

**HASBROUCK HEIGHTS BOARD OF EDUCATION**  
**Thursday, JULY 19, 2018**  
**Regular Meeting Agenda (Final)**  
**Time: 7:30 p.m.**

I.     **A. Meeting called to order at:**

**B. Announcement of adequate meeting:**

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

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **May 22, 2018**. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

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

**C. Roll Call**

II.    Flag Salute

III.   Presentations

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

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

V.     Approval of Minutes: 06/20/18

VI.    Correspondence and Report of School Business Administrator/Board Secretary

VII.   Report of the Board President

VIII.   Report of the Superintendent

IX.    Committee and Liaison Reports:

- A.   Education/Curriculum
- B.   Special Education
- C.   Technology
- D.   Facilities
- E.   Recreation

- F. Finance
- G. Personnel
- H. Policy
- I. NJ/BCSBA
- J. Borough Council Liaison
- K. Faculty Liaison
- L. PTA Liaison

X. Resolutions:

Awards/Presentations:

None

Education /Curriculum Committee

- E07-01-19 Approve Monthly Superintendent Discipline Report
- E07-02-19 Approve Monthly Superintendent HIB Report
- E07-03-19 Approve Monthly District Calendar
- E07-04-19 Approve Professional Development
- E07-05-19 Approve Merit Goals
- E07-06-19 Approve District Goals
- E07-07-19 Approve PTA Sponsored Program
- E07-08-19 Approve Workshop
- E07-09-19 Approve Professional Development
- E07-10-19 Approve Training
- E07-11-19 Approve Single Session Days

Special Education Committee

- S07-01-19 Approve Special Services
- S07-02-19 Approve OOD Placements
- S07-03-19 Approve OOD Placements
- S07-04-19 Approve OOD Placements
- S07-05-19 Approve Contracted Services
- S07-06-19 Approve Program for ESY

Technology Committee

None

Facilities Committee

- B07-01-19 Approve Facilities Use

Recreation Committee

- R07-01-19 Approve Field Trip Calendar
- R07-02-19 Approve Fundraisers
- R07-03-19 Approve Services
- R07-04-19 Approve AM & PM Keys Program
- R07-05-19 Approve Athletic Expenditures

Finance Committee

- F07-01-19 Approve Financial Certification
- F07-02-19 Approve Actual Payroll for June
- F07-03-19 Approve Estimated Payroll for July
- F07-04-19 Approve Bill Authorization – July
- F07-05-19 Approve Actual Bills List – May
- F07-06-19 Approve Board Secretary's Report – May

F07-07-19	Approve Line Item Transfers – May
F07-08-19	Approve IDEA Grant
F07-09-19	Approve Architectural Fees
F07-10-19	Approve IDEA Agreement
F07-11-19	Approve Purchases
F07-12-19	Approve Purchases
F07-13-19	Approve Application for Change of Use

Personnel

P07-01-19	Approve Personnel Action
P07-02-19	Approve Personnel Action
P07-03-19	Approve Personnel Action
P07-04-19	Approve Personnel Action
P07-05-19	Approve Personnel Action
P07-06-19	Approve Personnel Action
P07-07-19	Approve Personnel Action
P07-08-19	Approve Personnel Action
P07-09-19	Approve Personnel Action
P07-10-19	Approve Personnel Action
P07-11-19	Approve Personnel Action
P07-12-19	Approve Personnel Action
P07-13-19	Approve Personnel Action
P07-14-19	Approve Personnel Action
P07-15-19	Approve Personnel Action
P07-16-19	Approve Personnel Action
P07-17-19	Approve Personnel Action
P07-18-19	Approve Personnel Action
P07-19-19	Approve Personnel Action
P07-20-19	Approve Personnel Action
P07-21-19	Approve Personnel Action
P07-22-19	Approve Personnel Action
P07-23-19	Approve Personnel Action
P07-24-19	Approve Personnel Action

Policy Committee:

PL07-01-19	Approve Policy/Regulations
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XI. Old Business

XII. New Business

XIII. Open Public Hearing

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

XIV. Private Session (If necessary)

XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION  
RESOLUTIONS – July 19, 2018 (Final)**

**Awards/Presentations:**

RESOLUTIONS:

None:

EDUCATION/CURRICULUM COMMITTEE:

RESOLUTIONS:

E07-01-19     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Accept Monthly Discipline Report

E07-02-19     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

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

2018 – HS – 0

2018 – MS - 0

2018 – LS – 0

2018 – ES - 0

Listed above are the number of investigations from June 20, 2018

E07-03-19     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

The monthly district calendar

- E07-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following professional development for the 2018-2019 school year:
- Kiker Learning – google professional development for 7 days @ \$2750 per day (contract on file)
- E07-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Approve Dr. Helfant’s merit goals for the 2018 – 2019 school year
- E07-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Approve the 2018 – 2019 district goals (on file in the board office)
- E07-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- 10/3/18 – ES PTA sponsored program: Sadeky Puppets @ no cost to district
- E07-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2018-2019 school year:
- 9/21/18 – K. Felicetti – Dyslexia workshop – Somerset, NJ @ \$195 cost to district
- E07-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Approve the 2018 – 2019 Professional Development Plan (on file in board office)

E07-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

10/15/18 - S. Brander & A. Rogers – Orton Gillingham training – Secaucus, NJ  
@ \$1175 each cost to district

E07-11-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Approve single session days for the HS/MS as follows:  
1/17/19 and 1/18/19 and 1/22/19 and 1/23/19 Midterms and second quarterlies  
6/10/19, 6/11/19, 6/12/19 & 6/13/19 for finals and quarterlies  
6/14/19 – Middle school field day

#### SPECIAL EDUCATION COMMITTEE:

#### RESOLUTIONS:

S07-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the special services for the 2018 – 2019 school year:

Student #487 – 1:1- Fall soccer coaching assist beginning 8/14/18 – October 2018

Student #20287 – home instruction @ 5 hrs/wk plus prep @ \$40/hr for August 2018 – F. Avella

Student #1000096 – home instruction @ 10 hrs per week plus prep @ \$40/hr from 6/18/18 – 7/31/18

Student #1001871 – OT evaluation @ \$300 – CCL Therapy

Student #1001871 – PT evaluation @ \$300 – FunFit Therapy

Student #1451 – ACT proctor services @ no cost to district –funded through ACT for M. Centrella

Student #100417 – home instruction for July – Aug up to 11 hours not to exceed \$737

Student #1001122 – OT Therapy evaluation @ \$300 – CCL Therapy

Student #1001872 – IT evaluation @ \$300 – CCL Therapy

Student #1000981 – 1:1 para for graduation – 3:30 and 6:30 @ \$20.44/hr

S07-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placements for the 2018 – 2019 school year:

Student #1001705 – Highpoint School @ \$62,764.95 for RSY and \$7803.21 for ESY at a total of \$70,568.16

Student #1000710 – Felician School for Exceptional Children @ \$60,442.44 for ESY and RSY

Student #990249 – Highpoint School @ \$70,568.16 for ESY and RSY

Student #1000485 & 1000074 – Ringwood School District @ \$12,835 for each for ESY – 7/3/18 – 8/13/18

Student #20287, 100008, 1001241, & 465 – ESY BCSS @ \$5,300 tuition and \$5,000 1:1 aide for each student

S07-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placements for the 2017 – 2018 school year:

Student #1001531 – Tri Valley Program - one month – June of 2018 @ \$4,323.48

Student #1001705 – Highpoint School for one month – June 2018 @\$5,599.63

S07-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following special service providers for the 2018 – 2019 school year:

Approve transition coach from ARC to continue services with life skills class @ no cost to district for ESY & RSY

S07-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted service providers for the 2018 – 2019 school year:

Student #465 – NJ Commission of the Blind @ \$1900

Student #417000, 1001594, 1000074, 1001263, 1001635 – Audiological services not to exceed \$4,700 for 5 students not to exceed 25 hours total – BCSS

Student #1000074 – Teacher of the Deaf – not to exceed \$1980 – BCSS



S07-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following ESY program for the 2018 – 2019 school year:

Jack's Traveling Petting Zoo & Pony Ride – ESY @ \$425

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B07-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Facilities Use (**Attachment A**)

RECREATION COMMITTEE:

RESOLUTIONS:

R07-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

District Field Trip Calendar

R07-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following fundraisers for the 2018 – 2019 school year:

Feb 2019 – Band Parents Food Drive  
1/27/19 & 1/28/19 and 2/3/19 and 2/4/19 – Band Parents Can Shake  
9/15/18 – Music Parents Car Wash  
9/22/18 – Cheer leading Car Wash

R07-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following services for the 2018 – 2019 school year:

SD Gameday Sub Trainer service (**Attachment B**)  
Professional Athletic Services – Sub Trainer services (**Attachment C**)

R07-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2018 – 2019 school year:

Approve AM & PM Keys Program (**Attachment D**)

R07-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Athletic Expenditures for Game Personnel Chart (**Attachment E**)

#### FINANCE COMMITTEE:

#### RESOLUTIONS:

F07-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

F07-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of June 2018 in the amount of \$1,876,447.30 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F07-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of July 2018 at \$1,400,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,400,000.

F07-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of July 2018.

F07-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

<b>Bills List for the month of</b>		<b><u>May 2018</u></b>
Fund 10	General Fund	\$3,523,400.69
Fund 20	Special Revenue	\$ 52,874.83
Fund 30	Capital Projects	\$ 0
Fund 40	Debt Service	\$ 0
Fund 60	Enterprise	\$ 77,555.94
Fund 95	Student Activity	\$ 55,303.55
<b>Total</b>		<b>\$3,709,135.01</b>

Fund 10	Voided Checks	\$ 0
Fund 95	Voided Checks	\$ 4,480.29

**(Attachment F)**

F07-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report  
Cash Report  
Monthly Fund Transfer Report  
May 2018  
**(Attachment G)**

F07-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Approve the monthly line item transfers for May 2018  
**(Attachment H)**

F07-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the IDEA Grant for 2018-2019  
**(Attachment I)**

F07-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve EI Associates for architectural and engineering services for the relocation of the main offices at Euclid and Lincoln Elementary Schools

Phase I - \$8,000 Schematic Design & NJ DOE submission  
Phase II - \$39,000 Detailed Design  
Phase III - \$12,000 Bidding & Construction

F07-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve IDEA Agreement with BCSS for 192/193 services to nonpublic schools for the 2018 – 2019 school year

F07-11-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2018 – 2019 school year:

PO #900085 – Renewal of Policy & Alert Support System @ \$4,635  
PO #900083 – Renewal of Genesis Student Information System @ \$29,858  
PO #900112 – Renewal of Naviance EDOCS –Sole Vendor @ \$8,857.50  
PO #900092 – Education Data Services, Inc License renewal -@ \$4,540  
PO #900295 – Grainger – Custodial supplies @ \$2,535.90

**Quotes Received:**

PO #900094 – Stans Sports Center - Football Uniforms @ \$5,985  
PO #900294 – Accurate Door - Euclid Exit Door Replacement @ \$10,462.50  
PO #900289 – Monte Electric - Electrical repairs @ \$5,585  
PO #900296 – Nickerson Corporation - Cafeteria Tables @ \$6,788

**ESCNJ Co-op #65 MCESCCPS**

PO #900292 – Accurate Drapery Services MRESC Bid #17/18-16 Security Shades @ \$12,523.40  
PO #900288 – Redmann Electric & Communications - MRESC Bid #15/16/-24 – New Circuits @ \$16,000  
PO #900299 – Classic Floor Finishing - MRESC Bid #1 6/16 – 65 Café Floor Repairs @ \$1,143.42

F07-12-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2017 – 2018 school year:

**ESCNJ MCESCCPS #65**

PO #802702 - MRESC Bid #16/17-26 – Keyboard Consultant @ \$6,078

**Purchases:**

PO #802699 – BH Security – additional door swipe for security @ \$4,395

**Quotes Received:**

PO #802703 – Presentation System - poster printer system – Sole Vendor @ \$6,495

F07-13-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the Application for Change of Use of Educational Space for the 2018 – 2019 School Year  
Middle/High School Room 304  
Middle/High School Room CST Conference Room

PERSONNEL COMMITTEE:

RESOLUTIONS:

P07-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

J. Farrington for 15 hours per week for three weeks for Algebra I remedial course @ \$37/hr beginning 7/9/18  
R. Balaskovitz for 15 hours per week for three weeks for Algebra I remedial course @ \$37/hr beginning 7/9/18

P07-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

J. Gribbin – Director of Special Services Step 2 @ \$112,216 plus benefits

P07-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

J. Schmarak – Athletic Trainer @ \$37,480

P07-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

\*Amend Resolution #P06-17-18 C. McLaughlin MA Step1 @ \$57,135 plus benefits  
\*Pending Paperwork

P07-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend Resolution P05-07-18 to rescind the appointment of J. D'Angelo  
Amend Resolution P06-12-18 to rescind the appointment of A. Barber .6 elementary special education teacher

P07-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Approve district stipend list for 2018 – 2019 (**Attachment J**)

P07-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Sub Secretary:**

M. Roman @ \$11/hr

**Sub Visitor Monitor:**

M. Roman @ \$12/hr

P07-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Home Instruction:**

Student #1000096 – 6/18/18-7/31/18

K. Caputo – 2 hrs/wk plus prep for English @ \$40/hr

K. Caputo – 2 hrs/wk plus prep for Math @ \$40/hr

M. Binazeski – 2 hrs/wk plus prep for Science @ \$40/hr

C. Cassidy – 2 hrs/wk plus prep for History @ \$40/hr

C. Cassidy – 2hrs/wk plus prep for Gym @ \$40/hr

F. Avella – 5 hrs/wk plus prep @ \$40/hr

P07-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Leave Replacement:**

9/5/18 – 11/21/18 - J. Min Kim @ \$150 per day for A. Minervini

P07-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

**Extra Pay:**

C. DelSole @ \$20.44/hr – for graduation 6/22/18 from 3:30 – 6:30 pm

P07-11-19 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2018 – 2019 school year:

9/6/18 – 12/21/18 - K. Gasparino – Communication Disorder Externship Student – WPU to work with C. Tacinelli

P07-12-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Summer Speech Evaluations:**

C. Tacinelli @ \$56.91/hr not to exceed 25 hours

P07-13-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Visitor Monitors @ \$15/hr:**  
**(Attachment K)**

P07-14-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Approve rates for lunch aides @ \$16.59/hr and visitor monitors @ \$15/hr

P07-15-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend Resolutoin #P06-02-18 additional summer hours for D. Johnson & L. Ciraco as summer case manager – not to exceed an additional 50 hrs

P07-16-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Keys Personnel:**  
**(Attachment L)**



P07-17-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend Resolution P01-02-18A – extend employee #0041 leave of absence to 8/31/18

P07-18-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Self Sustaining Summer Programs:**  
**(Attachment M)**

P07-19-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Approve the Paraprofessional job assignments **(Attachment N)**

P07-20-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

A. Barrios – Maintenance @ Step 7 - \$47,712 plus benefits to be pro-rated 7/20/18

P07-21-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Volunteers:**

R. Dallara – volleyball coach

\*Pending receipt of paperwork

P07-22-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**1:1 Assistant Coach:**

8/14/18 – 10/18/18 F. Avella @ .6 of Step 1 = \$2416.80

P07-23-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Coaches:**

L. Rossillo – Assistant Girl's Soccer Coach Step 1 @ \$4,141

\*Pending receipt of paperwork

P07-24-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Certified:**

S. Rodenberg – ASL & Special Education at MS – MA Step 3 plus MIF @

\$57,635 plus benefits

\*Pending receipts of paperwork

POLICY COMMITTEE:

RESOLUTIONS:

PL07-01-19 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:  
**(Attachment O)**

Policy/Regulation #5511 – Dress Code **(First Reading)**

Policy/Regulation #3212 – Attendance **(First Reading)**

Policy/Regulation #5350 – Student Suicide Prevention **(First Reading)**

Policy/Regulation #1550 – Equal Employment Anti-Discrimination **(First Reading)**

Policy/Regulation #2431.2 – Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad **(First Reading)**

Policy/Regulation #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities **(First Reading)**



# SD Gameday

ATTACHMENT B

HS Sport	Level	Fee
Baseball	ALL	\$ 115.00
Basketball	ALL	\$ 115.00
Field Hockey	ALL	\$ 115.00
Football (game only)	Varisty	\$ 215.00
Football (game only)	Sub varsity	\$ 165.00
Football (w/ prep - early arrival and pregame taping)	Varisty	\$ 340.00
Ice Hockey	ALL	\$ 115.00
Indoor Track	ALL	\$ 250.00
Lacrosse	ALL	\$ 115.00
Outdoor Track	ALL	\$ 250.00
Soccer	ALL	\$ 115.00
Softball	ALL	\$ 115.00
Swimming	ALL	\$ 150.00
Volleyball (Single Match)		\$ 115.00
Volleyball (JV/V)		\$ 200.00
Wrestling (Single)		\$ 115.00
Wrestling (Single JV/Varsity)		\$ 175.00
Wrestling (Tri)		\$ 325.00
Wrestling (Quad)		\$ 350.00
XC	ALL	\$ 160.00
Daily Coverage - (hourly coverage for practice days/multiple games at site)	HIGH SCHOOL	\$50/HR (4 hr Minimum)



The Per Diem rates and policies are as follows:

- Administrative Fee: \$10/ event
- Football game: \$200
- All other games [including Rugby]: \$120
- Athletic Training Room and practice coverage: \$40/hour
- Tournaments [Three or more games in the same day]: \$40/hour
- Cancelled event/ Forfeit/ Error in Scheduling where Professional PT is NOT notified: \$60 Fee.
- In addition, any game that exceeds three (3) hours [or five (5) hours for football] will be charged an additional \$40/hour for each additional hour.
- All *Professional* ATC's are expected to report a minimum of 30 minutes before the start of the event (1 hour before the start of football, rugby, and college games). Upon arrival, the ATC will introduce themselves to the Athletic Director (if present), both coaches and officials. The ATC will be situated in a highly visible location during the game and shall remain at the game 10 minutes after its completion. Any injuries will be reported to the coach and/or Athletic Director. The ATC will also be able to assist in follow up treatment (if necessary) for any injured athletes.
- Each school is responsible for providing the following at the event:
  - **AED** [automated external defibrillator]
  - **Ice/Ice bags**
- *Professional* ATC's will bring their own medical and taping supplies.
- *Professional* ATC's are at events to provide medical coverage only. They are not to be used as a scorekeeper, official, etc.
- Please report any changes in game schedule, time, or location ASAP.
- All invoices are to be paid within 30 days.

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

**2018-2019 KEYS**  
**Child Care Program**

July 2018

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 24th to start on the first day of school.
2. Registration forms received after August 24th cannot start until Monday, Sept. 10th
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 2018-2019

- 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 – 2018-2019

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>
<b>AFTERNOON:</b>	MON TUES WED THUR FRI	_____ pm	_____
<b>MORNING:</b>	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"**

	<b>AFTERNOON PROGRAM</b>	<b>MORNING PROGRAM</b>
<b>Select (X) program registration</b>	_____	_____
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 ( <b>Required</b> ) ( <u>Afternoon</u> Same as line B)	\$ _____	None
<b>TOTAL ENCLOSED- EACH PROGRAM</b>	\$ _____	\$ <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 24th to start on the first day of school.**  
Forms received after that date - child cannot start until Monday, September 10th.



Child's Name: \_\_\_\_\_ Female \_\_\_\_\_  
 Last First Grade Male \_\_\_\_\_

\_\_\_\_\_

# Hasbrouck Heights School District

## Athletic Department "Home of the Aviators"

ATTACHMENT 

**Michael Sculla**  
Director of Athletics

### EXPENDITURES FOR GAME PERSONNEL

<b>FALL SEASON</b>	<b>18-19</b>
Head Ticket	\$75.00
Assistant Ticket (2)	\$45.00
Announcer	\$50.00
Videotaping	\$55.00
Timer	VARSITY OR JV FEE BY RULE OR \$45 IF NON OFFICIAL
Chains (3)	\$50.00
Site Director (Other than AD)	\$70.00
Security	\$75.00
Crowd Control (outdoor)	\$60.00
Athletic Trainer Services	\$100
Substitute Coach	\$55
<b>WRESTLING SEASON</b>	<b>18-19</b>
Head Ticket	\$45.00
Announcer	\$25.00
Timer (Per Match)	\$45.00
JV Timer (if not full match)	\$20.00
Security	\$75.00
Site Director (Other than AD)	\$70.00
Crowd Control (indoor)	\$60.00
Athletic Trainer Services	\$100
Substitute Coach	\$55
<b>BASKETBALL SEASON</b>	<b>18-19</b>
Head Ticket	\$45.00
Announcer	\$25.00
Timer (Per Game)	\$45.00
Security	\$75.00
Site Director (Other than AD)	\$70.00
Crowd Control (indoor)	\$60.00
Athletic Trainer Services	\$100
Substitute Coach	\$55
<b>SPRING SEASON</b>	<b>18-19</b>
Track meet Officials Assistant	\$50

Revised: 7.11.18

Check Journal  
Rec and Unrec checks

Hasbrouck Heights Board of Ed.  
Hand and Machine checks

ATTACHMENT F

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07/19/18 07:58

Starting date 5/1/2018 Ending date 5/31/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001058 H	05/21/18		A571	MEADOWLANDS DINER	\$764.00
001059 H	05/17/18		2727	FIRST STUDENT, INC.	\$587.42
001060 H	05/25/18		4275	LIBERTY SCIENCE CENTER	\$1,215.00
001061 H	05/31/18		N931	NEWARK MUSEUM	\$1,230.00
001062 H	05/31/18		2727	FIRST STUDENT, INC.	\$1,142.13
001101 H	05/25/18		A508	AMBUTER; CHERWYN	\$150.00
010970 H	05/03/18		2727	FIRST STUDENT, INC.	\$1.42
010980 V	05/11/18	05/11/18	0119	TURTLE BACK ZOO	
011000 H	05/22/18		1997	AMERICAN MUSEUM OF NATURAL HISTORY	\$1,579.50
020796 V	04/27/18	05/30/18	1293	PRESTIGE AWARDS	(\$557.73)
020798	05/10/18		M405	LOVE OF MUSIC LLC	\$610.00
020799	05/10/18		O466	URBAN SHERPA TRAVEL	\$3,924.00
020800	05/10/18		1253	MANERO, JOSEPH	\$100.00
020801	05/11/18		E582	FITZERGALD; KIANA EQUEZ	\$100.00
020802	05/11/18		1519	GERBER TOURS, INC.	\$782.00
020803	05/11/18		1909	MALIBU MEDIA	\$1,780.80
020804	05/17/18		0087	APOLLO PRINT, INC.	\$249.00
020805	05/17/18		1854	GERTRUDE HAWK CHOCOLATES	\$4,640.00
020806	05/17/18		0844	HERFF JONES	\$17,767.50
020807	05/17/18		H904	MONTCLAIR STATE ATHLETICS	\$500.00
020808	05/17/18		1003	NASCO	\$173.32
020809	05/17/18		X713	VALLEY CENTRAL SCHOLASTIC BASEBALL LEA.	\$1,000.00
020810	05/17/18		1401	SCHOOL SPECIALTY/SAX ARTS	\$333.11
020811	05/17/18		2792	STAPLES	\$159.88
020812 V	05/21/18	05/21/18	2727	FIRST STUDENT, INC.	
020813	05/21/18		2727	FIRST STUDENT, INC.	\$366.21
020814	05/21/18		1999	CASH	\$25.00
020815 H	05/30/18		2040	WALMART	\$144.90
020816 H	05/30/18		6351	COSTCO	\$612.30
020817	05/24/18		2476	ORIENTAL TRADING CO.	\$213.32
020818	05/24/18		4429	TYCO TEES	\$250.75
020844	05/25/18		1990	CHURCH, ED	\$160.00
020845	05/25/18		1978	CICCONE, TONY	\$130.00
020846	05/25/18		1989	DISTASO, CORINNE	\$150.00
020847	05/25/18		1980	RESSLER, DARREN J.	\$130.00
020848	05/25/18		1963	ROSCOE, BRETT	\$130.00
020849	05/25/18		1965	BATE, GEORGE	\$130.00
020850	05/25/18		1976	CHAMBERS, PATRICK	\$130.00
020851	05/25/18		1972	DISTABO, KERI	\$130.00

Starting date 5/1/2018

Ending date 5/31/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
020852	05/25/18		1974	DOHERTY, DAN	\$130.00
020853	05/25/18		1986	HANULAK, BARRY	\$130.00
020854	05/25/18		1966	KRISTOFICK, KEN	\$130.00
020855	05/25/18		1969	LANZALOTTO, JOE	\$130.00
020856	05/25/18		H114	LOSCHE, JONATHAN	\$130.00
020857	05/25/18		R150	MITCHELL, NICOLE	\$130.00
020858	05/25/18		Y912	SHARO, RAY	\$130.00
020859	05/25/18		1977	WEXLER, JARED	\$130.00
020860	05/25/18		1984	ZACCONE, TOM	\$130.00
020861	05/25/18		1988	BURFEIND, KEN	\$130.00
020862	05/25/18		1971	CLEELAND, TOM	\$130.00
020863	05/25/18		E603	CORDERO, PAUL	\$130.00
020864	05/25/18		R110	GREENE, CORY	\$130.00
020865	05/29/18		G402	KRISPY KREME	\$630.00
020866 V	05/29/18	05/31/18	2077	SHOP RITE	
020867	05/30/18		1964	PETITE, MARK	\$130.00
020868	05/30/18		1970	RODAK, BRIAN	\$500.00
020869	05/30/18		2775	STAPLES ADVANTAGE	\$492.48
020870	05/30/18		2063	QDOBA MEXICAN GRILL	\$569.25
020872 V	05/30/18	05/30/18	1901	SADDLE RIVER TOURS	
020873	05/30/18		K079	CASUAL HABANA	\$90.00
020874	05/30/18		X602	LIGS FIVE LLC	\$220.00
020875	05/30/18		1901	SADDLE RIVER TOURS	\$1,095.00
020876	05/30/18		4561	HASBROUCK HEIGHTS YEARBOOK	\$250.00
020877	05/30/18		1614	HOLIDAY INN	\$1,591.80
020878	05/30/18		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$165.41
020879	05/31/18		2727	FIRST STUDENT, INC.	\$616.42
020880	05/31/18		1901	SADDLE RIVER TOURS	\$2,985.00
059950 V	03/15/18	05/11/18	1879	SUMMIT SPEECH SCHOOL	(\$465.00)
060055	05/01/18		0955	BERGEN COUNTY DEPT OF PARKS	\$50.00
060056	05/01/18		T571	SHUA LIFE SKILLS	\$250.00
060057	05/04/18		0132	A.N.D.SERVICES,INC.	\$316.00
060058	05/04/18		4943	ABBINGTON TRACK CLUB, INC	\$1,185.00
060059	05/04/18		1842	ALS BACKSTREET COLLISION INC	\$1,455.20
060060	05/04/18		0075	AMERICAN PAPER & SUPPLY COMPANY	\$5,849.04
060061	05/04/18		2049	ANDOLENA; CAROL	\$192.01
060062	05/04/18		0087	APOLLO PRINT, INC.	\$767.30
060063	05/04/18		2525	AT HOME MEDICAL	\$20.00
060064	05/04/18		2486	ATLANTIC BUSINESS PRODUCTS	\$3,041.29

Starting date 5/1/2018

Ending date 5/31/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060065	05/04/18		0129	ATRA JANITORIAL SUPPLY COMPANY INC.	\$1,369.00
060066	05/04/18		1845	BADRE, JEFF	\$593.22
060067	05/04/18		1627	BAYADA HOME HEALTH CARE, INC.	\$7,816.50
060068	05/04/18		0127	BCCA	\$160.00
060069	05/04/18		7120	BCCA	\$140.00
060070	05/04/18		8351	BCWCA	\$100.00
060071	05/04/18		L686	BCWCA	\$80.00
060072	05/04/18		U651	BCWCA	\$120.00
060073	05/04/18		1599	BEDFORD, FREEMAN & WORTH PUBLISHERS	\$1,343.05
060074	05/04/18		2347	BEHAVIOR INTERVENTION RESOURCES	\$1,025.00
060075	05/04/18		1991	BERGEN TRACK & FIELD	\$1,230.00
060076	05/04/18		1524	BH SECURITY	\$100.62
060077	05/04/18		B711	BIOZONE CORP	\$6,079.67
060078	05/04/18		0222	BOROUGH OF HASBROUCK HEIGHTS	\$10,040.18
060079	05/04/18		1169	BOWER, JUDITH	\$210.00
060080	05/04/18		2173	BOWLERO WALLINGTON LANES	\$627.75
060081	05/04/18		S065	BROOKFIELD SCHOOLS	\$120.00
060082	05/04/18		4141	BUEHLER CHALLENGER & SCIENCE CENTER	\$3,600.00
060083	05/04/18		4599	C&C TIRE, INC.	\$660.56
060084	05/04/18		1487	CCL THERAPY, LLC	\$9,655.00
060085	05/04/18		3263	CITYWIDE MECH. SER. L.L.C.	\$255.35
060086	05/04/18		0343	COMPLETE SAW SERVICE OF	\$2,075.15
060087	05/04/18		4261	COMPREHENSIVE SCHOOL TESTING, LLC	\$198.00
060088	05/04/18		0237	CONIGILIO, LISA	\$900.00
060089	05/04/18		1427	COSKEYS ELECTRONIC SYSTEMS	\$318.00
060090	05/04/18		1150	DELTA DENTAL	\$24,378.04
060091	05/04/18		1517	DIRECT ENERGY BUSINESS (HESS)	\$4,864.75
060092	05/04/18		2727	FIRST STUDENT, INC.	\$1,178.55
060093	05/04/18		G829	FRONTLINE TECHNOLOGIES GROUP LLC	\$7,750.00
060094	05/04/18		C139	GIBLIN, ASHLEY	\$315.00
060095	05/04/18		1013	GLOBAL INDUSTRIAL	\$1,758.50
060096	05/04/18		4316	HEALY AWARDS, INC.	\$277.92
060097	05/04/18		4011	HEINEMANN PUBLISHING COMPANY	\$27,651.23
060098	05/04/18		V737	HITTING WORLD	\$1,109.95
060099	05/04/18		0716	HOME DEPOT	\$1,007.29
060100	05/04/18		0728	HUDSON UNITED GLASS & WINDOW CORP	\$375.00
060101	05/04/18		3659	IMPACT APPLICATIONS, INC.	\$655.00
060102	05/04/18		5602	INSTITUTE FOR MULTI-SENSORY ED	\$7,737.12
060103	05/04/18		9213	INTEGRATED TRANSLATION SERVICES LLC	\$145.05

Starting date 5/1/2018

Ending date 5/31/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060104	05/04/18		0865	INVO HEALTHCARE ASSOC, LLC	\$46,003.25
060105	05/04/18		4251	J & B LOCK & ALARM	\$44.00
060106	05/04/18		4167	JOHN SIMON INSTRUMENT CO.,INC	\$607.44
060107	05/04/18		1608	JOHNNY ON THE SPOT	\$1,137.00
060108	05/04/18		4037	JOSTENS DIPLOMA PRODUCT COORDINATOR	\$3,345.36
060109	05/04/18		K761	KAEDEN CORP DBA KAEDEN PUBLISHING	\$1,302.00
060110	05/04/18		7738	KEYBOARD CONSULTANT, INC.	\$27,747.00
060111	05/04/18		1001	LANDTEK GROUP,INC.(THE)	\$1,000.00
060112	05/04/18		8405	LIFESAVERS, INC.	\$200.00
060113	05/04/18		1032	M - F ATHLETIC CO.	\$374.00
060116	05/04/18		1016	METRO FIRE & SAFETY CO.	\$335.00
060117	05/04/18		2564	MONTE ELECTRIC, INC.	\$4,185.00
060118	05/04/18		3246	MUNICIPAL CAPITAL CORP	\$4,894.00
060119	05/04/18		8173	MUSIC AND ARTS	\$934.33
060120	05/04/18		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$1,123.25
060121	05/04/18		1005	NASSP	\$385.00
060122	05/04/18		1900	NJCEC	\$125.00
060123	05/04/18		1018	NJIC	\$100.00
060124	05/04/18		1149	NJSBA	\$198.00
060125	05/04/18		7259	NJSIAA	\$1,592.00
060126	05/04/18		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$491.70
060127	05/04/18		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$49.75
060128	05/04/18		M559	NORTHEAST JANITORIAL SUPPLY INC	\$732.24
060129	05/04/18		5966	ON-TECH CONSULTING, INC.	\$6,961.27
060130	05/04/18		1228	OTIS ELEVATOR COMPANY	\$2,172.24
060131	05/04/18		3242	PAPER CLIPS, INC.	\$576.27
060132	05/04/18		1245	PARAMOUNT EXTERMINATING	\$417.00
060133	05/04/18		0539	PARTAC PEAT CORP	\$1,154.19
060134	05/04/18		8977	PATWOOD CONTRACTING CORP	\$400.00
060135	05/04/18		1269	PEPPER, J.W. & SON, INC.	\$1,588.99
060136	05/04/18		1435	PHILLIPS SPORTS, LLC	\$3,137.00
060137	05/04/18		2103	POCONO PROFOODS	\$1,386.20
060138	05/04/18		A123	PUBLIC SEWER SERVICE	\$4,100.00
060139	05/04/18		2155	QUEST DIAGNOSTICS	\$756.70
060140	05/04/18		O308	ROTH D AQUANNI, LLC	\$1,935.00
060141	05/04/18		5981	SCANTRON CORP.	\$1,735.58
060142	05/04/18		0830	SCHMARAK, JUSTIN	\$450.00
060143	05/04/18		0800	SHAW'S COMPLETE SECURITY	\$1,362.00
060144	05/04/18		2024	SHERWIN WILLIAMS CO.	\$530.35

Starting date 5/1/2018 Ending date 5/31/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060145	05/04/18		2431	SILVA, JOHN	\$230.00
060146	05/04/18		2322	SOUTH BERGEN JOINTURE COMM.	\$10,098.99
060147	05/04/18		P386	STADIUM AUTOMALL SALES INC	\$237.74
060148	05/04/18		2070	STANS SPORTS CENTER	\$3,796.00
060149 V	05/04/18	05/04/18		00.0 \$ Multi Stub Void	
060150 V	05/04/18	05/04/18		00.0 \$ Multi Stub Void	
060151	05/04/18		2775	STAPLES ADVANTAGE	\$4,831.93
060152	05/04/18		0950	THE MAIN LOCK, INC.	\$1,765.00
060153	05/04/18		E355	TRAFFICE SAFETY SERVICE, LLC	\$3,588.00
060154	05/04/18		5555	UNIVERSAL ELECTRIC	\$385.00
060155	05/04/18		4115	VAN DINE MOTORS, INC.	\$123.70
060156	05/04/18		4427	W.B. MASON CO., INC.	\$329.55
060157	05/04/18		2174	WALLINGTON PLUMBING	\$272.62
060158	05/04/18		0742	WILFRRED MACDONALD, INC	\$451.06
060159	05/04/18		0682	HASBROUCK HEIGHTS POLICE DPT.	\$3,060.00
060160	05/04/18		2831	POWERHOUSE STUDIO	\$500.00
060161	05/10/18		B196	FOWLIN; MICHAEL	\$2,850.00
060162	05/17/18		T507	NEW JERSEY DEPT OF TAXATION	\$52.34
060163	05/17/18		2222	AIR GROUP LLC	\$201.84
060164	05/17/18		1701	ALPINE LEARNING GROUP, INC.	\$10,712.46
060165	05/17/18		2049	ANDOLENA; CAROL	\$324.94
060166	05/17/18		0087	APOLLO PRINT, INC.	\$84.10
060167	05/17/18		2525	AT HOME MEDICAL	\$20.00
060168	05/17/18		5171	ATLANTIC BUSINESS PRODUCTS	\$156.00
060169	05/17/18		0157	BARNES & NOBLE	\$287.70
060170	05/17/18		1627	BAYADA HOME HEALTH CARE, INC.	\$7,969.50
060171	05/17/18		0180	BERGEN COUNTY SPECIAL SERVICES	\$38,827.54
060172	05/17/18		1626	BERGEN COUNTY TECHNICAL SCHOOLS	\$66,735.51
060173	05/17/18		1216	BISCHOFF; MICHELLE	\$600.00
060174	05/17/18		0222	BOROUGH OF HASBROUCK HEIGHTS	\$10,610.00
060175	05/17/18		4336	CABLEVISION	\$89.90
060176	05/17/18		9024	CABLEVISION LIGHTPATH	\$7,241.62
060177	05/17/18		4396	CAROLINA BIOLOGICAL SUPPLY CO.	\$241.33
060178	05/17/18		0949	CARRERA, ROSARIO	\$1,700.00
060179	05/17/18		0498	CHIU, BETTY	\$10.50
060180	05/17/18		0343	COMPLETE SAW SERVICE OF	\$62.00
060181	05/17/18		4261	COMPREHENSIVE SCHOOL TESTING, LLC	\$600.00
060182	05/17/18		0237	CONIGILIO, LISA	\$540.00
060183	05/17/18		0365	COTTRELL GRAPHICS	\$64.00

Rec and Unrec checks

Hand and Machine checks

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Starting date 5/1/2018

Ending date 5/31/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060184	05/17/18		1505	DAVID GREGORY SCHOOL, INC.	\$5,389.08
060185	05/17/18		1150	DELTA DENTAL	\$23,904.68
060186	05/17/18		0426	DINGERTOPADRE; MARIA	\$1,320.00
060187	05/17/18		1390	EASTWICK COLLEGE	\$1,210.00
060188	05/17/18		9049	ENGLEWOOD PUBLIC SCHOOL DISTRICT	\$300.00
060189	05/17/18		1950	FIELD PRO ENTERPRISES, LLC	\$4,664.00
060190	05/17/18		0352	FRIDMAN, ESTHER, M.D.	\$750.00
060191	05/17/18		1013	GLOBAL INDUSTRIAL	\$1,065.00
060192	05/17/18		U270	GRIBBIN, JANINE	\$92.16
060193	05/17/18		0017	HELFANT, MATTHEW	\$50.00
060194	05/17/18		1506	HERZ, MARDIA	\$2,960.00
060195	05/17/18		0716	HOME DEPOT	\$4,508.17
060196	05/17/18		1555	IMPALLI, EDNA	\$630.96
060197	05/17/18		1608	JOHNNY ON THE SPOT	\$505.20
060198	05/17/18		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$2,040.00
060199	05/17/18		0874	LEONIA BOARD OF EDUCATION	\$1,430.00
060200	05/17/18		7385	MACHADO LAW GROUP, LLC	\$5,232.00
060201	05/17/18		3020	MASCHIO'S FOOD SERVICE, INC.	\$43,284.55
060202	05/17/18		6697	MASTBETH, JOSEPH	\$1,320.00
060203	05/17/18		4644	MESSERY, DINA	\$50.00
060204	05/17/18		1584	NAPA AUTO PARTS	\$35.16
060205	05/17/18		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$436.68
060206	05/17/18		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$500.00
060207	05/17/18		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$491.70
060208	05/17/18		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$828.80
060209	05/17/18		0539	PARTAC PEAT CORP	\$2,092.55
060210	05/17/18		1240	PETTY CASH/HIGH SCHOOL	\$367.00
060211	05/17/18		2328	PSE & GCO	\$18,286.65
060212	05/17/18		2155	QUEST DIAGNOSTICS	\$165.06
060213	05/17/18		5556	R&J CONTROL, INC.	\$175.00
060214	05/17/18		1358	RIDGEFIELD BOARD OF EDUCATION	\$12,858.41
060215	05/17/18		1069	RINGWOOD BOARD OF EDUCATION	\$34,225.20
060217	05/17/18		4360	SCUILLA; MICHAEL	\$347.90
060218	05/17/18		0800	SHAW'S COMPLETE SECURITY	\$75.00
060219	05/17/18		K223	SHERWIN WILLIAMS	\$186.96
060220	05/17/18		4610	SIMMONS; LINDA	\$250.00
060221	05/17/18		2037	SINGLARY; ANDREW	\$146.95
060222	05/17/18		2322	SOUTH BERGEN JOINTURE COMM.	\$92,384.69
060223	05/17/18		2775	STAPLES ADVANTAGE	\$6,247.54



Starting date 5/1/2018

Ending date 5/31/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060224	05/17/18		1846	STEIMEL, DEBORAH	\$400.00
060225	05/17/18		0639	SUEZ WATER OF NEW JERSEY	\$1,713.10
060226	05/17/18		1879	SUMMIT SPEECH SCHOOL	\$465.00
060227	05/17/18		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN	\$2,868.10
060228	05/17/18		S176	THE PLAYERS CLUB	\$90.00
060229	05/17/18		1961	TRAP-ZAP ENVIRONMENTAL SYSTEMS, INC	\$450.00
060230	05/17/18		2801	TREE-LAND NURSERY	\$6,625.00
060231	05/17/18		7808	TRUGREEN	\$716.48
060232	05/17/18		4454	VERIZON	\$2,027.66
060233	05/17/18		F783	VON SEIDELMANN, KAMRITA	\$210.00
060234	05/17/18		4427	W.B. MASON CO., INC.	\$2,320.00
060235	05/17/18		1870	WAPPINGERS FALLS SHOPPER/SCHOOL PAPER EX	\$1,288.00
060236	05/17/18		2691	WINDSOR LEARNING CENTER, INC	\$5,795.00
060237	05/17/18		1856	ZOLNIER GRADUATE SUPPLY LLC	\$200.00
060238	05/17/18		9024	CABLEVISION LIGHTPATH	\$5,674.11
060239	05/17/18		1358	RIDGEFIELD BOARD OF EDUCATION	\$13,051.00
060240 H	05/21/18		6351	COSTCO	\$323.13
060244	05/23/18		2388	4 DIAMOND TRANSPORTATION LLC	\$10,450.00
060245	05/24/18		2249	FOLLETT CORPORTATION	\$6,288.03
060246	05/30/18		5964	H.A. DEHART & SON	\$97,675.50
060247	05/30/18		1708	AATSP	\$60.00
060248	05/30/18		X072	AP EXAMS	\$8,186.00
060249	05/31/18		2017	MONTCLAIR STATE UNIVERSITY - PRISM	\$150.00
109500 H	05/03/18		1928	WILDLIFE CONSERVATION SOCIETY	\$1,720.00
109700 V	05/03/18	05/03/18	2727	FIRST STUDENT, INC.	
109800 H	05/11/18		2727	FIRST STUDENT, INC.	\$774.36
109900 H	05/22/18		2727	FIRST STUDENT, INC.	\$850.00
504018 H	05/04/18		3151	NJ DIV. OF PENSIONS & HEALTH	\$419,619.21
515180 H	05/14/18		3151	NJ DIV. OF PENSIONS & HEALTH	\$416,812.33
531180	05/31/18		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,754,556.06
533180 H	05/31/18		7269	HASBROUCK HEIGHTS PR AGENCY	\$31,663.88
534180 H	05/31/18		7269	HASBROUCK HEIGHTS PR AGENCY	\$94,453.63
535180 H	05/31/18		0271	PRUDENTIAL RETIREMENT(DCRP)	\$6,489.79
601149 V	05/04/18	05/04/18		00.0 \$ Multi Stub Void	
601150	05/04/18		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$45,716.89
602160	05/17/18		G773	ROMAN ACADEMY OF BEAUTY CULTURE INC	\$786.24

Starting date 5/1/2018

Ending date 5/31/2018


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Fund Totals	
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10	General Funds	\$94,453.63
11	GENERAL FUND	\$3,404,690.06
12	Capital Outlay	\$24,257.00
20	Special Revenue Fund	\$52,874.83
60	Enterprise Fund	\$77,555.94
95	STUDENT ACTIVITY	\$55,303.55
Total for all checks listed		\$3,709,135.01

Prepared and submitted by:

  
Board Secretary

  
Date

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

ATTACHMENT G

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Starting date 7/1/2017 Ending date 5/31/2018 Fund: 10 General Funds

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Assets and Resources

**Assets:**

101	Cash in bank		\$3,664,104.37
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		\$2,283,327.00

**Accounts Receivable:**

132	Interfund	\$0.00	
141	Intergovernmental - State	\$485,577.73	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$485,577.73

**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	\$30,297,317.00	
302	Less revenues	(\$30,081,208.02)	\$216,108.98

**Total assets and resources**

\$6,651,318.08

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

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Starting date 7/1/2017 Ending date 5/31/2018 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$32,658.94
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		(\$32,658.94)
	<b>Total liabilities</b>		<b>\$0.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$3,413,530.27
761	Capital reserve account - July	\$1,159,006.00	
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	\$1,159,006.00
764	Maintenance reserve account - July	\$200,000.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$200,000.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$484,504.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$30,543,217.07	
602	Less: Expenditures	(\$26,023,178.17)	
	Less: Encumbrances	(\$3,364,330.20)	(\$29,387,508.37)
	Total appropriated		\$6,412,748.97

Unappropriated:

770	Fund balance, July 1		\$484,469.18
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$245,900.07)
	Total fund balance		\$6,651,318.08
	<b>Total liabilities and fund equity</b>		<b><u>\$6,651,318.08</u></b>

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

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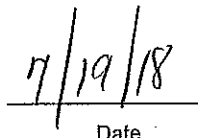
Starting date 7/1/2017 Ending date 5/31/2018 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,543,217.07	\$29,387,508.37	\$1,155,708.70
Revenues	(\$30,297,317.00)	(\$30,081,208.02)	(\$216,108.98)
Subtotal	<u>\$245,900.07</u>	<u>(\$693,699.65)</u>	<u>\$939,599.72</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$1,159,006.00)	\$1,159,006.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$1,852,705.65)</u>	<u>\$2,098,605.72</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$200,000.00)	\$200,000.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$2,052,705.65)</u>	<u>\$2,298,605.72</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$2,052,705.65)</u>	<u>\$2,298,605.72</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$245,900.07</u>	<u>(\$1,852,705.65)</u>	<u>\$2,098,605.72</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	72,620	0	72,620	72,620		0
00370	SUBTOTAL – Revenues from Local Sources	28,674,988	(156,281)	28,518,707	28,560,633		(41,926)
00520	SUBTOTAL – Revenues from State Sources	1,368,042	312,561	1,680,603	1,412,345	Under	268,258
00570	SUBTOTAL – Revenues from Federal Sources	24,887	0	24,887	35,610		(10,723)
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		30,141,037	156,280	30,297,317	30,081,208		216,109

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	9,367,193	69,856	9,437,049	8,354,869	935,007	147,172
10300	Total Special Education - Instruction	3,180,176	(100,200)	3,079,976	2,712,422	361,126	6,428
11160	Total Basic Skills/Remedial – Instruct.	108,880	97,870	206,750	186,075	20,675	0
12160	Total Bilingual Education – Instruction	103,825	0	103,825	92,393	10,253	1,180
17100	Total School-Sponsored Co/Extra Curricul	212,627	3,469	216,096	150,835	65,187	74
17600	Total School-Sponsored Athletics – Instr	482,858	3,419	486,277	419,868	64,309	2,100
29180	Total Undistributed Expenditures - Instr	2,702,128	(504,189)	2,197,939	1,831,022	360,024	6,893
29680	Total Undistributed Expenditures – Atten	62,063	0	62,063	56,833	5,230	0
30620	Total Undistributed Expenditures – Healt	260,873	27,740	288,613	253,828	25,258	9,527
40580	Total Undistributed Expend – Speech, OT,	1,086,732	181,313	1,268,045	794,984	38,014	435,047
41080	Total Undist. Expend. – Other Supp. Serv	369,074	99,229	468,303	360,337	48,059	59,907
41660	Total Undist. Expend. – Guidance	427,653	(17,000)	410,653	337,347	41,426	31,881
42200	Total Undist. Expend. – Child Study Team	681,918	69,428	751,346	648,560	76,253	26,533
43200	Total Undist. Expend. – Improvement of I	210,189	(87,916)	122,273	106,358	9,408	6,507
43620	Total Undist. Expend. – Edu. Media Serv.	369,630	(30,659)	338,971	286,365	31,101	21,505
44180	Total Undist. Expend. – Instructional St	6,000	990	6,990	3,255	150	3,585
45300	Support Serv. - General Admin	546,378	33,098	579,476	518,465	60,401	611
46160	Support Serv. - School Admin	1,180,501	15,001	1,195,502	1,091,837	98,704	4,961
47200	Total Undist. Expend. – Central Services	361,111	6,607	367,718	329,652	22,550	15,516
47620	Total Undist. Expend. – Admin. Info. Tec	180,973	(4,257)	176,716	123,220	13,286	40,211
51120	Total Undist. Expend. – Oper. & Maint. O	2,290,570	485,554	2,776,124	2,165,024	551,887	59,213
52480	Total Undist. Expend. – Student Transpor	978,030	(140,670)	837,360	706,944	91,913	38,503
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,010,696	(23,794)	4,986,902	4,390,477	364,927	231,498
75880	TOTAL EQUIPMENT	0	51,612	51,612	47,412	4,200	0
76260	Total Facilities Acquisition and Constr	157,659	(31,020)	126,639	54,799	64,982	6,858
Total		30,337,737	205,480	30,543,217	26,023,178	3,364,330	1,155,709

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
				72,620	0	72,620	72,620		0
00100	10-1210	Local Tax Levy		28,510,909	(156,281)	28,354,628	28,354,628		0
00190	10-1300	Total Tuition		0	0	0	42,942		(42,942)
00260	10-1910	Rents and Royalties		48,000	0	48,000	0	Under	48,000
00300	10-1___	Unrestricted Miscellaneous Revenues		113,279	0	113,279	163,063		(49,784)
00340	10-1___	Interest Earned on Capital Reserve Funds		2,800	0	2,800	0	Under	2,800
00420	10-3121	Categorical Transportation Aid		40,399	0	40,399	40,399		0
00430	10-3131	Extraordinary Aid		268,258	0	268,258	0	Under	268,258
00440	10-3132	Categorical Special Education Aid		997,457	459	997,916	997,916		0
00460	10-3176	Equalization Aid		15,477	312,102	327,579	327,579		0
00470	10-3177	Categorical Security Aid		46,450	0	46,450	46,450		0
00480	10-3178	Adjustment Aid		1	0	1	1		0
00540	10-4200	Medicaid Reimbursement		24,887	0	24,887	35,610		(10,723)
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				30,141,037	156,280	30,297,317	30,081,208		216,109

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers		574,485	(134,940)	439,545	395,591	43,955	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,159,342	(127,071)	3,032,271	2,724,885	307,203	183
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,858,046	(58,982)	1,799,064	1,620,543	178,324	197
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,068,527	50,973	3,119,500	2,812,175	306,480	846
02160	11-140-___-101	Salaries of Teachers		31,500	0	31,500	15,750	15,750	0
03020	11-190-1___-320	Purchased Professional – Educational Ser		64,000	11,388	75,388	44,263	31,124	1
03040	11-190-1___-340	Purchased Technical Services		200,450	41,124	241,574	239,978	1,596	1
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		141,843	25,229	167,072	167,032	0	40
03080	11-190-1___-610	General Supplies		202,000	314,918	516,918	324,502	49,332	143,083
03100	11-190-1___-640	Textbooks		60,000	(56,163)	3,837	1,356	0	2,481
03120	11-190-1___-8___	Other Objects		7,000	3,380	10,380	8,794	1,245	341
04500	11-204-100-101	Salaries of Teachers		128,985	(21,000)	107,985	94,716	13,079	191
04520	11-204-100-106	Other Salaries for Instruction		89,586	0	89,586	75,276	13,443	868
04600	11-204-100-610	General Supplies		1,000	(48)	952	519	0	433
04620	11-204-100-640	Textbooks		500	(200)	300	0	0	300
07000	11-213-100-101	Salaries of Teachers		2,082,955	28,283	2,111,238	1,864,972	245,863	403
07020	11-213-100-106	Other Salaries for Instruction		468,639	(88,392)	380,247	341,823	37,980	444
07100	11-213-100-610	General Supplies		8,000	(5,426)	2,574	1,365	0	1,209
07140	11-213-100-8___	Other Objects		500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers		158,675	3,900	162,575	146,318	16,258	0
08520	11-216-100-106	Other Salaries for Instruction		88,836	22,209	111,045	97,720	13,325	0
08600	11-216-100-6___	General Supplies		4,000	474	4,474	3,197	459	819
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	34,280	20,720	0
09500	11-221-100-101	Salaries of Teachers		33,000	(13,000)	20,000	19,832	0	168
09540	11-221-100-106	Other Salaries for Instruction		20,000	0	20,000	19,919	0	81

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
09560	11-221-100-320	Purchased Professional-Educational Servi	40,000	(27,000)	13,000	12,488	0	513
09620	11-221-100-610	General Supplies	500	0	500	0	0	500
11000	11-230-100-101	Salaries of Teachers	108,880	97,870	206,750	186,075	20,675	0
12000	11-240-100-101	Salaries of Teachers	102,525	0	102,525	92,273	10,253	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	0	1,100
12120	11-240-100-640	Textbooks	200	(120)	80	0	0	80
12140	11-240-100-8__	Other Objects	0	120	120	120	0	0
17000	11-401-100-1__	Salaries	197,127	6,914	204,041	138,781	65,187	73
17040	11-401-100-6__	Supplies and Materials	11,000	(262)	10,738	10,737	0	1
17060	11-401-100-8__	Other Objects	4,500	(3,183)	1,317	1,317	0	0
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	319,734	0	319,734	276,448	43,286	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	416	45,416	42,859	2,185	372
17540	11-402-100-6__	Supplies and Materials	86,124	1,103	87,227	70,170	16,985	72
17560	11-402-100-8__	Other Objects	32,000	1,900	33,900	30,391	1,853	1,656
29020	11-000-100-562	Tuition to Other LEAs within the State -	703,744	(86,127)	617,617	562,758	54,031	829
29040	11-000-100-563	Tuition to County Voc. School District-R	334,746	9,126	343,872	330,823	13,049	0
29060	11-000-100-564	Tuition to County Voc. School District-S	149,184	37,716	186,900	175,761	11,139	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	620,700	(126,159)	494,541	258,344	235,993	204
29100	11-000-100-566	Tuition to Priv. School for the Disabled	810,194	(338,745)	471,449	423,645	45,812	1,992
29160	11-000-100-569	Tuition – Other	83,560	0	83,560	79,692	0	3,868
29500	11-000-211-1__	Salaries	62,063	0	62,063	56,833	5,230	0
30500	11-000-213-1__	Salaries	238,373	(16,000)	222,373	197,986	22,387	2,000
30540	11-000-213-3__	Purchased Professional and Technical Ser	8,000	43,000	51,000	48,599	1,958	444
30580	11-000-213-6__	Supplies and Materials	11,000	(100)	10,900	5,225	346	5,330
30600	11-000-213-8__	Other Objects	3,500	840	4,340	2,019	567	1,753
40500	11-000-216-1__	Salaries	269,985	(90,500)	179,485	152,064	16,896	10,525
40520	11-000-216-320	Purchased Professional – Educational Ser	809,747	268,313	1,078,060	633,168	21,055	423,837
40540	11-000-216-6__	Supplies and Materials	7,000	2,850	9,850	9,522	63	265
40560	11-000-216-8__	Other Objects	0	650	650	231	0	419
41000	11-000-217-1__	Salaries	279,074	99,229	378,303	325,802	48,059	4,442
41020	11-000-217-320	Purchased Professional – Educational Ser	90,000	0	90,000	34,535	0	55,465
41500	11-000-218-104	Salaries of Other Professional Staff	394,360	0	394,360	336,352	41,426	16,583
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	31,793	(17,000)	14,793	0	0	14,793
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series)	500	(500)	0	0	0	0
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	0	500
41640	11-000-218-8__	Other Objects	500	500	1,000	995	0	5
42000	11-000-219-104	Salaries of Other Professional Staff	580,317	66,416	646,733	557,420	65,089	24,224
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	97,101	(1,500)	95,601	85,355	8,536	1,710
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)	500	1,608	2,108	149	1,890	69
42160	11-000-219-6__	Supplies and Materials	2,000	4,041	6,041	4,774	738	529
42180	11-000-219-8__	Other Objects	2,000	(1,137)	863	862	0	1



Starting date 7/1/2017 Ending date 5/31/2018 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43020	11-000-221-104	Salaries of Other Professional Staff	204,689	(87,916)	116,773	105,359	9,408	2,006
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	0	0	3,000
43180	11-000-221-8__	Other Objects	2,500	0	2,500	999	0	1,501
43500	11-000-222-1__	Salaries	348,930	(30,659)	318,271	285,926	28,854	3,491
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580	11-000-222-6__	Supplies and Materials	14,000	590	14,590	439	2,247	11,904
43600	11-000-222-8__	Other Objects	700	(590)	110	0	0	110
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	6,000	490	6,490	2,865	150	3,475
44160	11-000-223-8__	Other Objects	0	500	500	390	0	110
45000	11-000-230-1__	Salaries	262,584	9,051	271,635	251,047	20,588	0
45040	11-000-230-331	Legal Services	75,000	1,928	76,928	65,947	10,980	0
45060	11-000-230-332	Audit Fees	30,000	(2,000)	28,000	28,000	0	0
45120	11-000-230-340	Purchased Technical Services	19,050	36,912	55,962	38,211	17,750	1
45140	11-000-230-530	Communications/Telephone	53,610	(755)	52,855	43,874	8,980	1
45160	11-000-230-585	BOE Other Purchased Services	2,500	250	2,750	2,750	0	0
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	65,000	(10,103)	54,897	53,078	1,817	2
45200	11-000-230-610	General Supplies	7,000	0	7,000	6,586	0	414
45260	11-000-230-890	Miscellaneous Expenditures	18,384	(935)	17,449	16,984	285	180
45280	11-000-230-895	BOE Membership Dues and Fees	13,250	(1,250)	12,000	11,987	0	13
46000	11-000-240-103	Salaries of Principals/Assistant Princip	729,366	15,001	744,367	681,919	62,447	1
46020	11-000-240-104	Salaries of Other Professional Staff	123,824	0	123,824	113,505	10,319	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	271,311	(2,188)	269,123	246,293	22,226	604
46120	11-000-240-6__	Supplies and Materials	38,000	8,327	46,327	42,970	1,192	2,165
46140	11-000-240-8__	Other Objects	18,000	(6,139)	11,861	7,149	2,520	2,192
47000	11-000-251-1__	Salaries	326,807	6,607	333,414	304,442	19,472	9,500
47020	11-000-251-330	Purchased Professional Services	0	1,925	1,925	1,925	0	0
47040	11-000-251-340	Purchased Technical Services	19,804	(4,964)	14,840	9,700	1,321	3,820
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	0	2,289	2,289	2,117	0	172
47100	11-000-251-6__	Supplies and Materials	10,000	1,500	11,500	9,160	1,757	583
47180	11-000-251-890	Other Objects	4,500	(750)	3,750	2,308	0	1,442
47500	11-000-252-1__	Salaries	104,973	(24,257)	80,716	61,489	9,205	10,022
47540	11-000-252-340	Purchased Technical Services	8,000	0	8,000	0	0	8,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	4,500	10,000	14,500	10,170	0	4,330
47580	11-000-252-6__	Supplies and Materials	60,000	10,000	70,000	51,560	4,081	14,359
47600	11-000-252-8__	Other Objects	3,500	0	3,500	0	0	3,500
48500	11-000-261-1__	Salaries	99,871	0	99,871	84,957	14,752	162
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	200,000	161,132	361,132	286,610	42,122	32,401
48540	11-000-261-610	General Supplies	2,500	8,665	11,165	10,988	0	177
48560	11-000-261-8__	Other Objects	500	700	1,200	0	0	1,200
49000	11-000-262-1__	Salaries	978,947	(20,946)	958,001	874,911	82,866	225
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	75,000	154,007	229,007	60,959	163,029	5,019

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 10 General Funds

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49120	11-000-262-490	Other Purchased Property Services		33,000	1,000	34,000	24,133	9,867	0
49140	11-000-262-520	Insurance		131,572	(539)	131,033	130,889	0	144
49160	11-000-262-590	Miscellaneous Purchased Services		96,540	4,921	101,461	87,093	14,336	32
49180	11-000-262-610	General Supplies		130,000	19,987	149,987	138,282	3,412	8,293
49200	11-000-262-621	Energy (Natural Gas)		128,500	6,146	134,646	103,367	25,607	5,672
49220	11-000-262-622	Energy (Electricity)		264,200	(26,809)	237,391	153,296	84,094	1
49280	11-000-262-8__	Other Objects		15,600	(3,302)	12,298	11,398	0	900
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.		38,000	84,918	122,918	45,289	76,354	1,275
50060	11-000-263-610	General Supplies		500	3,976	4,476	808	0	3,668
50080	11-000-263-8__	Other Objects		500	(500)	0	0	0	0
51000	11-000-266-1__	Salaries		0	70,000	70,000	64,500	5,500	0
51020	11-000-266-3__	Purchased Professional and Technical Ser		50,000	14,240	64,240	34,290	29,950	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		44,340	6,269	50,609	50,579	0	30
51060	11-000-266-610	General Supplies		500	2,189	2,689	2,675	0	14
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) -		31,336	2,664	34,000	31,772	2,228	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho		29,561	(22,664)	6,897	5,251	749	897
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		14,000	(195)	13,805	13,546	0	259
52180	11-000-270-443	Lease Purchase Payments - School Buses		0	98,371	98,371	98,371	0	1
52220	11-000-270-504	Contract Serv--Aid in Lieu Pymts--Charter		2,652	(800)	1,852	0	0	1,852
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		56,000	0	56,000	49,493	84	6,423
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr		70,068	0	70,068	34,782	6,918	28,368
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre		763,413	(218,046)	545,367	467,115	78,054	198
52440	11-000-270-615	Transportation Supplies		10,000	0	10,000	6,120	3,880	0
52460	11-000-270-8__	Other objects		1,000	0	1,000	494	0	507
71020	11-000-291-220	Social Security Contributions		338,000	0	338,000	291,622	45,249	1,130
71060	11-000-291-241	Other Retirement Contributions - PERS		288,025	1,000	289,025	285,850	2,577	598
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	0	150,000	108,217	41,783	0
71180	11-000-291-270	Health Benefits		4,154,671	7,000	4,161,671	3,660,971	275,318	225,381
71200	11-000-291-280	Tuition Reimbursement		50,000	(2,794)	47,206	42,818	0	4,388
71220	11-000-291-290	Other Employee Benefits		0	1,000	1,000	999	0	1
73080	12-140-100-73__	Grades 9-12		0	26,946	26,946	26,946	0	0
75800	12-000-270-733	School Buses - Regular		0	20,466	20,466	20,466	0	0
75860	12-___-___00-73__	Special Schools (All Programs)		0	4,200	4,200	0	4,200	0
76080	12-000-400-450	Construction Services		60,000	0	60,000	0	60,000	0
76140	12-000-400-721	Lease Purchase Agreements - Principal		90,801	(31,020)	59,781	54,799	4,982	0
76200	12-000-400-800	Other Objects		6,858	0	6,858	0	0	6,858
Total				30,337,737	205,480	30,543,217	26,023,178	3,364,330	1,155,709

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 20 Special Revenue Fund

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Assets and Resources

Assets:

101	Cash in bank		\$47,835.98
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	(\$1.00)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$1.00)

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	\$941,173.00	
302	Less revenues	(\$650,872.75)	\$290,300.25

Total assets and resources

\$338,135.23

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$80,454.06
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$575.91
	Other current liabilities		\$6,368.06
	<b>Total liabilities</b>		<b>\$87,398.03</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$56,989.59
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$941,173.00	
602	Less: Expenditures	(\$690,435.80)	
	Less: Encumbrances	(\$56,989.59)	(\$747,425.39)
	<b>Total appropriated</b>		<b>\$250,737.20</b>

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$250,737.20</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$338,135.23</u></b>

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

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Starting date 7/1/2017 Ending date 5/31/2018 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$941,173.00	\$747,425.39	\$193,747.61
Revenues	(\$941,173.00)	(\$650,872.75)	(\$290,300.25)
Subtotal	<u>\$0.00</u>	<u>\$96,552.64</u>	<u>(\$96,552.64)</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>\$96,552.64</u>	<u>(\$96,552.64)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$96,552.64</u>	<u>(\$96,552.64)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$96,552.64</u>	<u>(\$96,552.64)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$96,552.64</u>	<u>(\$96,552.64)</u>

Prepared and submitted by :

Lina Messery 7/19/18

Board Secretary

Date

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	335,800	(40,270)	295,530	277,349	Under	18,181
00830	Total Revenues from Federal Sources	697,500	(53,157)	644,343	373,524	Under	270,819
Total		1,034,600	(93,427)	941,173	650,873		290,300

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		38,000	19,726	57,726	16,812	17,164	23,750
84100	Local Projects	1,300	0	1,300	0	0	1,300
88000	Nonpublic Textbooks	19,200	(2,876)	16,324	15,460	0	864
88020	Nonpublic Auxiliary Services	134,000	(23,928)	110,072	56,919	0	53,153
88040	Nonpublic Handicapped Services	113,000	(23,525)	89,475	51,472	0	38,003
88060	Nonpublic Nursing Services	30,000	(415)	29,585	26,015	2,891	679
88080	Nonpublic Technology Initiative	8,600	2,426	11,026	0	11,025	1
88740	Total Federal Projects	690,500	(64,835)	625,665	523,757	25,910	75,997
Total		1,034,600	(93,427)	941,173	690,436	56,990	193,748

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740 20-1___ Other Revenue from Local Sources	1,300	0	1,300	0	Under	1,300
00765 20-32___ Other Restricted Entitlements	335,800	(40,270)	295,530	277,349	Under	18,181
00775 20-441[1-6] Title I	148,000	300	148,300	63,649	Under	84,651
00780 20-445[1-5] Title II	46,200	(11,996)	34,204	27,736	Under	6,468
00785 20-449[1-4] Title III	55,700	(40,910)	14,790	1,791	Under	12,999
00790 20-447[1-4] Title IV	0	10,000	10,000	0	Under	10,000
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	447,600	(10,551)	437,049	280,348	Under	156,701
Total	1,034,600	(93,427)	941,173	650,873		290,300

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	38,000	19,726	57,726	16,812	17,164	23,750
84100 20-___-___-___ Local Projects	1,300	0	1,300	0	0	1,300
88000 20-___-___-___ Nonpublic Textbooks	19,200	(2,876)	16,324	15,460	0	864
88020 20-___-___-___ Nonpublic Auxiliary Services	134,000	(23,928)	110,072	56,919	0	53,153
88040 20-___-___-___ Nonpublic Handicapped Services	113,000	(23,525)	89,475	51,472	0	38,003
88060 20-___-___-___ Nonpublic Nursing Services	30,000	(415)	29,585	26,015	2,891	679
88080 20-___-___-___ Nonpublic Technology Initiative	8,600	2,426	11,026	0	11,025	1
88500 20-___-___-___ Title I	148,000	300	148,300	98,143	20,751	29,406
88520 20-___-___-___ Title II	46,200	(12,119)	34,081	27,886	0	6,195
88540 20-___-___-___ Title III	48,700	(33,910)	14,790	1,791	5,159	7,840
88560 20-___-___-___ Title IV	0	10,000	10,000	0	0	10,000
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	447,600	(29,106)	418,494	395,938	0	22,557
Total	1,034,600	(93,427)	941,173	690,436	56,990	193,748

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 30 Capital Projects Fund

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Assets and Resources

Assets:

101	Cash in bank		\$547,938.97
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

\$5,509,895.36

Resources:

301	Estimated revenues	\$5,395,761.47	
302	Less revenues	(\$6,279,314.31)	(\$883,552.84)

Total assets and resources

\$5,174,281.49



Starting date 7/1/2017 Ending date 5/31/2018 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$1.86
	<b>Total liabilities</b>		<b>\$1.86</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$5,062,455.60
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$5,395,761.47	
602	Less: Expenditures	(\$4,902,032.67)	
	Less: Encumbrances	(\$381,904.77)	(\$5,283,937.44)
	Total appropriated		\$5,174,279.63

Unappropriated:

770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$5,174,279.63
	<b>Total liabilities and fund equity</b>		<b>\$5,174,281.49</b>

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$5,395,761.47	\$5,283,937.44	\$111,824.03
Revenues	(\$5,395,761.47)	(\$6,279,314.31)	\$883,552.84
Subtotal	<u>\$0.00</u>	<u>(\$995,376.87)</u>	<u>\$995,376.87</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$995,376.87)</u>	<u>\$995,376.87</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$995,376.87)</u>	<u>\$995,376.87</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$995,376.87)</u>	<u>\$995,376.87</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$995,376.87)</u>	<u>\$995,376.87</u>

Prepared and submitted by :

Dina Messery  
Board Secretary

Date

7/19/18

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 30 Capital Projects Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	5,395,761	5,395,761	6,279,314		(883,553)
Total		0	5,395,761	5,395,761	6,279,314		(883,553)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	5,395,761	5,395,761	4,902,033	381,905	111,824
Total		0	5,395,761	5,395,761	4,902,033	381,905	111,824

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	5,395,761	5,395,761	6,279,314		(883,553)
Total	0	5,395,761	5,395,761	6,279,314		(883,553)
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	5,395,761	5,395,761	4,902,033	381,905	111,824
Total	0	5,395,761	5,395,761	4,902,033	381,905	111,824

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 40 Debt Service Fund

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Assets and Resources

Assets:

101	Cash in bank		\$1.64
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	\$826,848.00	
302	Less revenues	(\$826,848.00)	\$0.00

Total assets and resources

\$1.64

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$0.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$841,725.00	
602	Less: Expenditures	(\$841,725.00)	
	Less: Encumbrances	\$0.00	(\$841,725.00)
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	\$14,878.64	
771	Designated fund balance	\$0.00	
303	Budgeted fund balance	(\$14,877.00)	
	Total fund balance		\$1.64
	Total liabilities and fund equity		<u>\$1.64</u>

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$841,725.00	\$841,725.00	\$0.00
Revenues	(\$826,848.00)	(\$826,848.00)	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>\$14,877.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>\$14,877.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>\$14,877.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>\$14,877.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$14,877.00</u>	<u>\$14,877.00</u>	<u>\$0.00</u>

Prepared and submitted by :

Dina Messery  
Board Secretary

7/19/18  
Date

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	665,472	0	665,472	665,472		0
0093A	Other	161,376	0	161,376	161,376		0
Total		826,848	0	826,848	826,848		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	841,725	0	841,725	841,725	0	0
Total		841,725	0	841,725	841,725	0	0



Starting date 7/1/2017 Ending date 5/31/2018 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	665,472	0	665,472	665,472		0
00890	40-3160	Debt Service Aid Type II	161,376	0	161,376	161,376		0
Total			826,848	0	826,848	826,848		0

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	71,088	80,637	151,725	151,725	0	0
89620	40-701-510-910	Redemption of Principal	770,637	(80,637)	690,000	690,000	0	0
Total			841,725	0	841,725	841,725	0	0

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 60 Enterprise Fund

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Assets and Resources

Assets:

101	Cash in bank		\$796,374.82
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	\$939,172.00	
302	Less revenues	(\$792,364.39)	\$146,807.61

**Total assets and resources**

**\$943,182.43**

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$89,460.75
	Other current liabilities		\$0.00

Total liabilities

\$89,460.75

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$248,425.80
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$939,172.00	
602	Less: Expenditures	(\$673,555.00)	
	Less: Encumbrances	(\$248,425.80)	(\$921,980.80)
	Total appropriated		\$265,617.00

Unappropriated:

770	Fund balance, July 1		\$588,104.68
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$853,721.68
	Total liabilities and fund equity		<u>\$943,182.43</u>

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$939,172.00	\$921,980.80	\$17,191.20
Revenues	(\$939,172.00)	(\$792,364.39)	(\$146,807.61)
Subtotal	<u>\$0.00</u>	<u>\$129,616.41</u>	<u>(\$129,616.41)</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>\$129,616.41</u>	<u>(\$129,616.41)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$129,616.41</u>	<u>(\$129,616.41)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$129,616.41</u>	<u>(\$129,616.41)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$129,616.41</u>	<u>(\$129,616.41)</u>

Prepared and submitted by :

Aina Messery  
Board Secretary

7/19/18  
Date

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	939,172	939,172	792,364	Under	146,808
Total	0	939,172	939,172	792,364		146,808

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	939,172	939,172	673,555	248,426	17,191
Total	0	939,172	939,172	673,555	248,426	17,191

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	939,172	939,172	792,364	Under	146,808
Total	0	939,172	939,172	792,364		146,808

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	4,000	4,000	3,543	0	457
99999	0	935,172	935,172	670,012	248,426	16,734
Total	0	939,172	939,172	673,555	248,426	17,191

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 95 STUDENT ACTIVITY

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Assets and Resources

Assets:

101	Cash in bank		\$161,469.57
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	\$319,028.09	
302	Less revenues	(\$254,020.16)	\$65,007.93

Total assets and resources

\$226,477.50

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$45,350.55
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$319,028.09	
602	Less: Expenditures	(\$171,377.24)	
	Less: Encumbrances	(\$45,350.55)	(\$216,727.79)
	<b>Total appropriated</b>		<b>\$147,650.85</b>

Unappropriated:

770	Fund balance, July 1		\$78,826.65
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$226,477.50</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$226,477.50</u></b>



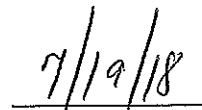
Starting date 7/1/2017 Ending date 5/31/2018 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$319,028.09	\$216,727.79	\$102,300.30
Revenues	(\$319,028.09)	(\$254,020.16)	(\$65,007.93)
Subtotal	<u>\$0.00</u>	<u>(\$37,292.37)</u>	<u>\$37,292.37</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>(\$37,292.37)</u>	<u>\$37,292.37</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$37,292.37)</u>	<u>\$37,292.37</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$37,292.37)</u>	<u>\$37,292.37</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$37,292.37)</u>	<u>\$37,292.37</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		67,727	251,301	319,028	254,020	Under	65,008
Total		67,727	251,301	319,028	254,020		65,008
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		67,727	251,301	319,028	171,377	45,351	102,300
Total		67,727	251,301	319,028	171,377	45,351	102,300

Starting date 7/1/2017 Ending date 5/31/2018 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	67,727	251,301	319,028	254,020	Under	65,008
Total	67,727	251,301	319,028	254,020		65,008

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	67,727	251,301	319,028	171,377	45,351	102,300
Total	67,727	251,301	319,028	171,377	45,351	102,300

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

May 31, 2018

ATTACHMENT G

	Cash Balance 5/1/2018	Cash Receipts May-18	Cash Disbursements May-18	Cash Balance 5/31/2018
General Fund - 10	4,390,665.24	2,809,499.05	(3,536,059.92)	3,664,104.37
Special Revenue Fund - 20	142,895.21	24,625.00	(119,684.23)	47,835.98
Capital Projects Fund - 30	547,236.26	702.71	0.00	547,938.97
Debt Service Fund - 40	1.64	0.00	0.00	1.64
Enterprise Fund - 60	745,291.25	128,967.41	(77,883.84)	796,374.82
<b>Total</b>	<b>5,826,089.60</b>	<b>2,963,794.17</b>	<b>(3,733,627.99)</b>	<b>5,056,255.78</b>
Payroll Account	446.00	1,022,785.73	(1,022,785.73)	446.00
Payroll Agency Account	5,723.38	861,528.24	(857,722.51)	9,529.11
Unemployment Account	116,991.18	158.32	(4,867.02)	112,282.48
Summer Escrow Account	228,981.86	45,646.27	(252.28)	274,375.85
Flexible Spending Account	1,011.42	116.45	0.00	1,127.87
<b>Grand Total</b>	<b>6,179,243.44</b>	<b>4,894,029.18</b>	<b>(5,619,255.53)</b>	<b>5,454,017.09</b>

7/19/18  
Date

*Matthew Murphy*  
Chief School Administrator

District:

Hasbrouck Heights Board of Ed.

## Monthly Transfer Report NJ

Page 1 of 2  
07/19/18

Month / Year:

May 31, 2018

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)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To	
							5/31/2018				
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	9,367,193	23,330	9,390,523	939,052	46,526	0.50%	985,578	892,526	
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,848,687	2,045	4,850,732	485,073	276,167	5.69%	761,240	208,906	
12160 40580	Skills/Remedial – Instruct., Total Bilingual Education –	11-000-216, 217									
41080	Instruction, Total Undistributed Expend – Speech, OT., Total Undist. Expend. – Other Supp. Serv										
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0	
17100 17600	Total School-Sponsored Co/Extra Curricul, Total	11-4XX-X00-XXX	695,485	503	695,988	69,599	6,385	0.92%	75,984	63,214	
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	2,702,128	0	2,702,128	270,213	(504,189)	-18.66%	(233,976)	774,402	
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed	11-000-211, 213,	1,802,137	740	1,802,877	180,288	48,769	2.71%	229,057	131,519	
41660 42200	Expenditures – Healt, 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	216,189	0	216,189	21,619	(86,926)	-40.21%	(65,307)	108,545	
45300	Support Serv. - General Admin	11-000-230-XXX	546,378	1,817	548,195	54,820	31,281	5.71%	86,101	23,539	
46160	Support Serv. - School Admin	11-000-240-XXX	1,180,501	0	1,180,501	118,050	15,001	1.27%	133,051	103,049	
47200 47620	Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec	11-000-25X-XXX	542,084	0	542,084	54,208	2,350	0.43%	56,558	51,858	
51120	Total Undist. Expend. – Oper. & Maint. O	11-000-26X-XXX	2,290,570	300	2,290,870	229,087	485,254	21.18%	714,341	(256,167)	
52480	Total Undist. Expend. – Student Transpor	11-000-270-XXX	978,030	0	978,030	97,803	(140,670)	-14.38%	(42,867)	238,473	
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	11-XXX-XXX-2XX	5,010,696	0	5,010,696	501,070	(23,794)	-0.47%	477,276	524,864	
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		30,180,078	28,734	30,208,812	3,020,881	156,154	0.52%	3,177,035	2,864,727	
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	20,466	20,466	2,047	31,146	152.18%	33,193	(29,099)	

ATTACHMENT

District: Hasbrouck Heights Board of Ed.

Month / Year: May 31, 2018

Monthly Transfer Report NJ

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) 5/31/2018	% 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	157,659	0	157,659	15,766	(31,020)	-19.68%	(15,254)	46,786
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		157,659	20,466	178,125	17,813	126	0.07%	17,939	17,687
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		30,337,737	49,200	30,386,937	3,038,694	156,280	0.51%	3,194,974	2,882,414

*Dana Messeri*  
School Business Administrator Signature

7/19/18  
Date

[illegible]

## IDEA FY 2019

## Basic:

20-250-100-562-00-01-48	Tuition Other LEAs - Special	353,279
20-250-200-320-00-01-00	Purchased Prof Ed Services	62,537 Corpus Christi
<b>Total</b>		<b>415,816</b>

## Preschool:

20-253-100-562-00-01-48	Tuition Other LEAs - Special	18,898
<b>Total</b>		<b>18,898</b>



## 2018-2019 STIPENDS

## ADVISORS AND CLUBS

## Stipend

HIGH SCHOOL		
504 OFFICER - MSHS	Mary Nuemann/B. Christianson (50/50 split)	\$500.00 each
CLRGRD/MARCH BAND	Bette Medina	\$ 1,505.00
COMMUNITY SERVICE	Suzanne Caines	\$ 2,561.00
COMMUNITY SERVICE	Ashley Caligy/Crystal Tremaroli/Lindsey Gesell (split 3 ways)	\$853.66 each
DIR INSTRUMENTAL MUSIC	Joe Ascolese	\$ 5,030.00
DRAMA CLUB & SR. PLAY	OPEN	
DRILL INSTR. & DESIGN	Michael Coppola	\$ 2,459.00
FACULTY TREASURER	Matt Sparacio	\$ 2,636.00
FRESH CLASS ADVISOR	OPEN	
JR. CLASS ADVISOR	Kailey MacDonald	\$ 1,407.00
OUTREACH CLUB	OPEN	
ITALIAN CLUB	Antoinette Washburn	\$ 830.00
MEDIA SPECIALIST - AM	Lindsey Gesell	\$ 1,329.00
PIEROTT WINTER GUARD	Bette Medina	\$ 1,661.00
PILOT'S LOG	William Thorne	\$ 3,475.00
SOPH. CLASS ADVISOR	OPEN	
SR. CLASS ADVISOR	Kara Doyle/Jessica Lustmann (50/50 split)	\$668.00 each
SR. FINANCE ADVISOR	Kailey MacDonald	\$ 2,740.00
SR. PLAY - MUSIC DIRECTOR	OPEN	
STUDENT COUNCIL	William Thorne	\$ 2,208.00
YEARBOOK	Catherine Cassidy	\$ 2,768.00
THE YOUNG DEM/REP CLUB	Catherine Cassidy	\$ 830.00
ART / SCENERY CLUB	Dawn Massa	\$ 830.00
COMPUTER PROGRAMMING	Barry Sussman	\$ 830.00
GAY / STR ALLIANCE CLUB	Catherine Cassidy	\$ 830.00
HEROES & COOL KIDS	Ashley Calligy/Kerrie O'Hagen/Barbara Christianson (split 3 ways)	\$276.66 each
AVIATORS OUT LOUD - PODCAST	Kara Doyle	\$ 830.00
MULTI-CULTURAL CLUB	Danielle Monetti	\$ 830.00
NAT'L HONOR SOCIETY	OPEN	
SPANISH CLUB/HONOR SOCIETY	Maria Squillace	\$ 830.00
SPIRIT CLUB	Barbara Kritzer	\$ 830.00
MODEL UN	Catherine Cassidy	\$ 830.00
HS ROBOTICS	Michael Binazeski	\$ 830.00
FUTURE SCIENTIST CLUB	Ian Zellman	\$ 830.00
MEDICAL SCIENCE	Dan Pignatiello	\$ 830.00

# 2018-2019 STIPENDS

## ADVISORS AND CLUBS

		Stipend
<b>MIDDLE SCHOOL</b>		
GYM MORNING SUPERVISION	Vincent Marchese	\$32/hr
CROSS COUNTRY CLUB	Jesse Coffey	\$ 830.00
JR. POLICE ACADEMY - SUMMER	Mike Stillman	\$ 960.00
MS ROBOTICS	Michael Binazeski	\$ 830.00
6th GRADE ROBOTICS	Mike Binazeski	\$ 830.00
MUSICAL DIR MS PLAY	OPEN	
STUDENT COUNCIL	Kim Caputo	\$ 1,243.00
ART CLUB	Cheryl Reed	\$ 830.00
JR. POLICE AUXILLIARY (DURING YR)	Mike Stillman	\$ 830.00
MOCK TRIAL	Stillman/ Gay	\$ 830.00
BETA CLUB	James Muska	\$ 830.00
Asst BETA CLUB	Jesse Coffey	\$ 249.00
GEOGRAPHY CLUB	James Muska	\$ 830.00
PEER TO PEER	Kim Caputo	\$ 830.00
TEAM LEADER - GR 6	Michelle DiPiano	\$ 830.00
TEAM LEADER - GR 7	Kathy Toy	\$ 830.00
TEAM LEADER - GR 8	Mike Stillman	\$ 830.00
TREPS CLUB	Kirsten Krysz	\$ 830.00
WRITING CLUB	Mike Stillman	\$ 830.00
7th GRADE TRIP COORDINATOR	Kathy Toy	\$ 407.00
8th GRADE TRIP COORDINATOR	Kerrie O'Hagen	\$ 407.00
AM CAFETERIA DOOR DUTY	K. Caputo /C. DelSole	\$32/hr
<b>MS/HS ADVISORS/CLUBS</b>		
MS/HS ACADEMIC CHALLENGE	Catherine Cassidy	\$ 830.00
MS/HS CHESS	OPEN	
MS/HS DIRECTOR OF VOCAL MUSIC	OPEN	
SAT PREP COORDINATOR	OPEN	
SAT PREP TEACHER	Frank Avella	\$37/hr
SAT PREP TEACHER	OPEN	
SAT PREP TEACHER	OPEN	
SAT PREP TEACHER	OPEN	
<b>LINCOLN SCHOOL</b>		
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)	\$797.50 each
TEACHER IN CHARGE – LS	Mary Ann Pagano	\$ 1,341.00
OPEN (I&RS didn't run)	OPEN	
GOING GREEN (GRADE 4)	Allison Daly/Danielle Reynolds (50/50 split)	\$415.00 each
STUDENT COUNCIL (ALL GRADES)	Jen Martello	\$ 830.00
JUMP ROPE TEAM (GRADES 3, 4, 5)	Michael Cebula	\$ 830.00
MORNING PLAYGROUND	Entire staff - certificated	\$32/hr
MORNING PLAYGROUND	Entire staff - non-certificated	\$21/hr
<b>EUCLID SCHOOL</b>		
504 OFFICER – ES (ALL GRADES)	Lesia Brinker/Jolanta Czajkowski (50/50 split)	\$250.00 each
SAFETY PATROL – ES (GRADE 5)	Lesia Brinker/Lisa Palladino (50/50 split)	\$797.50 each
TEACHER IN CHARGE – ES	Jackie Mansfield	\$ 1,341.00
OPEN (I&RS didn't run)	OPEN	
GOING GREEN (GRADE 4)	Melissa Gyenes/Christina Bari (50/50 split)	\$415.00 each
STUDENT COUNCIL (ALL GRADES)	Melissa Gyenes/Lisa Crabbe (50/50 split)	\$415.00 each
EUCLID MARKET PLACE (Trops)	Melissa Gyenes/Lori Bothe (50/50 split)	\$415.00 each
MORNING PLAYGROUND	Entire staff - certificated	\$32/hr
MORNING PLAYGROUND	Entire staff - non-certificated	\$21/hr

# 2018-2019 STIPENDS

## ADVISORS AND CLUBS

## Stipend

DISTRICT WIDE		
AFFIRMATIVE ACTION OFFICER	Joseph Colangelo	\$ 500.00
APA /DLM COORDINATOR	Frank Avella	\$ 1,500.00
KEYS PROGRAM COORDINATOR	Joan Catapane	\$ 6,000.00
KEYS PROGRAM DEVELOPMENT	Nicole DeBonis	\$ 6,000.00
FACILITIES USE COORDINATOR	Val Giancaspro	\$ 2,400.00
SCHOOL BUS SUPERVISOR	V. Giancaspro/J. Amorosi (50/50 split)	\$1,200.00 each
PROF DEVELOPMENT COORD	V.Barchini	\$ 312.50
	J. Colangelo	\$ 312.50
	F. D'Amico	\$ 312.50
	N. DeBonis	\$ 312.50
	J. Gribbin	\$ 312.50
	J. Mastropietro	\$ 312.50
	J. Sickels	\$ 312.50
	J. Simmons	\$ 312.50
SUPPLY RM CUST - MS/HS (1/2)	Andy Singliari	\$ 725.00
SUPPLY RM CUST - MS/HS (1/2)	Dom 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	John Colaneri	\$ 7,000.00
MEDICAL INSPECTOR	John Colaneri	\$ 2,000.00
SUBSTITUTE CALLER	Deb Steimel	\$ 3,500.00
ATHLETIC TRAINER	Justin Schamarak	\$ 37,480.00
ATHLETIC EVENT WORKERS	Entire Staff and Security Personnel	Varied
DETENTION/SATURDAY SCHOOL	Entire Staff	\$32/hr
RESIDENCY OFFICERS	A. Lustmann	\$ 1,000.00
RESIDENCY OFFICERS	C. Lange	\$ 1,000.00
TESTING COORDINATOR	Vincent Barchini	\$ 15,000.00
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

**Visitor Management Monitors**

**2018-2019 School Year**

**Middle/High School**

6:45 am – 12:15 pm Bryan Makely  
7:25 am – 12:55 pm William Herron  
12:15 pm – 4:15 pm Jessica Freschi

**KEYS Program Staff – 2018-2019 School Year**

ATTACHMENT L

Euclid:

**Theresa Grillo - Teacher in charge - \$32.00 per hour**

Teachers:

**MaryAnn McCann (PM and AM KEYS) - \$31.00 per hour**

Paras: - \$16.00 per hour

**Sabina Valente**

**Leanne Shenloogian**

**Betty Chiu**

**Patti Alosco**

Lincoln:

**Donna Dussault- Teacher in charge– AM & PM Program - \$32.00 per hour**

Teachers: - \$31.00 per hour

**Sandy Unglert**

**Karen Young**

**Michael Cebula**

Paras: - \$16.00 per hour

**Anna DePalma**

**Ann Marie Ellerbrock**

Sub Teacher (Euclid and Lincoln) - \$31.00 per hour

**Jaclyn Hohnecker**

**Danielle Reynolds**

**Jennifer Lopera**

**Betty Chiu**

**Allison Daly**

**Nicole Inglesby**

**Cynthia Capozzi**

Sub Paras (Euclid and Lincoln): - \$16.00 per hour

**Terri Minichiello**

**Karen Wheeler**

**Lorraine Ludwig**

**Kathleen Hughes**

**Maureen Garden**

**Erica DeSantis**

**Grace Altamura**

Student Helpers (Euclid and Lincoln)

**Mina Habib - \$8.60 per hour**

**Melanie Wexler - \$9.13 per hour**

**Dana Bincoletto - \$8.85 per hour**

**Lucy Sanowski - \$8.85 per hour**

**Kayla Fontalvo - \$8.60 per hour**

Visitor Monitors - \$15.00 per hour

**Ann Margaret Roman – Lincoln School (3:15-6:15 pm)**

# Summer Programs 2018

ATTACHMENT M

Summer Tennis:

Donna Ahman - \$35/hr

Anthony Castora - \$32/hr

NYC:

Dan Pignatiello

Rythme Rhymes, Reading:

Karen Young

Sandra Unglert

Cross Country:

Mike Ryan

Heights Hoops:

Mike Cebula

Amanda Minervini

Jackie Ferranti

John Van Dam

Joseph Crabbe

Math Boot Camp:

Pam Lambe

Summer Music:

Joseph Ascolese

Karon Maroney

\$32/hr

PAY OUT BASED ON  
INTAKE OF PROGRAM

## Paras 18-19

**Euclid- 15 total (needs 3)**

Sabina Valente  
Pasqualina Alosco  
Leanne Shenloogian  
Kathleen Hughes  
Nancy Verdi  
Lynne Priore  
Kathleen Christensen  
Linda Mullins  
Evelyn Rispoli  
Giovanna Riccobono  
Caitlin Riordan \*\*  
Debbie Innis\*\*  
Carmen DelSole  
Jennifer Penisi  
Kim Parise

**Lincoln- 11 Total**

Brenda Colaneri  
Helene Pasqualone  
Anne-Marie Depalma  
Grazia Altamura  
Ann Marie Ellerbrock  
Karen Wheeler  
Bonnie Dallara  
Maureen Garden  
Kathleen Ferreri  
Senaída Lulani  
Jennifer Warren \*\*\*

**MS- 6 total**

Tricia Barrios (must be in MS)  
Joanna Sagitis\*\*\* one on one  
Laura Kashuba (2 to 1)  
Traci Roche \*\*\* one to one  
Theresa Minichiello (classroom para with focus on 2 sixth grade 6 students)  
Marie Kistner (PL one to one)

**HS- 6 Total**

Custoda Anderson

Donna Wipper

Debbie Latorre

Melissa Wexler

Kathy DiGiacinto

Theresa Gasparino

Carmen DelSole

Jennifer Penisi



## 5511 DRESS CODE

A pupil's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational progress or constitute a threat to health and/or safety.

Staff members will be required to alert pupils of the dress code requirements and enforce the provisions:

## A. General Rules

1. Pupils are expected to be clean and well groomed in their appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.
4. Pupils are expected to wear clothing that conforms to community standards.
5. Pupils are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good school environment.

## B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing.
2. Bare feet, unsafe footwear, cleated shoes, shower sandals/flip flops. Hard soled sandals are permissible.
3. Patches and decorations that are offensive or obscene
4. Clothing that is overly soiled, torn, worn, or defaced.
5. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol or tobacco, including affiliations with drinking establishments.
6. Clothing containing profanity or sexual references or innuendoes.
7. Clothing which includes racial or ethnic violence.

8. Hats/bandannas/~~sweat and head bands~~/hoods - All head wear shall be removed when entering the building and appropriately stored in lockers or coat closets.
9. Sunglasses (unless prescription with doctor's note) – worn or carried.
10. Visible undergarments.
11. Revealing shirts, blouses, shorts, or skirts.
12. Sleeveless shirts with less than three inches in width of material on shoulder straps – Grades Kindergarten – Five.
13. Sleeveless Basketball type jerseys are permissible.
14. Pajamas, slippers, boxer shorts – except during approved pajama days.
15. Outerwear worn indoors. All outerwear shall be appropriately stored in lockers or coat closets.
16. Skirts/dresses, above fingertip length.
17. Pants/shorts worn below the hip.
18. “Skin tight” shirts, skirts or pants.
19. Ornamental decals, if they reflect a lack of modesty or lack of adherence to Federal law.
20. Shorts or skirts that do not extend to the mid-thigh of the legs.
21. **Spaghetti strap tops, tube tops, halter tops, strapless tops, crop tops, or any top deemed too revealing.**

Military insignia is prohibited by Federal law.

#### Clothing Trends, Fashion Changes

In the opinion of the Student Council, when apparel changes, due to fashion and/or current trends, that might be in conflict with any of the attire restrictions, they may petition the Board of Education via the Principal and Superintendent to have the particular item approved. Such a request must be made before the beginning of the school year.

#### Physical Education Dress - Grades Kindergarten - Six

- Attire must be appropriate for physical education activities and non-restrictive.

- Footwear is limited to sneakers only.
- Sweatshirts and sweatpants are acceptable, especially during the fall and spring, when pupils are outdoors.
- Any ornamental accessories, jewelry (including earrings) are prohibited.

#### Physical Education Dress - Grades Nine - Twelve

- Attire must be appropriate for physical education activities and non-restrictive.
- Pupils must wear the following attire: white, black, orange or gray T-shirt, shorts, sweats. Sweatpants and sweatshirts are recommended for outdoor activities. Clothing must be free of any logos, team names, etc. except for the school's name.
- Hasbrouck Heights Athletic Department issued clothing is not acceptable.
- Footwear is limited to sneakers only.
- Any ornamental accessories, jewelry (including earrings) are prohibited.
- Apparel which is used for physical education classes may not be worn in regular academic classrooms including art, music or industrial art classes.

#### Enforcement

1. Staff members will report perceived violations of the dress code to the Principal or his/her designee, who will interpret and apply the code.
2. Pupils who publicly represent the school or a school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code.
4. Excessive violations of the dress code policy may result in disciplinary action.

When in the judgment of a Principal or his/her designee, the pupil's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the pupil may be required to make modifications.

Consequences For Non-Compliance – See Code of Conduct (R5600)

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

Issued: 20 November 2014

Revised: August 25, 2016

Revised (First Reading): July 19, 2018

## 3212 ATTENDANCE

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

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences, **defined as days beyond the 15 allotted, with the exception of maternity, short or long term sick leave, as approved by the BOE,** will be subject to appropriate progressive discipline. Appropriate progressive discipline includes a written reprimand **or** the withholding of a salary increment. ~~dismissal, and/or certification of tenure charges. "Repeatedly tardy" means being tardy five (5) or more times per school year.~~

**Tardy Progressive Discipline**

**4 Tardies = Verbal warning**

**5<sup>th</sup> Tardy = Memorandum of understanding**

**Another 5 Tardies (14 total) = Documented in evaluation (receive a 2 under professionalism)**

**Another 3 Tardies (17 total) = Withholding of increment or official written reprimand**

**Two consecutive years of 17 Tardies = Automatically results in withholding of increment**

In accordance with N.J.S.A. 18:30-1, sick leave is defined to mean the absence from work because of personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of a contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave. The definitions of repeatedly tardy and excessively absent described herein are subject to the discretion of the Superintendent.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data.

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

Adopted: 20 November 2014

Revised: May 21, 2015

Revised: November 16, 2017

Revised (First Reading): July 19, 2018

# POLICY GUIDE

STUDENTS

5350/page 1 of 2

Student Suicide Prevention

Apr 18

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[See POLICY ALERT Nos. 81, 193, 209 and 215]

## 5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among ~~students children and adolescents~~. A ~~S~~students under severe stress cannot benefit fully from the educational program and may pose a threat to ~~themselves himself or herself~~ or others.

The Board directs all school ~~district staff members~~ personnel to be alert to a the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such ~~warning~~ signs or the report of such ~~warning~~ signs from another student or staff member ~~shall~~ should be taken with the utmost seriousness and reported immediately to the ~~Building Principal or designee~~, who shall notify the student's parent and other professional staff members in accordance with administrative regulations ~~a Suicide Intervention Team Member~~.

~~The Principal or designee shall immediately contact the parent(s) of the A~~ potentially suicidal student ~~exhibiting warning signs of suicide to inform the parent(s) the student will~~ shall be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, ~~for a preliminary assessment. Upon completion of the~~ will complete the preliminary assessment. Then the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain ~~for appropriate evaluation and/or recommendation for independent~~ medical or psychiatric services ~~for the student~~. In the event that the parent objects to the ~~recommendation~~ recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the ~~Child Study Team~~ Principal or designee ~~will~~ may contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request ~~that agency's~~ intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the ~~Superintendent~~ Principal or Suicide Intervention Team, a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s)



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to release relevant medical information to the school district's healthcare professional, if requested.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

## [Optional]

~~The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades \_\_\_\_\_ through \_\_\_\_\_ to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with **training and** experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent or **designee** shall prepare and disseminate **guidelines to assist school district** ~~regulations for the guidance of staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat in responding to threatened or attempted suicide, and to prevent in preventing~~ contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.

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Student Suicide **Prevention**  
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[See **POLICY ALERT** Nos. 96, 209 and 215]

## R 5350 STUDENT SUICIDE PREVENTION

The following are guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

### A. Recognition of Warning Signs of Suicide

All school district staff members shall be alert to any warning signs a student may be contemplating suicide. Such warning signs may include, but are not limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Self-mutilation;
3. Obsession with death or afterlife;
4. Possession of a weapon or possession of other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical illness;





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10. Loss of weight, appetite, and/or sleep;
11. Substance abuse;
12. Volatile mood swings or sudden changes in personality;
13. Prior suicide attempt(s);
14. Anxiety or eating disorder;
15. Involvement in an unhealthy, destructive, or abusive relationship;  
and
16. Depression due to being a victim/target of harassment,  
intimidation, bullying, or mistreatment by others.

## B. Response to the Warning Signs of Suicide

1. Any indication of suicide, whether personally witnessed or received by a report from another, shall be taken seriously and immediately reported to the Principal or designee. Upon receiving such report, the ~~Principal~~ **Suicide Intervention Team** will ensure the student is supervised by a ~~school staff~~ **Team** member until a preliminary assessment of the risk is determined.
2. ~~The Principal or designee~~ **Following completion of the preliminary assessment, the Team** shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) **of same and to schedule a review of the assessment.** ~~that the student will be referred to the Child Study Team or a Suicide Intervention Team for a preliminary assessment in accordance with C. below.~~
3. ~~If the threat of suicide is immediate and serious, the Principal will contact local law enforcement and the Superintendent of Schools.~~

## C. Preliminary Assessment and Recommendation(s)

1. ~~The Principal or designee will designate the Child Study Team or the Suicide Intervention Team~~ **will meet with the student to immediately meet with the student to** complete a preliminary assessment.



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2. The ~~Child Study Team~~ or Suicide Intervention Team will make a recommendation(s), based on the preliminary assessment, to the Principal or designee regarding the student's risk of suicide.
3. Upon receiving the recommendation(s), the Principal or designee will immediately meet with the parent(s) to review the findings of the preliminary assessment. Based on the recommendation(s) of the ~~Child Study Team~~ or Suicide Intervention Team, the student may be:
  - a. Permitted to remain in school:
    - (1) If the student remains in school after the preliminary assessment, the Principal or designee will designate a school staff member to follow-up with the student on any recommendations of the Child Study Team or Suicide Intervention Team.
  - b. Referred to the Child Study Team for further evaluation;
  - c. Removed from the school and released to the parent(s) and will be required to obtain medical or psychiatric services before the student may return to school:
    - (1) The parent(s) will be required to submit to the ~~Superintendent~~ **Principal** a written medical clearance from a licensed medical professional selected by the parent(s) and acceptable to the ~~Superintendent~~ **Principal**, indicating the student has received medical services, does not present a risk to himself/herself or others, and is cleared to return to school. The ~~Superintendent~~ **Principal** will not act unreasonably in withholding approval of the medical professional selected by the parent(s). The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school.
    - (2) The parent(s) shall be required to authorize their healthcare professional(s) to release the student's relevant medical information to the school district's healthcare professional, if requested.



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- d. Required to comply with the recommendation(s) outlined in C.3.a., b., and/or c. above, and/or any other recommendation(s) of the Principal or designee to ensure the student's safety and the safety of others.

4. In the event the parent(s) objects to the recommendation(s) or indicates an unwillingness to cooperate with the school district regarding their child, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

## D. Response to Attempted Suicide by a Student

1. Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe a student has attempted suicide, shall immediately report the information to the ~~Principal or designee or their immediate supervisor~~ **Suicide Intervention Team and then the Principal.**
2. A Principal or designee or supervisor who receives a report of a student who has attempted suicide will immediately report it to the Superintendent or designee, who shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families.
3. The school district staff member who witnesses a suicide attempt on school grounds, at a school sponsored event, or on a school bus shall immediately contact local law enforcement and emergency medical services, as appropriate **if no Administrator is present or reachable.**

## E. Response to Suicide Committed by a Student

1. Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe a student has committed suicide, shall immediately report the information to the **Suicide Intervention Team and then the Principal.** ~~Principal or designee or their immediate supervisor.~~
2. A Principal or designee or supervisor who receives a report that a student has committed suicide will immediately report it to the Superintendent or designee, who shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families.



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3. The Principal of the school the student attended will assemble school staff members as soon as possible, to provide school staff members information, plans for the school day, and guidelines for handling the concerns of students.
4. The Principal of the school the student attended will use a School Crisis Team to assist school staff members in dealing with any issues that arise due to the situation and to assist students in the loss.
5. The School Crisis Team will assist teachers in responding to the needs of students. Students who were close to the victim shall be offered special counseling services and parents will be notified of available community mental health services.
6. School staff members shall be especially alert to warning signs of contemplated suicide among the victim's peers.
7. All Principals in the school district will be promptly informed when a student enrolled in the district commits suicide. The district, with the approval of the Superintendent, may provide support and services to school staff members and students as needed.
8. The Principal of the school the student attended may, with the approval of the Superintendent, provide any additional support and services that will assist school staff members and students in the loss.

## F. Prevention of Suicide Contagion

1. School staff members, under the direction of the Principal or designee, shall attempt to prevent suicide contagion by:
  - a. Avoiding the glorification or romanticization of suicide;
  - b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems;
  - c. Encouraging students to ask questions when a fellow student suggests suicide and report to a school staff member;



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- d. Discussing ways of handling depression and anxiety without resorting to self-destruction; and
- e. Implementing any other strategies to prevent suicide contagion.

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**Equal Employment/Anti-Discrimination Affirmative  
Action Program for Employment and  
Contract Practices**

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[See POLICY ALERT Nos. 116, 167, 172, 191, 209 and 215]

1550 **EQUAL EMPLOYMENT/ANTI-DISCRIMINATION AFFIRMATIVE  
ACTION PROGRAM FOR EMPLOYMENT AND  
CONTRACT PRACTICES**

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

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

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

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.



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ADMINISTRATION

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**Equal Employment/Anti-Discrimination Affirmative  
Action Program for Employment and  
Contract Practices**

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

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

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

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Medical Examination Prior to Participation on a School-  
Sponsored Interscholastic or  
Intramural Team or Squad  
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[See **POLICY ALERT** Nos. 157, 198, 208 and 215]

R 2431.2 MEDICAL EXAMINATION PRIOR TO PARTICIPATION ON A  
SCHOOL-SPONSORED INTERSCHOLASTIC OR  
INTRAMURAL TEAM OR SQUAD

A. Students are required to receive medical examinations in accordance with the provisions of N.J.S.A. 18A:40-41.7 and N.J.A.C. 6A:16-2.2(f) **and (h)**. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility.

The school district shall ensure students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(~~fh~~) and prior to participation on a school-sponsored interscholastic or intramural team or squad for students in grades six through twelve.

**1A. Required Medical Examination**

- a1. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, advanced practice nurse (APN), or physician assistant (PA).
- b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at, <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.





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Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad

- (4)a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41.d.
    - (a1) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
  - (2)b. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
  - (3)c. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- e3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:



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Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad

- (1)a. Been advised by a licensed physician, APN, or PA not to participate in a sport;
  - (2)b. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
  - (3)c. Broken a bone or sprained, strained, or dislocated any muscles or joints;
  - (4)d. Fainted or blacked out;
  - (5)e. Experienced chest pains, shortness of breath, or heart racing;
  - (6)f. Had a recent history of fatigue and unusual tiredness;
  - (7)g. Been hospitalized, visited an emergency room, or had a significant medical illness;
  - (8)h. Started or stopped taking any over the counter or prescribed medications; or
  - (9)i. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- d4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e5. The Board of Education will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.



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Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad

## B. Sudden Cardiac Arrest Pamphlet

~~§~~The school district shall distribute to a **student participating in or desiring to participate in an athletic activity** ~~student-athlete and the student's and his or her parent, each year and prior to participation by the student in an athletic activity,~~ the sudden cardiac arrest pamphlet developed by the Commissioner of Education, ~~in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics,~~ pursuant to **in accordance with the provisions of N.J.S.A. 18A:40-41.**

- ~~(1)~~**1.** A student-athlete and his or her parent ~~annually~~ shall, **each year and prior to the participation of the student in an athletic activity,** sign and return to the student's school the form developed by the Commissioner ~~developed form acknowledging the receipt and review of that they received and reviewed the information~~ pamphlet, and ~~shall return it to the student's school~~ pursuant to N.J.S.A. 18A:40-41.d.
- ~~(2)~~ The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
- ~~(3)~~**2.** The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.
- 3.** "Athletic activity" for the purposes of N.J.S.A. 18A:40-41 means: interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities.



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Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad

## C. Use and Misuse of Opioid Fact Sheet

The school district shall annually distribute to the parents of student-athletes participating in an interscholastic sports program or cheerleading program the educational fact sheet developed by the Commissioner of Education concerning the use and misuse of opioid drugs in the event that a student-athlete or cheerleader is prescribed an opioid for a sports-related injury in accordance with the provisions of N.J.S.A. 18A:40-41.10.

1. The district shall distribute the educational fact sheet annually to the parents of student-athletes and cheerleaders and shall obtain a signed acknowledgment of the receipt of the fact sheet by the student-athlete or cheerleader and his or her parent pursuant to N.J.S.A. 18A:40-41.10(b).
2. The fact sheet and sign-off sheet shall be distributed and the sign-off sheet shall be completed and returned to the school annually prior to the student-athlete's or cheerleader's first official practice of the school year.

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**Use of Physical Restraint and Seclusion  
Techniques for Students with Disabilities**

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**[See POLICY ALERT Nos. 192 and 215]****5561 USE OF PHYSICAL RESTRAINT AND SECLUSION  
TECHNIQUES FOR STUDENTS WITH DISABILITIES**

The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;



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5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive



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behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's individualized education plan team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant to N.J.S.A. 18A:46-13.7.

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7

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## Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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[See POLICY ALERT Nos. 192 and 215]

### R 5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

#### A. Definitions

“Physical restraint” means the use of a personal restriction that immobilizes or reduces the ability of a student to move all or a portion of his or her body.

“Seclusion technique” means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, but does not include a timeout.

“Timeout” means a behavior management technique that involves the monitored separation of a student in a non-locked setting, and is implemented for the purpose of calming.

#### B. Physical Restraint

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student’s primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;





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4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;
5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

## C. Physical Restraint Training Requirements

The training requirements on the use of physical restraint shall be as follows:

1. Building level administrators and school staff members who are involved in the restraint of a student shall receive training in safe techniques for physical restraint from an entity determined by the Board to be qualified to provide such training.
  - a. The Principal or designee shall determine the school staff members that shall receive training in safe techniques for physical restraint of a student.
  - b. Training may include techniques of prevention and de-escalation, as well as alternatives to physical restraint.



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- c. Training may include current professionally accepted practices and standards regarding behavior management.
- d. The training program in safe techniques for physical restraint shall be updated at least annually.

## D. Interventions

1. Classroom interventions may include, but not be limited to, the following strategies:
  - a. The staff member may ignore the behavior;
  - b. The staff member may redirect the student to a task with verbal or non-verbal prompts or gestures. Proximity and the use of gentle humor may help, when appropriate;
  - c. The staff member shall be clear, polite, and respectful when redirecting the student's behavior. The staff member should make eye contact and tell the student what to do such as "I can't teach when you are talking, throwing things, ..." or "Please stop and listen, read, write, ..." The staff member should remind the student of consequences for non-compliance and rewards if they comply with the staff member's request;
  - d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and quietly give the student adequate wait time. If the staff member moves on, the student may comply after the initial confrontation if attention goes back to the lesson;
  - e. The staff member may advise the student to proceed to a time out area in the classroom for a limited time (elementary and middle school); and
  - f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.
2. Security interventions may include, but are not limited to, the staff member:
  - a. Standing quietly in the doorway and asking the student to accompany the staff member; and



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- b. Informing the student of the violation of the school discipline code and procedure and assure the student they have the choice to leave the classroom quietly.

## E. Use of Physical Restraint

1. If necessary, the staff member shall restrain the student until the emergency no longer exists (i.e. the student stops punching, kicking, spitting, damaging property, etc.).
2. The school staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.
3. The Principal's or designee's or any school staff member's report regarding the incident shall be documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting. The documentation of physical restraint shall be placed in the student's school file.
4. The use of physical restraint is subject to the following additional requirements:
  - a. Physical restraint techniques shall consider the student's medical conditions and shall be modified as necessary;
  - b. Students shall not be subjected to physical restraint for using profanity, other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat;
  - c. In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of the other students in the vicinity;
  - d. A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in



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imminent danger of causing harm to himself/herself, others, or imminent property destruction; and

- e. The student shall be examined by the school nurse after any restraint.

## F. Seclusion Techniques

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure that it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

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OPERATIONS

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Reporting Potentially Missing or Abused Children

Apr 18

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[See POLICY ALERT Nos. 94, 97, 100, 106, 133, 169, 180, 203, 208 and 215]

## 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by



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another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates **the Supervisor of Special Services** as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

~~Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Human Services, Division of Mental Health and Addiction Services, in a form and manner prescribed by the Division of Mental Health and Addiction Services pursuant to N.J.S.A. 30:9A-24.a.~~

N.J.S.A. 18A:36-24; 18A:36-25 et seq.  
N.J.A.C. 6A:16-11.1

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