tuition - Other Charter Schools		25,052	Tuition for out of district placements in charter schools					
11 000 100 565	Tuition to County Special Services	923							
11 000 100 566	Tuition to Private Schools for the Handicapped		923	Tuition for special education of out district placements					
11 000 100 569	Tuition - Other Charter Schools	25,052							
11 000 216 320	Purchased Professional Educational Services		25,052	Related services per students IEPs					
11 000 213 100	Salaries	3,272							
11 000 213 610 02	General Supplies	3,000							
11 000 213 610 05	General Supplies	600							
11 000 213 330	Other Purchased Professional Services		6,872	Contracted substitute nursing services					
11 000 216 320	Purchased Professional Educational Services	2,007							
11 000 216 610	General Supplies		2,007	Supplies per students IEPs					
11 000 216 320	Purchased Professional Educational Services	1,374							
11 000 217 320	Purchased Professional Educational Services		1,374	Related services per students IEPs					
11 000 262 420	Cleaning, Repair & Maint Services	50							
11 000 262 890	Miscellaneous Expenditure		50	License renewals					
11 000 240 610 02	General Supplies	600							
11 000 240 890 02	Miscellaneous Expenditures		600	Flowers for scholarship night					
11 000 240 610 03	General Supplies	205							
11 000 240 890 03	Miscellaneous Expenditures		205	Flowers for graduates					
11 000 251 610	General Supplies	200							
11 000 251 340	Purchased Technical Services		200	File storage fees					
11 000 252 600	Supplies and Materials	2,310							
12 000 252 732	Equipment - Technology		2,310	Hard drive					
11 000 262 420	Cleaning, repairs and maintenance	1,000							
11 000 261 610	General supplies		1,000	Supplies for required school maintenance					
11 000 262 420	Cleaning, repairs and maintenance	1,500							
11 000 261 420	Cleaning, repairs and maintenance		1,500	Repairs and maintenance for required school maintenance					

Hasbrouck Heights Board of Education									
Transfers									
5/31/17									
Account Number	Account Description				From	To	Description		
11 000 262 420	Cleaning, repairs and maintenance				399				
11 000 262 590	Miscellaneous Purchased Services					399	Water testing services		
11 000 262 420	Cleaning, repairs and maintenance				3,787				
11 000 262 610	General supplies					3,787	Custodial supplies		
11 000 262 420	Cleaning, repairs and maintenance				813				
11 000 262 621	Energy (Natural gas)					813	Utilities - gas		
11 000 262 420	Cleaning, repairs and maintenance				221				
11 000 262 890	Miscellaneous Expenditure					221	Uniform reimbursement per contract		
11 000 262 420	Cleaning, repairs and maintenance				218				
11 000 263 420	Cleaning, repairs and maintenance					218	Lawn mower repairs		
11 000 270 504	Aid in Lieu Charter Schools				963				
11 000 270 512	Contracted Services (Other home/school)					963	Athletic trip transportation		
11 190 100 320	Purchased Professional Educational Services				1,622				
11 190 100 610	General Supplies					1,622	Teaching supplies for the high school		

KEYS Program Staff – 2017-2018 School Year

ATTACHMENT H

Euclid:

Theresa Grillo - Teacher in charge (\$30.60 per hour)

Teachers:

MaryAnn McCann (PM and AM KEYS) (\$29.60 per hour)

Paras:

Sabina Valente (\$14.80 per hour)

Leanne Shenloogian (\$14.80 per hour)

Donna Villacampa (\$14.80 per hour)

Patti Alosco (\$14.80 per hour)

Lincoln:

Donna Dussault- Teacher in charge (\$30.60 per hour) – AM & PM Program

Teachers:

Sandy Unglert (\$29.60 per hour)

Karen Young (\$29.60 per hour)

Michael Cebula (\$29.60 per hour)

Paras:

Anna DePalma (\$14.80 per hour)

Ann Marie Ellerbrock (\$14.80 per hour)

Sub Teacher (Euclid and Lincoln)

Nancy Vanni (\$29.60 per hour)

Danielle Reynolds (\$29.60 per hour)

Jennifer Lopera (\$29.60 per hour)

Vincent Marchese (\$29.60 per hour)

Christa Jarosiewicz (\$29.60 per hour)

Betty Chiu (\$29.60 per hour)

Allison Daly (\$29.60 per hour)

Rosanne Kammerer (\$29.60 per hour)

Sub Paras (Euclid and Lincoln):

Kathy Ferreri (\$14.80 per hour)

Terri Minichiello (\$14.80 per hour)

Student Helpers (Euclid and Lincoln)

Jason Dal Cortivo - \$8.44

Justin McCann - \$8.88

Dana Bincoletto - \$8.44

Lucy Sanowski - \$8.44

Karley Martinez - \$8.44

Isabella Foley - \$8.44 (pending receipt of all required paperwork)

Visitor Management Monitors2017-2018 School YearEuclid School

7:00 am – 8:00 am	Patti Alosco
8:00 am – 1:30 pm	Kim Parise
1:30 pm – 6:00 pm	Erica DeSantis

Lincoln School

7:00 am – 12:30 pm	Daisy Sisco
12:30 pm – 6:00 pm	Maggie Roman

High School

6:45 am – 12:15 pm	William Herron
1:00 pm – 5:00 pm	Jessica Freschi

Middle School (Paterson Avenue)

7:30 am – 1:00 pm	Bryan Makely
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PARAPROFESSIONALS

ATTACHMENT 

2017-2018

BRANCATO, LAURIE
DELSOLE, LAURIE
DILASCIO, TINA
LULANI, SENaida
MINICHELLO, THERESA
PENNISI, JENNIFER
RICCOBONO, GIOVANNA
RIORDAN, CAITLIN
ROCHE, TRACI
WARREN, JENNIFER

2017-2018 Stipends

		<u>Stipend</u>
HIGH SCHOOL		
504 OFFICER - MSHS	Neumann/Christianson	\$500.00 each
AUDIO MEDIA SPECIALIST	Erin Schneeweiss	\$ 3,150.00
CLRGRD/MARCH BAND	Candice Anastia	\$ 1,464.00
COMMUNITY SERVICE	Erin Schneeweiss	\$ 2,491.00
COMMUNITY SERVICE	Suzanne Kos	\$ 2,491.00
DIR INSTRUMENTAL MUSIC	Joe Ascolese	\$ 4,893.00
DIR OF VOCAL MUSIC	Bette Medina	\$ 4,893.00
DRAMA CLUB & SR. PLAY	Erin Schneeweiss	\$ 3,964.00
DRILL INSTR. & DESIGN	Michael Coppola	\$ 2,392.00
FACULTY TREASURER	Matthew Sparacio	\$ 2,564.00
FRESH CLASS ADVISOR	Nicole Pede	\$ 1,235.00
JR. CLASS ADVISOR	Kailey MacDonald	\$ 1,369.00
KEY CLUB	Kailey MacDonald	\$ 1,628.00
MEDIA SPECIALIST - PM	TBA	\$ 2,585.00
PIEROTT WINTER GUARD	TBA	\$ 1,616.00
PILOT'S LOG	William Thorne	\$ 3,380.00
SOPH. CLASS ADVISOR	Barbara Kritzer	\$ 1,300.00
SR. CLASS ADVISOR	Erin Schneeweiss	\$ 2,665.00
SR. FINANCE ADVISOR	Erin Schneeweiss	\$ 2,665.00
SR. PLAY - MUSIC DIRECTOR	Danielle Kastner	\$ 2,665.00
STUDENT COUNCIL	William Thorne	\$ 2,148.00
YEARBOOK	Erin Schneeweiss	\$ 2,693.00
OPEN SLOT	TBA	\$ 807.00
THE YOUNG DEM/REPUBLICAN CLUB	Catherine Cassidy	\$ 807.00
ACADEMIC CHALLENGE	Catherine Cassidy	\$ 807.00
ART / SCENERY CLUB	Barbara Kritzer	\$ 807.00
CHESS CLUB	Michael Binazeski	\$ 807.00
OPEN SLOT	TBA	\$ 807.00
GAY / STR ALLIANCE CLUB	Catherine Cassidy	\$ 807.00
HEROS & COOL KIDS	Christianson/O'Hagan/Caligy (split 3 ways)	\$269.00 each
ITALIAN CLUB	Nicole Pede	\$ 807.00
MULTI-CULTURAL CLUB	Danielle Monetti	\$ 807.00
NAT'L HONOR SOCIETY	Thomas Kida	\$ 807.00
SPANISH CLUB	Maria Squillace	\$ 807.00
SPIRIT CLUB	Barbara Kritzer	\$ 807.00
MODEL UN	Catherine Cassidy	\$ 807.00
HS ROBOTICS	TBA	\$ 807.00
POETRY CLUB	Thomas Kida	\$ 807.00
FUTURE SCIENTIST CLUB	Ian Zellman	\$ 807.00
MEDICAL SCIENCE	Dan Pignatiello	\$ 807.00

2017-2018 Stipends

		<u>Stipend</u>
MIDDLE SCHOOL		
GYM MORNING SUPERVISION	Entire Certified Staff	\$32/hr
JR. POLICE ACADEMY - SUMMER	Michael Stillman	\$ 960.00
MUSICAL DIR MS PLAY	Erin Schneeweiss	\$ 1,712.00
STUDENT COUNCIL	Kim Caputo	\$ 1,209.00
ART CLUB	Cheryl Reed	\$ 807.00
JR. POLICE AUXILLIARY (DURING YR)	Michael Stillman	\$ 807.00
MS ROBOTICS	TBA	\$ 807.00
MATH CLUB	Michelle DiPiano	\$ 807.00
BETA CLUB	James Muska	\$ 807.00
GEOGRAPHY CLUB	James Muska	\$ 807.00
MOCK TRIAL	Mike Stillman/Jane Gay (split 50/50)	\$403.50 each
PEER TO PEER	Kim Caputo	\$ 807.00
TEAM LEADER - GR 6	Michelle DiPiano	\$ 807.00
TEAM LEADER - GR 7	Kathy Toy	\$ 807.00
TEAM LEADER - GR 8	Mike Stillman	\$ 807.00
TREPS CLUB	Kristin Krysz	\$ 807.00
SCIENCE CLUB	Dave Cassiere	\$ 807.00
7th GRADE TRIP COORDINATOR	Kathy Toy	\$ 396.00
8th GRADE TRIP COORDINATOR	Kerrie O'Hagen	\$ 396.00
MS SPORTS CLUB	TBA	\$ 3,000.00
AM CAFETERIA DOOR DUTY	Kim Caputo/ Carmen Del Sole	\$32/hr
EUCLID SCHOOL		
504 OFFICER – ES (ALL GRADES)	Lesa Brinker/Jolanta Czajkowski (50/50 split)	\$250.00 each
SAFETY PATROL – ES (GRADE 5)	Lesa Brinker/Lisa Palladino (50/50 split)	\$776.00 each
TEACHER IN CHARGE – ES	Jacquelyn Mansfield	\$ 1,304.00
GOING GREEN (GRADE 4)	Melissa Gyenes/Christina Bari (50/50 split)	\$403.50 each
STUDENT COUNCIL (ALL GRADES)	Melissa Gyenes/ Lisa Marie Crabbe (50/50 split)	\$403.50 each
OPEN SLOT	TBA	\$ 807.00
TREPS (GRADES 4 AND 5)	Melissa Gyenes/Lori Bothe (50/50 split)	\$403.50 each
MORNING PLAYGROUND	ENTIRE FACULTY - CERTIFICATED	\$32/hr
MORNING PLAYGROUND	ENTIRE FACULTY - NON-CERTIFICATED	\$20.44/hr
LINCOLN SCHOOL		
504 OFFICER – LS (ALL GRADES)	Kim Kane/Donna Dussault (50/50 split)	\$250.00 each
SAFETY PATROL – LS (GRADE 5)	Donna Dussault/Mary Ann Pagano (50/50 split)	\$776.00 each
TEACHER IN CHARGE – LS	MaryAnn Pagano	\$ 1,304.00
GOING GREEN (GRADE 4)	Allison Daly / Danielle Reynolds (50/50 split)	\$403.50 each
STUDENT COUNCIL (ALL GRADES)	Jennifer Martello	\$ 807.00
OPEN SLOT	TBA	\$ 807.00
JUMP ROPE TEAM (GRADES 3, 4, 5)	Michael Cebula	\$ 807.00
MORNING PLAYGROUND	ENTIRE FACULTY - CERTIFICATED	\$32/hr
MORNING PLAYGROUND	ENTIRE FACULTY - NON-CERTIFICATED	\$20.44/hr

2017-2018 Stipends

		<u>Stipend</u>
DISTRICT WIDE		
AFFIRMATIVE ACTION OFFICER	Catherine Cassidy	\$ 500.00
APA COORDINATOR	Frank Avella	\$ 1,500.00
KEYS PROGRAM COORDINATOR	Joan Catapane	\$ 5,000.00
FACILITIES USE COORDINATOR	Valerie Giancaspro	\$ 750.00
SCHOOL BUS SUPERVISOR	Valerie Giancaspro/John Amorosi (50/50 split)	\$1200.00 each
PROF DEVELOPMENT COORD:	Linda Simmons	\$ 312.50
	Joseph Mastropietro	\$ 312.50
	Michael Sickels	\$ 312.50
	Joseph Colangelo	\$ 312.50
	Vincenzo Barchini	\$ 312.50
	Frank D'Amico	\$ 312.50
	Nicole DeBonis	\$ 312.50
	TBA - Special Ed Supervisor	\$ 312.50
SUPPLY RM CUST - MS/HS (1/2)	Dom Depalma (50/50 split with Singlary)	\$ 725.00
SUPPLY RM CUST - MS/HS (1/2)	Andy Singlary (50/50 split with DePalma)	\$ 725.00
LEAD CUSTODIAN - MS/HS	Dom Depalma	\$ 1,200.00
LEAD CUSTODIAN - ES	Bill Jones	\$ 1,200.00
LEAD CUSTODIAN - LS	Mike Luterzo	\$ 1,200.00
SPORTS PHYSICIAN	Dr. John Colaneri	\$ 7,000.00
MEDICAL INSPECTOR	Dr. John Colaneri	\$ 2,000.00
SUBSTITUTE CALLER	Debra Steimel	\$ 3,500.00
ATHLETIC TRAINER (11 months)	Justin Schmarak	\$ 35,000.00
ATHLETIC EVENT WORKERS	ENTIRE FACULTY	Varied
DETENTION/SATURDAY SCHOOL	ENTIRE FACULTY - CERTIFICATED	\$32/hr
SHARED SVCS. - SO. HACKENSACK	Valerie Giancaspro	\$ 3,500.00
SHARED SVCS. - SO. HACKENSACK	Robyn Scholz	\$ 4,000.00
SHARED SVCS. - SO. HACKENSACK	Rita Popadich	\$ 2,000.00
PAYROLL COORDINATOR	Robyn Scholz	\$ 5,000.00

POLICY GUIDE

ATTACHMENT 

7461 DISTRICT SUSTAINABILITY POLICY

Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. It considers the interrelationship of economic, social, and environmental factors that protect and enhance present and future quality of life.

The Board of Education desires to conduct its operations and make decisions with identified sustainability priorities that include at a minimum: protecting students, staff, and community from environmental harm; preparing students for the future by educating for sustainability (knowledge of concepts and practices of environmental, social, and economic responsibility and sustainability); and include an intent to preserve current and future resources.

The Board believes by incorporating sustainable practices into school policies and operations it can make an immediate impact on student health, academic performance, and teacher retention while decreasing operational costs and demands on natural resources.

The Superintendent of Schools will establish a School District Sustainability Committee to provide the Superintendent and the Board with information on the benefits of increased sustainability practices within the school district.

The Board wants to protect students, staff, school visitors, and community members from environmental harm and will strive to eliminate the use of potentially toxic and harmful substances; prepare students for the future by providing a high-quality education that support concepts and practices of environmental, social, and economic responsibility and sustainability; and preserving current and future resources by adopting practices in operations that balance environmental, social, and fiscal responsibility to protect and enhance the future quality of life.

The Board of Education will post this Policy on the school district website along with samples of the district's outreach activities to staff, students, and parents notifying them of the Policy adoption. Outreach activities/materials will include district newsletter articles, email blasts, presentations/announcements at Board of Education or district-wide staff meetings, and other public events.

First Reading: June 22, 2017

Second Reading: July 19, 2017



POLICY GUIDE

STUDENTS
5620/page 1 of 2
Expulsion
May 17
M

[See POLICY ALERT Nos. 101, 140, 147, 166, 170, 176, 203 and 212]

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the **following**:

1. **The** procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and
2. ~~only after the Board has provided~~ An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
 - a. The educational program or service shall be consistent with the provisions of N.J.A.C. **6A:16-9.2 - Program Criteria** ~~6A:16-9.1 et seq.; Alternative Educational Programs; and;~~ N.J.A.C. 6A:16-10.2; - Home or Out-of-School Instruction for General Education Students; ~~and~~ N.J.A.C. 6A:14-2.1 et seq.; - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3~~1~~ et seq.; - Special Education, Programs **Options** ~~and Instruction~~, whichever are applicable; ~~or~~
 - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.



POLICY GUIDE

STUDENTS
5620/page 2 of 2
Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

N.J.S.A. 18A:36A-9; 18A:37-2; 18A:37-2a; 18A:37-2b
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Revised (First Reading): June 22, 2017
Revised (Second Reading): July 19, 2017



POLICY GUIDE

OPERATIONS

8550/page 1 of 5

Unpaid Meal Charges/Outstanding Food Service

Charges

May 17

M

[See POLICY ALERT Nos. 206, 208 and 212]

8550 UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide a the student a with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears **in excess of \$14.50, the student will continue to receive lunch or breakfast and their account will be charged accordingly.** The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student **will not be served school breakfast or lunch, as applicable, without payment for that day's breakfast or lunch beginning the eighth calendar day from the date of the second notice.**

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.



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The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.]

~~The provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent~~

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21

United States Department of Agriculture SP 23-2017 – March 23, 2017

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[See **POLICY ALERT No. 212**]

7424 BED BUGS

The Board of Education is concerned for students who may have bed bugs in their home with the potential for these students to bring bed bugs into the school building. Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. A bed bug infestation is unlikely in a school and the Board adopts this Policy as a proactive action to prevent infestation and to stop bed bugs from spreading within the school setting if a bed bug is transmitted into a school.

Bed bugs are parasitic insects that feed exclusively on blood and are mainly active at night, but are not exclusively nocturnal. A common bed bug prefers human blood and typically feeds on their hosts without being noticed. Bed bugs are not known to transmit disease, but cause reasonable distress and health concerns for many people. The presence of bed bugs in a home does not mean the home is unclean, bed bugs can be found in any home.

Bed bugs typically do not infest people as they hide during the day and come out during the night. Bed bugs are attracted to humans primarily by carbon dioxide, warmth, and by some chemicals. Bed bugs prefer exposed skin, preferably the face, neck, and arms of a sleeping person. Bed bug bites may lead to a range of skin manifestations from no visible effects to prominent blisters. The bite usually produces a swelling with no red spots, but when many bugs feed on a small area, reddish spots may appear after the swelling subsides. Effects also may include skin rashes, psychological effects, and allergic symptoms.

Any staff member who observes what may be bed bug bites on a student shall send the student to the school nurse. The school nurse shall examine the student to determine if there are any bed bugs present on the student or if the bites may be bed bug bites. The school nurse will inform the Principal and contact the student's parent on the results of the examination.

In the event the school nurse observes what appears to be a bed bug on the student or on the student's possessions, the school nurse will inform the Principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag and when finished the staff member shall



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seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

In the event the inspection determines bed bugs are in the school, the area(s) where bed bugs have been found or could be found will be treated by a licensed pest management professional.

The parent of any student who is found to have a live bed bug on them will be contacted by the school nurse and the parent will be required to pick-up their child to arrange for the child to return home to change clothes and to inspect any items the student brings to school. Upon the student's return to school, the student will be required to report to the school nurse who will examine the child and the child's possessions. If there are no signs of bed bugs on the student or in or on the student's possessions, the student will be able to resume their school day. The school nurse may determine to examine the child subsequent to their initial return to school to ensure the student and possessions are free of bed bugs. In the event the nurse finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed of the presence of bed bugs in an area of the school where their child may have been or is during the school day. This determination will be made on a case-by-case basis. Parents of other students may not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building. The school district will comply with all notification requirements and other requirements of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Any student suspected of having bed bugs in their home or on or in their possessions will be treated with discretion, dignity, and respect. The district will offer the student counseling, if needed. The Principal or designee will work sensitively with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs.

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Second Reading: July 19, 2017



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[See POLICY ALERT No. 212]

R 7424 BED BUGS

The following procedures are established in implementation of Policy 7424 – Bed Bugs.

A. Observation of Possible Bed Bug Bites or Bed Bugs on a Student

1. A staff member who observes what he/she believes may be bed bug bites on a student or bed bugs on the student or in or on the student's possessions shall send the student to the school nurse.
2. The school nurse shall examine the student to determine if the student has bed bug bites or if there are any bed bugs present on the student or in or on the student's possessions.
3. If the school nurse determines the student does not have bed bug bites or bed bugs on them or in or on their possessions, the student will be returned to resume their school day.

B. Confirmation of Bed Bug Bites or Bed Bugs on a Student

1. If the school nurse believes the student has bed bug bites or finds bed bugs on the student or in or on the student's possessions, the school nurse will contact the Principal or designee.
2. The Principal or designee will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present.
3. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag.
4. When vacuuming is completed by district custodial staff, the staff member shall seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The vacuum will also be treated.



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5. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

C. Inspection by Licensed Pest Management Professional

1. If an inspection by the licensed pest management professional determines bed bugs are not present in the classroom(s) inspected, the school program shall resume use of the classroom(s) if the Principal previously decided the classroom(s) should not be occupied by staff or students.
2. If an inspection by the licensed pest management professional determines bed bugs are in the classroom(s), the area(s) will be treated by a licensed pest management professional. Any treatment shall be in accordance with the provisions of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

D. Communication with Student's Parent

1. The school nurse will contact the student's parent on the results of the examination.
2. A parent of a student who is believed to have a live bed bug(s) on them or in or on their possessions will be required to arrange for their child to be picked-up from school to return home to change clothes and for the parent to inspect any possessions the student brings to school. The nurse may provide the parent with information regarding bed bugs.
 - a. Upon the student's return to school after being sent home to change clothes and an inspection of their possessions they bring to school, the student will be required to report to the school nurse who will examine the child and the child's possessions before the child can resume the school day.
 - (1) If there are no signs of bed bugs on the student or in or on the student's possessions upon being examined by the school nurse after the child returns to school, the student will be able to resume their school day.



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b. The school nurse may examine the student and the student's possessions subsequent to their initial return to school to ensure the student and possessions are free of bed bugs.

(1) In the event the nurse finds live bed bugs on the student or in or on the student's possession after the student's initial return to school or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

3. A parent of a student who is believed to have bed bug bites, but no evidence of bed bugs on them or in or on their possessions, will be informed of such results and the student may be required to be examined by the school nurse subsequent to the initial examination to ensure bed bugs are not on the student or in or on their possessions they bring to school.

E. School Communications

1. The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed if bed bugs are found in an area of the school. This determination will be made on a case-by-case basis.

a. Parents of other students need not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building.

F. Compliance with Applicable Laws

1. The Principal or designee will ensure the school district complies with all notification requirements and any other legal requirements, including the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

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District Mentoring Program

May 17

[See POLICY ALERT Nos. 123, 125, 187, 209 and 212]

3126 DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the **New Jersey Student Learning Core Curriculum-Content** Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a).

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9C-5.1 et seq.

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.



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District Mentoring Program

The Board of Education shall budget State funds appropriated for the novice teacher mentoring program in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f). The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for one or more of the following: stipends for mentor teachers; the costs associated with release time; substitutes for mentor teachers and novice teachers; and professional development and training activities related to the program.

Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9B-8.6.

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1

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District Mentoring Program

May 17

[See POLICY ALERT Nos. 134, 187, 209 and 212]

R 3126 DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9C-5.1.

A. Definitions (N.J.A.C. 6A:9-2.1)

1. "Certificate of Eligibility or CE" means a certificate with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in corresponding positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or CEAS" means a certificate with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and CEAS educator preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.
3. "District mentoring program" means a program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.
4. "Endorsement" means an authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).
5. "Mentor teacher" means an experienced, certified New Jersey teacher who is assigned to provide support and guidance to a novice teacher.
6. "Novice teacher" means any teacher serving full- or part-time under a provisional certificate who has not yet been issued a standard instructional certificate in any endorsement area.



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7. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all teachers must acquire to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.
8. "Provisional teaching period" means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.

B. Requirements for District Mentoring Program

1. The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.
2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the **New Jersey Student Learning Core Curriculum Content Standards (NJSLC)** (~~CCCS~~) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.
3. The Board of Education shall determine how each non-tenured teacher in his or her first year of employment, **which shall be equal to at least thirty weeks**, shall be provided with the following supports:
 - a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;



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- b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:
 - (1) The non-tenured teacher's degree of preparation and experience;
 - (2) The non-tenured teacher's individual professional development plan (PDP) developed ~~within thirty instructional days of the beginning of the teaching assignment pursuant to~~ **in accordance with** N.J.A.C. 6A:9C-4.4(f);
 - (3) Areas of focus within the district mentoring plan; and
 - (4) Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.
 - c. One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.
4. The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:
- a. Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;
 - b. The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;



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- c. The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;
 - d. The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;
 - e. The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:
 - (1) The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.
 - f. All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.
5. All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.
6. The district shall budget State funds appropriated for the novice teacher mentoring program.
- a. Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.



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- b. The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.
- c. The Board of Education shall ensure State funds are used for one or more of the following:
 - (1) Stipends for mentor teachers;
 - (2) The costs associated with release time;
 - (3) Substitutes for mentor and novice teachers; and
 - (4) Professional development and training activities related to the program.
- d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.

- 7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.

C. Mentor requirements

- 1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:
 - a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;



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- b. Has at least three years of experience and has taught full-time for at least two years within the last five years;
- c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
- d. Demonstrates a record of success in the classroom:
 - (1) ~~Beginning academic year 2014-2015, All~~ mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.
 - (a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.
- e. Understands the social and workplace norms of the school district and the community it serves;
- f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and
- g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, ~~CCCS~~ **NJSLS**, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.



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District Mentoring Program

D. District Mentoring Plan

1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.
 - a. The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.
 - b. The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.
 - c. The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.

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Board of Education Website Accessibility

May 17

[See **POLICY ALERT No. 212**]

1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

It is the goal of the Board of Education that the information on the school district's website is accessible to individuals with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35.

For the purposes of this Policy, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.

The accessibility of online content and functionality will be measured according to the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).

By conforming to the benchmarks for measuring accessibility set forth above the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website, except where doing so would impose an undue burden or create a fundamental alteration of the district's website. When fundamental alteration or undue burden defenses apply, the district will make reasonable modifications/accommodations for individuals with disabilities in order to provide equally effective alternate access. In providing such access, the district will ensure that to the maximum extent possible individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternates are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement.



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Board of Education Website Accessibility

To ensure that the district's website conforms with the above benchmarks for measuring accessibility, except where doing so would impose an undue burden or create a fundamental alteration of the district's website, the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:

1. Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on the Board of Education's website accessibility policy and procedures;
2. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:
 - a. Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;
 - b. Ensuring that webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts, and can be navigated with a keyboard;
 - c. If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the text equivalents convey the meaningful information presented visually by the image;
 - d. If online forms and tables are used, making those elements accessible;
 - e. Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;



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Board of Education Website Accessibility

- f. Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF)). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;
 - g. Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;
 - h. Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and
 - i. Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.
3. Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district's goals and ensure compliance with applicable law.

Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
34 C.F.R. Part 104; 28 C.F.R. Part 35

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Evaluation of Superintendent
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[See POLICY ALERT Nos. 96, 151, 175, 201, 207 and 212]

1240 EVALUATION OF SUPERINTENDENT

The purpose of the annual evaluation is to promote professional excellence and improve the skills of the Superintendent, improve the quality of the education received by the students in the schools, and provide a basis for the review of the Superintendent's performance.

This Policy and Regulation 1240 shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not be limited to:

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures;
2. Development of a job description and evaluation criteria based upon the Board of Education's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent;
3. Specification of data collection and reporting methods appropriate to the job description;
4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Education and the Superintendent; and
5. Preparation of an annual ~~written~~ performance report by a majority of the full membership of the Board of Education and an annual summary conference between a majority of the total membership of the Board of Education and the Superintendent.

There shall be an annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent which shall be held before **the annual** a ~~written~~ performance report is filed. The conference shall be held in executive session, unless the Superintendent requests that it be held in public. The conference shall include, but not be limited to, review of the following:



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Evaluation of Superintendent

1. Performance of the Superintendent based upon the Board approved job description;
2. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student progress and growth toward program objectives.

The annual ~~written~~ performance report shall be prepared by July 1 by a majority of the Board of Education's total membership and shall include, but not be limited to:

1. Performance area(s) of strength;
2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;
3. Recommendations for professional growth and development;
4. A summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
5. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.

The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year.

Each newly appointed or elected Board of Education member shall complete a New Jersey School Boards Association training program on the evaluation of the Superintendent within six months of the commencement of his or her term of office pursuant to N.J.S.A. 18A:17-20.3.b.



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The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to collective bargaining involve matters of educational policy or managerial prerogatives.

The Board of Education shall add to the Superintendent's personnel file all **annual** ~~written~~ performance reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in **the annual** ~~written~~ performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the New Jersey Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent. The Board of Education may hire a qualified consultant to assist or advise in the evaluation process; however, the evaluation itself shall be the responsibility of the Board of Education.

Policy and Regulation 1240 shall be distributed to the Superintendent upon adoption by the Board. Amendments to this Policy and Regulation shall be distributed within ten working days after adoption.

The provisions of this Policy, Regulation, and N.J.A.C. 6A:10-8.1 et seq. are the minimum requirements for the evaluation of a Superintendent.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129
N.J.A.C. 6A:10-1.1 et seq.; 6A:10-8.1 et seq.

Revised (First Reading): June 22, 2017
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[See POLICY ALERT Nos. 151, 201, 207 and 212]

R 1240 EVALUATION OF SUPERINTENDENT

- A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Procedures
1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent.
 2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.
 3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.
 4. The Board President shall establish timelines for completion of the annual evaluation of the Superintendent.
- B. Annual Summary Conference
1. The Board of Education shall conduct an annual summary conference with the Superintendent to develop and prepare an ~~a~~Annual ~~Written~~ ~~p~~Performance ~~r~~Report.
 2. The annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent shall be held before the ~~a~~Annual ~~Written~~ ~~p~~Performance ~~r~~Report is prepared and filed.
 3. The Superintendent shall submit to all Board members any information, documents, statistics, or any other data or information he/she would like for the Board members to consider at the annual summary conference.



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4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.
5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not be limited to, review of the following:
 - a. Performance of the Superintendent based upon the Board approved job description;
 - b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
 - c. Indicators of student progress and growth toward program objectives.

C. Annual ~~Written~~ Performance Report

1. The ~~a~~Annual ~~Written~~ ~~p~~Performance ~~r~~Report shall be prepared and approved by a majority of the Board of Education's total membership by July 1 and shall include, but not be limited to:
 - a. Performance area(s) of strength;
 - b. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;
 - c. Recommendations for professional growth and development;
 - d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and



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- e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.
2. The Board President, or the Board President's designee, shall prepare a draft of the ~~aAnnual Written pPerformance rReport~~ after the annual summary conference.
3. The draft of the ~~aAnnual Written pPerformance rReport~~ shall be disseminated to all Board members for review and comment before presenting the draft report to the Superintendent.
 - a. In the event a Board member believes a provision(s) of the draft of the ~~aAnnual Written pPerformance rReport~~ is not in accord with the provisions agreed to by a majority of the Board during the annual summary conference, the Board member shall submit in writing their proposed revision(s) to the drafter of the ~~aAnnual Written pPerformance rReport~~. The draft of the ~~aAnnual Written pPerformance rReport~~ may be revised by the drafter of the report if the drafter agrees with the Board member's proposed revision. In the event the drafter does not agree with the proposed revision(s), the issue shall be presented to the full membership of the Board of Education in executive session to make a final determination.
4. The draft of the ~~aAnnual Written pPerformance rReport~~ shall be presented to the full membership of the Board of Education in executive session for discussion and approval after the draft report has been disseminated to all Board members for review. The Superintendent shall receive a copy of the draft of the ~~aAnnual Written pPerformance rReport~~ from the Board President, or Board President's designee, prior to the executive session where the Board is scheduled to discuss and approve.
5. In the event the Superintendent does not agree with a provision(s) in the draft of the ~~aAnnual Written pPerformance rReport~~, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).



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6. A majority of the Board's full membership shall approve the draft of the ~~aAnnual Written pPerformance rReport~~ before presenting the final ~~aAnnual Written pPerformance rReport~~ to the Superintendent.

7. The Superintendent may submit a written response to the final ~~aAnnual Written pPerformance rReport~~, which shall be attached to the report.

D. Nontenured Superintendent of Schools

1. The evaluation procedure for a nontenured Superintendent shall also be completed by July 1 each year.

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R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
 - (1) The informal hearing shall be conducted by a school administrator or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - (4) The informal hearing and the notice given may take place at the same time.
 - c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal



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decides to suspend the student. The notification shall include an explanation of:

- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the **New Jersey Student Learning Core Curriculum Content Standards**.
- (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.



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4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

B. Long-Term Suspensions

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the student's parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the



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student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.

- (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.
 - (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the **New Jersey Student Learning Core Curriculum Content** Standards and the following considerations:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;



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- (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
- (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
 - (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
 - (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.



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- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
 - (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
- 2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - 3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:



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- (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event, a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.
4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
 - a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:
 - a. When the student is prepared to return to the general education program;



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- b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- 6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
 - a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
- 7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
 - a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

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TEACHING STAFF MEMBERS

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Evaluation of Teachers

May 17

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[See **POLICY ALERT** Nos. 140, 172, 181, 201, 207 and 212]

3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, "teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual written** performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teachers which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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Evaluation of Teachers

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

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