

**MERIT GOAL SUBMISSION FORM  
SCHOOL YEAR 2018-2019**

<b>NAME OF INDIVIDUAL</b>	<b>Dr. Matthew Helfant</b>	<b>TITLE</b>	<b>Superintendent</b>
<b>QUANTITATIVE GOALS</b>	<input type="text"/> <b>PERCENTAGE</b> <b>3.33%</b>  <b>DOLLAR</b> <b>VALUE</b>	<b>QUALITATIVE GOAL</b>	<input checked="" type="checkbox"/> <b>PERCENTAGE</b> <b>2.5%</b>  <b>DOLLAR</b> <b>VALUE</b>
			<b>\$4225.00</b>

**DESCRIPTION OF GOAL:**

The Superintendent will convene and facilitate an I&RS review committee with the purpose of reviewing the district's I&RS program and develop a district I&RS handbook by April 2019. I&RS is a coordinated system in each school building, in which general education students are served, for the planning and delivery of intervention and referral services that are designed to:

- 1) Assist students who are experiencing learning, behavior or health difficulties; and
- 2) Assist staff who have difficulties in addressing students' learning, behavior or health needs.

**EVIDENCE OF COMPLETION DURING THE 2018-2019SY:**

Currently the District does not have an I&RS handbook. The guide from the State of NJ is quite extensive; an abbreviate handbook will be beneficial to the district. The abbreviated version will assist the district in streamlining the I&RS process. The Superintendent will develop the handbook in collaboration with administrators and teachers who are assigned to the committee.

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent  
I&RS Committee

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:**

Superintendent will :

- Meet with the I&RS committee four times between Sept. 2018 and June 2019
- Develop an I&RS handbook
- Present the handbook to the BOE
- Ensure that each building I&RS committee has a copy of the handbook

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

**MERIT GOAL SUBMISSION FORM  
SCHOOL YEAR 2018-2019**

<b>NAME OF INDIVIDUAL</b>	<b>Dr. Matthew Helfant</b>	<b>TITLE</b>	<b>Superintendent</b>
<hr/>			
<b>QUANTITATIVE GOALS</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">X</div>	<b>PERCENTAGE</b> <b>3.33%</b>	<b>QUALITATIVE GOAL</b>
		<b>DOLLAR VALUE</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;"> </div>
		<b>\$5577.00</b>	<b>DOLLAR VALUE</b>
		<hr/>	<hr/>

**DESCRIPTION OF GOAL:**

The Superintendent will, in collaboration with a security team, review current security measures and previous evaluations. This review will involve the development of a security committee that will be responsible for conducting the review and recommending three new security measures to be implemented by the end of the 2018-2019SY.

**EVIDENCE OF COMPLETION DURING THE 2018-2019SY:**

Evidence of completion will consist of the following:

- Review of current security measures
- Development of a security committee
- Minutes from security committee meetings

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent  
Security committee

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:**

- The assessment of effectiveness of all security measures will be completed by April 2019.
- During the 2018-2019 school year a committee will be formed to conduct a review of current security procedures.
- A committee will be formed by September 2018.
- The committee will meet a minimum of four times between September 2018 to April 2019.

# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2018-2019

NAME OF  
INDIVIDUAL

Dr. Matthew Helfant

TITLE Superintendent

QUANTITATIVE  
GOALS

PERCENTAGE  
3.33%

DOLLAR  
VALUE

QUALITATIVE  
GOAL

PERCENTAGE  
2.5%

DOLLAR  
VALUE

\$4225.00

### DESCRIPTION OF GOAL:

The Superintendent will enhance teacher mastery of Google Suite by developing a professional development program in the areas of: Google Edu In the elementary classroom, special education, math, and literacy. A minimum of 4 professional development days will be implemented throughout the 2018-2019SY. A Google Forms survey will be administered after each professional development session to evaluate staff learning and training efficacy. This is a multi-year goal.

### EVIDENCE OF COMPLETION DURING THE 2018-2019SY:

Evidence of completion will consist of signature sheets for each of the Google trainings. The trainings will consist of the following:

- Google EDU in the Elementary Classroom (1)
- Enhancing special education with Google EDU (4)

### INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

Superintendent

### TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:

Superintendent will:

- Secure funding for the Google training
- Participate in the trainings
- Submit signature sheets for each training
- Develop a follow up Google form for each training in order to elicit feedback
- The goal will be completed by June 2019

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

**MERIT GOAL SUBMISSION FORM  
SCHOOL YEAR 2018-2019**

<b>NAME OF INDIVIDUAL</b>	<b>Dr. Matthew Helfant</b>	<b>TITLE</b>	<b>Superintendent</b>
<b>QUANTITATIVE GOALS</b>	<input checked="checked" type="checkbox"/> <b>PERCENTAGE</b> <b>3.33%</b>	<b>QUALITATIVE GOAL</b>	<input type="checkbox"/> <b>PERCENTAGE</b>
	<b>DOLLAR VALUE</b>		<b>DOLLAR VALUE</b>
	<b>\$5577.00</b>		

**DESCRIPTION OF GOAL:**

The Superintendent in collaboration with the Business Administrator will update and review the Standard Operating Procedure (SOP) manual for business functions. The SOP will include a system of internal controls. At least 3 new internal controls will be developed by the end of the 2018-2019 school year. This will be a multi-year goal with a comprehensive review occurring by June of each school year.

**EVIDENCE OF COMPLETION DURING THE 2018-2019SY:**

Evidence of completion will consist of the following:

- Review of SOPs
- Minutes from meetings with BA
- 3 new internal controls

**INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:**

Superintendent  
BA

**TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:**

- Sept. meeting with BA - minutes
- Nov. meeting with BA – minutes
- March meeting with BA – minutes
- April meeting with BA - minutes



# MERIT GOAL SUBMISSION FORM

## SCHOOL YEAR 2018-2019

Dr. Matthew Helfant		TITLE Superintendent	
QUANTITATIVE GOALS	<input checked="checked" type="checkbox"/>	PERCENTAGE <b>3.33%</b> DOLLAR VALUE \$5577.00	QUALITATIVE GOAL <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div> PERCENTAGE DOLLAR VALUE

### DESCRIPTION OF GOAL:

It is important to keep current with new technology and innovative ways to utilize existing technology. Therefore, by February 2019, a "State of our District's Technology" report will be compiled clearly delineating the current reality of technology use in our classrooms. This report will also provide information regarding faculty needs and requests (hardware, software, professional development) which will be collected through a district wide survey. This report will provide a foundation for the 2019-2020 budget.

### EVIDENCE OF COMPLETION DURING THE 2018-2019SY:

1. Faculty needs survey
2. Develop a State of our District's Technology report
3. Present the State of our District's Technology report to the general public during a Board of Education meeting

### INDIVIDUAL(S) RESPONSIBLE FOR GOAL COMPLETION:

- Superintendent
- Technology Department

### TIMELINE (2) TO COMPLETE THE GOAL FOR THE 2018-2019 SCHOOL YEAR:

1. Administer survey to faculty by November 2018
2. Compile State or our District's Technology report by February of 2019

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

DATE SENT TO  
ECS

SIGNATURE AND DATE  
APPROVED BY ECS

**COMPREHENSIVE EQUITY PLAN**  
**ANNUAL STATEMENT OF ASSURANCE**  
School Year 2018-2019

ATTACHMENT B

County: <u>Bergen</u>	
School District, Charter School or Renaissance school project: <u>Hasbrouck Heights Public Schools</u>	
Address: <u>379 Boulevard, Hasbrouck Heights, NJ 07604</u>	
Affirmative Action Officer (AAO): <u>Mr. Joseph Colangelo</u>	Telephone #: <u>201-393-8182</u>
AAO Email: <u>Colangeloj@hhschools.org</u>	
Alternate Contact Person: <u>Dr. Matthew Helfant</u>	Telephone #: <u>201-393-8146</u>
Title: <u>Superintendent</u>	Email: <u>helfantm@hhschools.org</u>

1. The school district, charter school or renaissance school project has reviewed its implementation strategies for school year 2017-18 and provides assurance that the implementation timeline has been met at each school within the district, charter school or renaissance school project, if applicable. The areas of noncompliance as indicated in the CEP have met specific indicators of achievement at each site, if applicable, during this previous school year.
2. The school district, charter school or renaissance school project will continue to fully implement the NJDOE approved Comprehensive Equity Plan.
3. The district, charter school or renaissance school project will achieve and maintain compliance with all applicable laws, codes, and regulations governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

CERTIFICATION: By signing below, the Chief School Administrator or Charter or Renaissance School Project Lead Person certifies that all statements above are true and correct:

Name Dr. Matthew Helfant Title Superintendent

Signature: 

Date: 8/13/18



SUMMIT  
SPEECH  
SCHOOL

at the E.M. Kirby Center

ATTACHMENT C

705 Central Avenue • New Providence, New Jersey 07974 • V/TTY (908) 508-0011 Fax (908) 508-0012

**2018 – 2019**

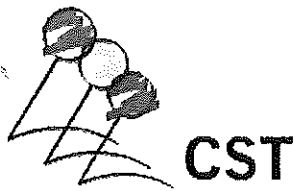
**Teacher of the Deaf**

**Itinerant Services**

**Fee Schedule**

Itinerant Teacher of the Deaf	\$155.00/hour
Staff/Student In-service	\$155.00/hour
Consultative Services	\$155.00/hour
Review/Observation/Intake (ROI) Provided by the Coordinator/Supervisor of the Itinerant Program	\$250.00/hour

  
7/16/18



Comprehensive School Testing, LLC

10 Forest Ave, RadHub Suite #202  
Paramus, NJ 07652

p: (201) 689-0033 f: (201) 337-3134

info@comprehensiveschooltesting.com

ATTACHMENT D

### Contract for Child Study Team Services

This letter serves as a contract between the Hasbrouck Heights Board of Education ("District") and independent agency, Comprehensive School Testing, LLC ("CST LLC"), for the provision of school services from July 1, 2018 to June 30, 2019.

It is agreed that appropriately certificated personnel of Comprehensive School Testing, LLC, will provide the following: Educational Evaluations.

At the directive of the District, educational assessments shall be conducted that include the following, as appropriate: review of records, classroom observation, teacher consultation, and a full report within two weeks of the test examination date: \$600.00 per assessment, all inclusive, for the first ten assessments; \$500.00 per assessment thereafter. The service providers shall submit a payment invoice at the completion of each evaluation report. Payment will be based on services provided and excludes travel time and travel expenses.

On an as-needed basis and upon the provider's availability, the CST LLC service providers shall also attend IEP meetings to interpret their own test findings: \$85.00 per hour. CST LLC shall submit a payment invoice to reflect the cumulative amount of hours of attendance to interpret test findings. Payment will be based on services provided and will not include travel time and travel expenses.

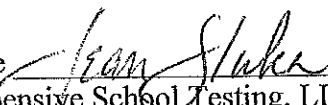
CST LLC affirms that its agency is a provider in the business of rendering these professional services, and other related services, to interested clients in the market. The nature of this business means that CST LLC may or may not be providing services to multiple clients during a particular day, week, or month. Whether the agency is available to provide professional services to other clients in the market is contingent upon the establishment of mutually acceptable terms and conditions of engagement. Service providers have submitted to the District proof of a New Jersey business certificate and criminal history review, and valid liability insurance in the amount of \$1,000,000.00.

The District shall not be liable, responsible, or accountable, in damages or otherwise, for any act performed by Comprehensive School Testing, LLC. Comprehensive School Testing LLC shall act in an independent capacity in the performance of this Agreement and shall not be considered an employee of the District or of the State of New Jersey and shall not have the right to bind or obligate the District in any manner.

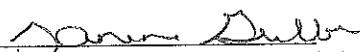
This contract may only be modified by mutual consent in writing. This contract is governed by the laws of the State of New Jersey. This contract includes the entire understanding of the parties. If, during the term of this Agreement, a specific clause of the Agreement is determined to be illegal or in violation of any Federal or State law, the

remainder of the Agreement shall not be affected by such a ruling and shall remain in full force and effect. The Hasbrouck Heights Board of Education or Comprehensive School Testing LLC may terminate this contract at any time during the contract period, for any reason with either written or verbal communication upon 15 days notice.

Dated 6/30/18

Signature   
Comprehensive School Testing, LLC

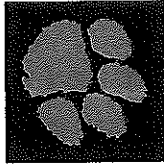
Dated 8/6/18

Signature   
Janine Gribbin, Supervisor of Special Services  
Department of Special Services, Hasbrouck Heights

[illegible]

PTA 2018/2019 SY  
Fundraisers

Kidstuff Coupon Book Sale - Sept  
Believe Kids Gift Wrap Sale - Sept/Oct  
After School Treat Sale - Fridays - Fall/Spring  
Fall Book Fair - Oct 4-5  
Fall Cheesecake Sale - November  
Fall 50/50 Raffle - Nov  
Holiday Gift Shop - Dec  
Spring Candy Sale - January  
Spring Book Fair - April 24-25  
Spring 50/50 Raffle - May  
Mother's Day Plant Sale - May  
Field Day Tshirts - May  
Talent Show - April 11  
Valentine's Day Grams  
Halloween Grams  
Box Tops for Education  
Heights Wear  
Movie Night - 2/1  
Various Restaurant Fundraisers  
NJ Devils Outing  
NY Yankees Outing



**Lincoln School PTA**  
**302 Burton Avenue**  
**Hasbrouck Heights, NJ 07604**

The following are scheduled fundraisers for the 2018-2019 school year for Lincoln School PTA:

- Fall Book Fair
- Box Tops for Education
- Clothing Drive
- Cookie/Chocolate Sale
- Fun Run/Boosterthon
- Kid Stuff Books
- Memory Book
- Mum/Plant Sale
- Spirit Wear
- Talent Show/Talent Show Raffles



Starting date 6/1/2018 Ending date 6/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
000000 H	06/30/18		1170	STATE OF NEW JERSEY	\$80,453.00
001065 H	06/30/18		1873	BILL OSHEAS FLORIST	\$89.90
001066 H	06/25/18		4275	LIBERTY SCIENCE CENTER	\$333.50
001102 H	06/30/18		1873	BILL OSHEAS FLORIST	\$152.71
010600 V	06/15/18	06/15/18	4275	LIBERTY SCIENCE CENTER	
010630 H	06/15/18		2727	FIRST STUDENT, INC.	\$500.00
020881	06/01/18		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$215.30
020882	06/05/18		I818	EVERETT; LINDSAY	\$500.00
020883	06/05/18		V864	FRUNGILLO CATERERS	\$14,376.39
020884	06/05/18		T444	MUSEUM OF MOVING IMAGE	\$448.00
020885	06/05/18		U872	CHIRRAVURI, BHARADWAJ	\$100.00
020886	06/05/18		G939	KALMOWITZ; MADELINE	\$100.00
020887	06/05/18		J633	NEUMANN; PETER	\$100.00
020888	06/05/18		Q837	SCHWARTZ; MICHELLE	\$75.00
020889	06/05/18		1902	HAPPINESS IS CAMPING	\$26,220.00
020890	06/05/18		4236	TOY; KATHY W.	\$47.17
020891	06/05/18		2070	STANS SPORTS CENTER	\$3,255.90
020892	06/08/18		8844	BAUER SPORTS SHOP	\$831.00
020893	06/08/18		1939	BEACON ATHLETICS	\$3,950.10
020894	06/13/18		1999	CASH	\$20.00
020895	06/13/18		1999	CASH	\$20.00
020896	06/13/18		1999	CASH	\$50.00
020897	06/13/18		1999	CASH	\$50.00
020898	06/13/18		1999	CASH	\$50.00
020899	06/13/18		1999	CASH	\$50.00
020900	06/13/18		1999	CASH	\$20.00
020901	06/13/18		1999	CASH	\$20.00
020902	06/13/18		1999	CASH	\$20.00
020903	06/13/18		1999	CASH	\$50.00
020904 H	06/13/18		1999	CASH	\$50.00
020905	06/13/18		1999	CASH	\$100.00
020906	06/13/18		2171	ANITA KAUFMANN FOUNDATION	\$50.00
020907	06/13/18		4646	ZIEMBA; JOHN	\$200.00
020908	06/15/18		2131	CAIAZZO, CHRIS	\$212.50
020909	06/15/18		T439	PAINTING PICTURES INC	\$300.00
020910	06/15/18		0419	EJG Sports, LLC	\$649.00
020911 V	06/19/18	06/19/18	L069	GARFIELD BASKETBALL	
020912	06/19/18		0905	LOVEY'S	\$277.00
020913	06/19/18		4596	BRADY; ROBERT	\$1,192.61

Starting date 6/1/2018 Ending date 6/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
020914	06/19/18		1849	AMAZON.COM	\$320.11
020915 V	06/19/18	06/19/18	2727	FIRST STUDENT, INC.	
020916	06/19/18		2727	FIRST STUDENT, INC.	\$942.84
020917	06/19/18		1559	LEISURE SPORTING GOODS	\$4,626.60
020918	06/20/18		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$2,153.00
020919	06/21/18		G910	HEIGHTS DONUT LLC	\$1,510.00
020920	06/22/18		1902	HAPPINESS IS CAMPING	\$800.00
020921	06/22/18		R416	STAVASH, ANNMARIE	\$170.00
020922	06/22/18		K508	FATTORUSSO; DANIELE	\$175.00
020923	06/22/18		2727	FIRST STUDENT, INC.	\$250.21
020924	06/22/18		1851	SCE EVENT GROUP	\$1,710.00
020925	06/22/18		1579	SCHOOL SPECIALTY, INC.	\$249.44
020926	06/22/18		1863	GILBYS	\$520.00
020927	06/22/18		N675	CJ PALADINS	\$425.00
020930 V	06/30/18	06/30/18	2727	FIRST STUDENT, INC.	
020931	06/30/18		2727	FIRST STUDENT, INC.	\$587.42
020932	06/30/18		S496	GATOLLARI; BONNIE	\$75.00
020933	06/30/18		1417	MARCEL STUDIOS	\$1,462.50
020937	06/30/18		2846	HEIGHTS FLOWER SHOPPE	\$1,500.00
060250	06/04/18		1400	THE GRAYCLIFF	\$2,100.00
060251	06/11/18		1493	PETTY CASH/LINCOLN SCHOOL	\$255.07
060259	06/12/18		U651	BCWCA	\$320.00
060260	06/14/18		8974	BERGEN TRACK AND FIELD	\$475.00
060261	06/18/18		1859	BENSI OF HASBROUCK HEIGHTS	\$59.78
060262	06/19/18		9024	CABLEVISION LIGHTPATH	\$5,673.12
060263	06/20/18		0132	A.N.D.SERVICES,INC.	\$214.13
060264	06/20/18		3021	A.T. &T	\$290.21
060265	06/20/18		2055	ABBINGTON TRACK CLUB	\$219.00
060266	06/20/18		0016	ACKERSON DRAPERY SERVICES & DRAPERY INC	\$3,146.34
060267	06/20/18		2222	AIR GROUP LLC	\$428.91
060268	06/20/18		0075	AMERICAN PAPER & SUPPLY COMPANY	\$4,754.30
060269	06/20/18		0087	APOLLO PRINT, INC.	\$315.45
060270	06/20/18		2525	AT HOME MEDICAL	\$20.00
060271	06/20/18		2486	ATLANTIC BUSINESS PRODUCTS	\$3,754.42
060272	06/20/18		5171	ATLANTIC BUSINESS PRODUCTS	\$124.00
060273	06/20/18		0129	ATRA JANITORIAL SUPPLY COMPANY INC.	\$2,890.65
060274	06/20/18		0339	BARCHINI, VINCENT	\$300.00
060275 V	06/20/18	06/20/18		00.0 \$ Multi Stub Void	
060276	06/20/18		1627	BAYADA HOME HEALTH CARE, INC.	\$17,154.00

Starting date 6/1/2018 Ending date 6/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060277	06/20/18		1828	BCCA	\$850.00
060278	06/20/18		2347	BEHAVIOR INTERVENTION RESOURCES	\$1,225.00
060279	06/20/18		1991	BERGEN TRACK & FIELD	\$168.00
060280	06/20/18		3794	BERGEN TRACK ASSOCIATION	\$1,517.00
060281	06/20/18		7197	BERGEN TRACK ASSOCIATION	\$894.00
060282	06/20/18		0222	BOROUGH OF HASBROUCK HEIGHTS	\$12,620.00
060283	06/20/18		4336	CABLEVISION	\$89.90
060284	06/20/18		9024	CABLEVISION LIGHTPATH	\$7,239.12
060285	06/20/18		2463	CARE PLUS NJ, INC	\$1,200.00
060286	06/20/18		4396	CAROLINA BIOLOGICAL SUPPLY CO.	\$221.63
060287	06/20/18		1487	CCL THERAPY, LLC	\$19,558.75
060288	06/20/18		2878	COLONIAL SPRINKLER & LIGHTING	\$750.00
060289	06/20/18		4261	COMPREHENSIVE SCHOOL TESTING, LLC	\$1,685.00
060290	06/20/18		0237	CONIGILIO, LISA	\$900.00
060291	06/20/18		D328	CONRAD, JEANINE	\$825.00
060292	06/20/18		1033	DELL FINANCIAL SERVICES	\$4,981.74
060293	06/20/18		1150	DELTA DENTAL	\$24,614.72
060294	06/20/18		1517	DIRECT ENERGY BUSINESS (HESS)	\$3,083.24
060295	06/20/18		0981	DRC/CTB	\$1,595.56
060296	06/20/18		J311	EDUCATION DEVELOPMENT SOFTWARE LIMITED	\$1,800.00
060297	06/20/18		5010	EI ASSOCIATES	\$9,235.47
060298	06/20/18		2060	EMERSON PFA	\$356.00
060299	06/20/18		M804	ENGAGE MOMENTUM LLC	\$7,000.00
060300	06/20/18		0515	FEDERAL EXPRESS CORP.	\$16.03
060301	06/20/18		V260	FENNELLY, BRYAN MD	\$1,330.00
060302	06/20/18		L383	FILE BANK INC	\$591.74
060303	06/20/18		1653	FOLLETT SCHOOL SOLUTIONS	\$2,196.25
060304	06/20/18		2255	FUN FIT THERAPY LLC	\$6,593.00
060305	06/20/18		9042	GIANCASPRO, VALERIE	\$50.00
060306	06/20/18		U270	GRIBBIN, JANINE	\$100.00
060307	06/20/18		4316	HEALY AWARDS, INC.	\$1,605.45
060308	06/20/18		0017	HELFANT, MATTHEW	\$100.00
060309	06/20/18		1506	HERZ, MARDA	\$2,000.00
060310	06/20/18		0716	HOME DEPOT	\$3,352.61
060311	06/20/18		G892	HOUGHTON MIFFLIN HARCOURT	\$595.83
060312	06/20/18		6398	HOUGHTON MIFFLIN HARCOURT/HS-MS	\$253.60
060314	06/20/18		C131	IN-LINE AIR CONDITIONING CO, INC	\$1,110.63
060316	06/20/18		0865	INVO HEALTHCARE ASSOC, LLC	\$9,141.25
060317	06/20/18		4251	J & B LOCK & ALARM	\$18.25

Starting date 6/1/2018 Ending date 6/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060318	06/20/18		1608	JOHNNY ON THE SPOT	\$220.20
060319	06/20/18		1714	JOSTEN'S	\$400.82
060320	06/20/18		4337	JOSTENS, INC	\$335.00
060321	06/20/18		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$1,320.00
060322	06/20/18		1001	LANDTEK GROUP,INC.(THE)	\$4,000.00
060323	06/20/18		0291	LONG BRANCH HIGH SCHOOL	\$750.00
060324	06/20/18		7385	MACHADO LAW GROUP, LLC	\$6,424.00
060325	06/20/18		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$2,240.14
060326	06/20/18		3020	MASCHIO'S FOOD SERVICE, INC.	\$60,034.88
060327 V	06/20/18	06/27/18	4579	MASTROPIETRO, JOSEPH	
060328	06/20/18		4644	MESSERY, DINA	\$50.00
060329	06/20/18		0514	MIHALITSIANOS, GERASIMOS	\$50.00
060330	06/20/18		T063	MONTCLAIR HIGH SCHOOL	\$253.00
060331	06/20/18		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$389.18
060332	06/20/18		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$500.00
060333	06/20/18		2953	NICKERSON CORPORATION	\$15,732.00
060334	06/20/18		3096	NJSIAA	\$80.00
060335	06/20/18		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$1,063.50
060336	06/20/18		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$96.58
060337	06/20/18		1245	PARAMOUNT EXTERMINATING	\$485.00
060338	06/20/18		1449	PASCACK VALLEY COUNCIL SPEC.ED	\$200.00
060339	06/20/18		0445	PASQUALONE, REGINA	\$1,923.75
060340	06/20/18		9327	PEARSON EDUCATION IN	\$442.02
060341	06/20/18		3158	PITNEY BOWES PURCHASE POWER	\$1,000.00
060342	06/20/18		2103	POCONO PROFOODS	\$4,540.20
060343	06/20/18		2693	PROFESSIONAL EDUCATION SERVIES INC	\$960.00
060344	06/20/18		2328	PSE & GCO	\$19,653.42
060345	06/20/18		5556	R&J CONTROL, INC.	\$440.00
060346	06/20/18		1358	RIDGEFIELD BOARD OF EDUCATION	\$2,070.00
060347	06/20/18		H879	RIS CONSTRUCTION CORP	\$8,616.00
060348	06/20/18		1579	SCHOOL SPECIALTY, INC.	\$4,932.63
060349	06/20/18		2006	SCHWAAB	\$39.25
060350	06/20/18		4360	SCUILLA; MICHAEL	\$350.00
060351	06/20/18		0925	SD GAMEDAY, LLC.	\$250.00
060352	06/20/18		K223	SHERWIN WILLIAMS	\$93.48
060353	06/20/18		2024	SHERWIN WILLIAMS CO.	\$977.91
060354	06/20/18		4610	SIMMONS; LINDA	\$50.00
060355	06/20/18		K092	SPEEDY LUBEOF MAYWOOD, INC	\$106.33
060356	06/20/18		2070	STANS SPORTS CENTER	\$5,286.80

Starting date 6/1/2018 Ending date 6/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060357	06/20/18		2775	STAPLES ADVANTAGE	\$228.04
060358	06/20/18		0639	SUEZ WATER OF NEW JERSEY	\$1,748.93
060359	06/20/18		1879	SUMMIT SPEECH SCHOOL	\$465.00
060360	06/20/18		0950	THE MAIN LOCK, INC.	\$185.00
060361	06/20/18		0945	THE READING & WRITING PROJECT NETWORK	\$4,800.00
060362	06/20/18		2801	TREE-LAND NURSERY	\$4,150.00
060363	06/20/18		O579	TRI STATE LED, INC	\$7,780.72
060364	06/20/18		7808	TRUGREEN	\$1,142.96
060365	06/20/18		0710	TYCO INTERGRATED SECURITY LLC.	\$495.00
060366	06/20/18		1657	USI EDUCATION & GOVERNMENT SALES	\$96.92
060367	06/20/18		C727	VALLEY PHYSICIAN SERVICES PC	\$675.00
060368	06/20/18		4454	VERIZON	\$2,153.46
060369	06/20/18		2588	VERIZON WIRELESS	\$249.02
060370	06/20/18		E915	VINCENT J. VARRASSI	\$675.00
060371	06/20/18		4427	W.B. MASON CO., INC.	\$1,318.20
060372	06/20/18		1870	WAPPINGERS FALLS SHOPPER/SCHOOL PAPER EX	\$986.00
060373	06/20/18		1859	BENSI OF HASBROUCK HEIGHTS	\$78.86
060374	06/21/18		2049	ANDOLENA; CAROL	\$280.63
060375	06/21/18		1216	BISCHOFF; MICHELLE	\$440.00
060376	06/21/18		0949	CARRERA, ROSARIO	\$1,862.50
060377	06/21/18		0426	DINGERTOPADRE; MARIA	\$1,320.00
060378	06/21/18		0682	HASBROUCK HEIGHTS POLICE DPT.	\$2,820.00
060379	06/21/18		1555	IMPALLI, EDNA	\$1,179.20
060380	06/21/18		6697	MASTBETH, JOSEPH	\$1,320.00
060381	06/26/18		7511	BOW TIE CINEMA LLC	\$666.00
060382	06/26/18		2727	FIRST STUDENT, INC.	\$450.00
060383	06/26/18		0119	TURTLE BACK ZOO	\$760.00
060384	06/27/18		4579	MASTROPIETRO, JOSEPH	\$100.00
060395	06/28/18		0693	21 GOLF LLC	\$600.00
060396	06/28/18		3021	A.T. &T	\$189.59
060397	06/28/18		2051	AATSP STORE	\$120.00
060398	06/28/18		1701	ALPINE LEARNING GROUP, INC.	\$8,277.81
060399	06/28/18		0075	AMERICAN PAPER & SUPPLY COMPANY	\$157.50
060400	06/28/18		1173	AMOROSI; JOHN M.	\$150.00
060401	06/28/18		2486	ATLANTIC BUSINESS PRODUCTS	\$1,891.61
060402	06/28/18		4591	BERGEN ACADEMIES AUDITORIUM	\$1,130.00
060403	06/28/18		0180	BERGEN COUNTY SPECIAL SERVICES	\$81,738.71
060404	06/28/18		1626	BERGEN COUNTY TECHNICAL SCHOOLS	\$39,434.61
060405	06/28/18		1891	BERGENFIELD BOARD OF EDUCATION	\$9,000.00

Starting date 6/1/2018 Ending date 6/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
060406	06/28/18		0222	BOROUGH OF HASBROUCK HEIGHTS	\$4,320.00
060407	06/28/18		1169	BOWER, JUDITH	\$378.00
060408	06/28/18		4336	CABLEVISION	\$105.55
060409	06/28/18		610	CIRACO, LISA	\$74.59
060410	06/28/18		4261	COMPREHENSIVE SCHOOL TESTING, LLC	\$1,000.00
060411	06/28/18		1427	COSKEYS ELECTRONIC SYSTEMS	\$420.00
060412	06/28/18		1517	DIRECT ENERGY BUSINESS (HESS)	\$172.62
060414	06/28/18		1480	FORUM SCHOOL	\$12,624.36
060416	06/28/18		0682	HASBROUCK HEIGHTS POLICE DPT.	\$2,980.00
060417	06/28/18		2846	HEIGHTS FLOWER SHOPPE	\$141.00
060418	06/28/18		1506	HERZ, MARDIA	\$800.00
060419	06/28/18		4338	HIGH POINT SCHOOL OF BERGEN COUNTY	\$12,516.44
060420	06/28/18		0070	HOHOKUS SCHOOL OF TRADES & TECHNICAL SCI	\$1,815.00
060421	06/28/18		0716	HOME DEPOT	\$2,724.19
060422	06/28/18		0865	INVO HEALTHCARE ASSOC, LLC	\$17,516.75
060423	06/28/18		1467	JANITOR & CUSTODIAN SAFETY	\$647.00
060424	06/28/18		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$2,160.00
060425	06/28/18		7738	KEYBOARD CONSULTANT, INC.	\$95.00
060426	06/28/18		4632	MGL PRINTING SOLUTIONS	\$1,468.00
060427	06/28/18		0514	MIHALITSIANOS, GERASIMOS	\$170.00
060428	06/28/18		3096	NJSIAA	\$160.00
060429	06/28/18		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$50.50
060430	06/28/18		1358	RIDGEFIELD BOARD OF EDUCATION	\$8,004.40
060431	06/28/18		G773	ROMAN ACADEMY OF BEAUTY CULTURE INC	\$2,555.28
060432	06/28/18		O308	ROTH D AQUANNI, LLC	\$945.00
060433	06/28/18		2006	SCHWAAB	\$155.21
060434	06/28/18		K223	SHERWIN WILLIAMS	\$110.87
060435	06/28/18		2322	SOUTH BERGEN JOINTURE COMM.	\$90,639.23
060436	06/28/18		0639	SUEZ WATER OF NEW JERSEY	\$552.83
060437	06/28/18		0945	THE READING & WRITING PROJECT NETWORK	\$9,400.00
060438	06/28/18		1144	TROXELL COMMUNICATIONS, INC.	\$1,855.00
060439	06/28/18		4454	VERIZON	\$137.53
060440	06/28/18		2588	VERIZON WIRELESS	\$248.77
060441	06/28/18		9895	YOLLECK; MARK	\$200.00
060446 V	06/30/18	06/30/18	0682	HASBROUCK HEIGHTS POLICE DPT.	
063518 V	06/30/18	06/30/18	4625	PETTY CASH/BOARD OF EDUCATION	
063618 H	06/30/18		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,679.55
063818 H	06/30/18		7269	HASBROUCK HEIGHTS PR AGENCY	\$64.13
063918 H	06/30/18		7269	HASBROUCK HEIGHTS PR AGENCY	(\$1.38)

Starting date 6/1/2018 Ending date 6/30/2018

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
064018 H	06/30/18		4625	PETTY CASH/BOARD OF EDUCATION	\$1,728.30
064118 H	06/30/18		0180	BERGEN COUNTY SPECIAL SERVICES	\$220,596.00
064218 H	06/30/18		5581	COMMISSION FOR THE BLIND	\$1,900.00
064318 H	06/30/18		2584	STATE OF NJ	\$6,858.00
106400 H	06/19/18		2727	FIRST STUDENT, INC.	\$674.42
106700 H	06/30/18		2727	FIRST STUDENT, INC.	\$650.00
209280 H	06/29/18		L069	ANNIBAL; CHRIS	\$400.00
603018	06/30/18		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,876,447.30
603130	06/20/18		0728	HUDSON UNITED GLASS & WINDOW CORP	\$7,200.00
603150	06/20/18		9213	INTEGRATED TRANSLATION SERVICES LLC	\$60.00
603518 H	06/30/18		7269	HASBROUCK HEIGHTS PR AGENCY	\$94,326.08
603618 H	06/30/18		7269	HASBROUCK HEIGHTS PR AGENCY	\$41,120.38
604130	06/28/18		9049	ENGLEWOOD PUBLIC SCHOOL DISTRICT	\$1,500.00
604150	06/28/18		2255	FUN FIT THERAPY LLC	\$3,402.50
604920 H	06/30/18		1891	BERGENFIELD BOARD OF EDUCATION	\$4,323.48
606018 H	06/06/18		3151	NJ DIV. OF PENSIONS & HEALTH	\$419,523.58

Starting date 6/1/2018

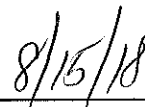
Ending date 6/30/2018

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Fund Totals		
10	General Funds	\$94,326.08
11	GENERAL FUND	\$3,063,104.89
12	Capital Outlay	\$11,839.74
20	Special Revenue Fund	\$143,376.11
60	Enterprise Fund	\$127,108.73
95	STUDENT ACTIVITY	\$73,877.62
Total for all checks listed		\$3,513,633.17

Prepared and submitted by:

  
Board Secretary



Date



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

ATTACHMENT I

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Starting date 7/1/2017 Ending date 6/30/2018 Fund: 10 General Funds

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Assets and Resources

Assets:

101	Cash in bank		\$3,352,753.71
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	\$175,741.58	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$175,741.58

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	(\$30,090,536.63)	\$206,780.37

Total assets and resources

\$3,735,275.66

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$194,904.06
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>\$194,904.06</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$673,874.56
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 (\$29,134,124.65)		
	Less: Encumbrances (\$624,674.49)	(\$29,758,799.14)	\$784,417.93
	<b>Total appropriated</b>		<b>\$3,301,802.49</b>
	Unappropriated:		
770	Fund balance, July 1		\$484,469.18
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$245,900.07)
	<b>Total fund balance</b>		<b>\$3,540,371.60</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$3,735,275.66</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 6/30/2018 Fund: 10 General Funds

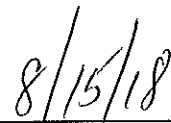
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,543,217.07	\$29,758,799.14	\$784,417.93
Revenues	(\$30,297,317.00)	(\$30,090,536.63)	(\$206,780.37)
Subtotal	<u>\$245,900.07</u>	<u>(\$331,737.49)</u>	<u>\$577,637.56</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>(\$1,490,743.49)</u>	<u>\$1,736,643.56</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>(\$1,690,743.49)</u>	<u>\$1,936,643.56</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>(\$1,690,743.49)</u>	<u>\$1,936,643.56</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$245,900.07</u>	<u>(\$1,490,743.49)</u>	<u>\$1,736,643.56</u>

Prepared and submitted by :

  
Board Secretary

Date



Starting date 7/1/2017 Ending date 6/30/2018 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	28,569,963		(51,256)
00520	SUBTOTAL – Revenues from State Sources	1,368,042	312,561	1,680,603	1,412,344	Under	268,259
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	30,090,537		206,780

Expenditures:

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	9,367,193	96,873	9,464,066	9,265,653	192,981	5,431
10300	Total Special Education - Instruction	3,180,176	(111,241)	3,068,935	3,016,578	0	52,357
11160	Total Basic Skills/Remedial – Instruct.	108,880	97,870	206,750	206,750	0	0
12160	Total Bilingual Education – Instruction	103,825	0	103,825	102,645	0	1,180
17100	Total School-Sponsored Co/Extra Curricul	212,627	(1,076)	211,551	211,548	0	3
17600	Total School-Sponsored Athletics – Instr	482,858	14,881	497,739	479,658	15,691	2,390
29180	Total Undistributed Expenditures - Instr	2,702,128	(491,289)	2,210,839	2,202,509	0	8,330
29680	Total Undistributed Expenditures – Atten	62,063	1	62,064	62,063	0	1
30620	Total Undistributed Expenditures – Healt	260,873	31,071	291,944	291,161	781	2
40580	Total Undistributed Expend – Speech, OT,	1,086,732	165,081	1,251,813	1,008,301	850	242,662
41080	Total Undist. Expend. – Other Supp. Serv	369,074	99,229	468,303	405,952	0	62,351
41660	Total Undist. Expend. – Guidance	427,653	(17,000)	410,653	377,179	0	33,474
42200	Total Undist. Expend. – Child Study Team	681,918	69,428	751,346	724,422	0	26,924
43200	Total Undist. Expend. – Improvement of I	210,189	(87,916)	122,273	115,766	0	6,507
43620	Total Undist. Expend. – Edu. Media Serv.	369,630	(30,659)	338,971	317,415	0	21,556
44180	Total Undist. Expend. – Instructional St	6,000	990	6,990	3,405	0	3,585
45300	Support Serv. - General Admin	546,378	33,193	579,571	571,102	8,465	5
46160	Support Serv. - School Admin	1,180,501	15,001	1,195,502	1,191,414	0	4,088
47200	Total Undist. Expend. – Central Services	361,111	6,512	367,623	362,163	0	5,460
47620	Total Undist. Expend. – Admin. Info. Tec	180,973	(4,257)	176,716	136,167	0	40,549
51120	Total Undist. Expend. – Oper. & Maint. O	2,290,570	485,554	2,776,124	2,419,586	304,427	52,111
52480	Total Undist. Expend. – Student Transpor	978,030	(140,670)	837,360	765,689	0	71,671
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,010,696	(83,967)	4,926,729	4,782,949	0	143,780
75880	TOTAL EQUIPMENT	0	88,892	88,892	47,412	41,480	0
76260	Total Facilities Acquisition and Constr	157,659	(31,020)	126,639	66,639	60,000	0
Total		30,337,737	205,480	30,543,217	29,134,125	624,674	784,418

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 6/30/2018 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	28,355,966		(1,338)
00190	10-1300	Total Tuition		0	0	0	45,442		(45,442)
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	168,555		(55,276)
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	0	Under	1
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	30,090,537		206,780

Expenditures:

				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers		574,485	(134,940)	439,545	439,545	0	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,159,342	(132,772)	3,026,570	3,026,570	0	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,858,046	(57,107)	1,800,939	1,798,786	0	2,153
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,068,527	65,840	3,134,367	3,132,386	0	1,981
02160	11-140-___-101	Salaries of Teachers		31,500	0	31,500	30,321	0	1,179
03020	11-190-1___-320	Purchased Professional – Educational Ser		64,000	1,464	65,464	65,463	0	1
03040	11-190-1___-340	Purchased Technical Services		200,450	99,074	299,524	254,486	45,038	0
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		141,843	25,220	167,063	167,032	0	31
03080	11-190-1___-610	General Supplies		202,000	285,358	487,358	339,410	147,942	5
03100	11-190-1___-640	Textbooks		60,000	(58,644)	1,356	1,356	0	0
03120	11-190-1___-8___	Other Objects		7,000	3,380	10,380	10,299	0	81
04500	11-204-100-101	Salaries of Teachers		128,985	(21,000)	107,985	107,595	0	391
04520	11-204-100-106	Other Salaries for Instruction		89,586	0	89,586	84,159	0	5,427
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	17,242	2,100,197	2,076,111	0	24,086
07020	11-213-100-106	Other Salaries for Instruction		468,639	(88,392)	380,247	379,844	0	403
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	162,575	0	0
08520	11-216-100-106	Other Salaries for Instruction		88,836	22,209	111,045	106,644	0	4,401
08600	11-216-100-6___	General Supplies		4,000	474	4,474	3,639	0	835
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	41,890	0	13,110
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

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Starting date 7/1/2017 Ending date 6/30/2018 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	206,750	0	0
12000	11-240-100-101	Salaries of Teachers		102,525	0	102,525	102,525	0	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	2,169	199,296	199,294	0	2
17040	11-401-100-6__	Supplies and Materials		11,000	(62)	10,938	10,937	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	4,606	324,340	322,186	0	2,154
17520	11-402-100-[3-5]	Purchased Services (300-500 series)		45,000	311	45,311	42,929	2,185	197
17540	11-402-100-6__	Supplies and Materials		86,124	8,064	94,188	80,681	13,506	0
17560	11-402-100-8__	Other Objects		32,000	1,900	33,900	33,862	0	38
29020	11-000-100-562	Tuition to Other LEAs within the State -		703,744	(77,033)	626,711	626,711	0	0
29040	11-000-100-563	Tuition to County Voc. School District-R		334,746	24,372	359,118	359,118	0	0
29060	11-000-100-564	Tuition to County Voc. School District-S		149,184	37,716	186,900	186,900	0	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools		620,700	(126,159)	494,541	494,337	0	204
29100	11-000-100-566	Tuition to Priv. School for the Disabled		810,194	(346,317)	463,877	455,751	0	8,126
29160	11-000-100-569	Tuition – Other		83,560	(3,868)	79,692	79,692	0	0
29500	11-000-211-1__	Salaries		62,063	1	62,064	62,063	0	1
30500	11-000-213-1__	Salaries		238,373	(18,550)	219,823	219,823	0	0
30540	11-000-213-3__	Purchased Professional and Technical Ser		8,000	55,921	63,921	63,921	0	0
30580	11-000-213-6__	Supplies and Materials		11,000	(5,428)	5,572	5,397	173	2
30600	11-000-213-8__	Other Objects		3,500	(873)	2,628	2,019	608	1
40500	11-000-216-1__	Salaries		269,985	(89,021)	180,964	168,960	0	12,004
40520	11-000-216-320	Purchased Professional – Educational Ser		809,747	250,602	1,060,349	829,526	850	229,973
40540	11-000-216-6__	Supplies and Materials		7,000	2,850	9,850	9,585	0	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	361,816	0	16,487
41020	11-000-217-320	Purchased Professional – Educational Ser		90,000	0	90,000	44,135	0	45,865
41500	11-000-218-104	Salaries of Other Professional Staff		394,360	0	394,360	376,184	0	18,176
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	622,133	0	24,600
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass		97,101	(1,500)	95,601	93,891	0	1,710
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)		500	1,608	2,108	2,024	0	84
42160	11-000-219-6__	Supplies and Materials		2,000	4,041	6,041	5,512	0	529
42180	11-000-219-8__	Other Objects		2,000	(1,137)	863	862	0	1

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Starting date 7/1/2017 Ending date 6/30/2018 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	114,767	0	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	314,780	0	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	2,635	0	11,955
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	3,015	0	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	271,635	0	0
45040	11-000-230-331	Legal Services		75,000	3,269	78,269	78,268	0	1
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	47,447	8,515	1
45140	11-000-230-530	Communications/Telephone		53,610	(1,331)	52,279	52,329	(50)	0
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	(11,922)	53,078	53,078	0	1
45200	11-000-230-610	General Supplies		7,000	(241)	6,759	6,758	0	1
45260	11-000-230-890	Miscellaneous Expenditures		18,384	467	18,851	18,851	0	0
45280	11-000-230-895	BOE Membership Dues and Fees		13,250	(1,262)	11,988	11,987	0	1
46000	11-000-240-103	Salaries of Principals/Assistant Princip		729,366	15,002	744,368	744,366	0	2
46020	11-000-240-104	Salaries of Other Professional Staff		123,824	1	123,825	123,824	0	1
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		271,311	(2,190)	269,121	268,987	0	134
46120	11-000-240-6__	Supplies and Materials		38,000	8,327	46,327	44,846	0	1,481
46140	11-000-240-8__	Other Objects		18,000	(6,139)	11,861	9,390	0	2,471
47000	11-000-251-1__	Salaries		326,807	6,711	333,518	333,518	0	0
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	(5,521)	14,283	10,291	0	3,992
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O		0	2,238	2,238	2,117	0	121
47100	11-000-251-6__	Supplies and Materials		10,000	2,004	12,004	12,003	0	1
47180	11-000-251-890	Other Objects		4,500	(845)	3,655	2,308	0	1,347
47500	11-000-252-1__	Salaries		104,973	(24,257)	80,716	70,313	0	10,403
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	10,265	0	4,235
47580	11-000-252-6__	Supplies and Materials		60,000	10,000	70,000	55,589	0	14,411
47600	11-000-252-8__	Other Objects		3,500	0	3,500	0	0	3,500
48500	11-000-261-1__	Salaries		99,871	(10,183)	89,688	89,687	0	1
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		200,000	161,209	361,209	318,778	41,182	1,250
48540	11-000-261-610	General Supplies		2,500	10,082	12,582	12,416	0	166
48560	11-000-261-8__	Other Objects		500	(500)	0	0	0	0
49000	11-000-262-1__	Salaries		978,947	(11,281)	967,666	951,328	0	16,338
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		75,000	203,463	278,463	89,997	188,466	1

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49120	11-000-262-490	Other Purchased Property Services	33,000	(6,504)	26,496	26,435	0	61
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	(3,800)	92,740	92,739	0	1
49180	11-000-262-610	General Supplies	130,000	30,428	160,428	160,248	180	0
49200	11-000-262-621	Energy (Natural Gas)	128,500	(17,526)	110,974	110,274	0	700
49220	11-000-262-622	Energy (Electricity)	264,200	(52,418)	211,782	180,533	0	31,249
49280	11-000-262-8__	Other Objects	15,600	(2,742)	12,858	11,958	900	0
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	38,000	86,401	124,401	63,616	60,785	1
50060	11-000-263-610	General Supplies	500	2,493	2,993	808	0	2,185
50080	11-000-263-8__	Other Objects	500	(500)	0	0	0	0
51000	11-000-266-1__	Salaries	0	74,704	74,704	74,704	0	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	50,000	1,410	51,410	51,410	0	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	44,340	19,650	63,990	51,074	12,915	1
51060	11-000-266-610	General Supplies	500	2,207	2,707	2,693	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	3,046	34,382	34,382	0	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	29,561	(23,046)	6,515	5,913	0	602
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	14,000	1,097	15,097	15,089	0	8
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	(1,292)	54,708	51,774	0	2,934
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	70,068	0	70,068	40,822	0	29,246
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	763,413	(218,046)	545,367	512,725	0	32,642
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	6,120	0	3,880
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	329,324	0	8,676
71060	11-000-291-241	Other Retirement Contributions - PERS	288,025	1,000	289,025	285,850	0	3,175
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	(12,573)	137,427	108,217	0	29,210
71180	11-000-291-270	Health Benefits	4,154,671	(41,699)	4,112,972	4,014,641	0	98,331
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	2,099	2,099	2,099	0	0
73080	12-140-100-73__	Grades 9-12	0	51,653	51,653	26,946	24,707	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	16,773	16,773	0	16,773	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	59,781	0	0
76200	12-000-400-800	Other Objects	6,858	0	6,858	6,858	0	0
Total			30,337,737	205,480	30,543,217	29,134,125	624,674	784,418



Starting date 7/1/2017 Ending date 6/30/2018 Fund: 20 Special Revenue Fund

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Assets and Resources

Assets:

101	Cash in bank		(\$3,001.88)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	(\$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	\$992,138.00	
302	Less revenues	(\$743,411.00)	\$248,727.00

Total assets and resources

\$245,724.12

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$3,001.88)
411	Intergovernmental accounts payable - state			\$1.06
421	Accounts payable			\$23,806.61
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>\$30,751.64</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		\$992,138.00	
602	Less: Expenditures	(\$777,165.52)		
	Less: Encumbrances	\$0.00	(\$777,165.52)	\$214,972.48
	Total appropriated			\$214,972.48
	Unappropriated:			
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$214,972.48
	Total liabilities and fund equity			<u>\$245,724.12</u>

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$992,138.00	\$777,165.52	\$214,972.48
Revenues	(\$992,138.00)	(\$743,411.00)	(\$248,727.00)
Subtotal	<u>\$0.00</u>	<u>\$33,754.52</u>	<u>(\$33,754.52)</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>\$33,754.52</u>	<u>(\$33,754.52)</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>\$33,754.52</u>	<u>(\$33,754.52)</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>\$33,754.52</u>	<u>(\$33,754.52)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$33,754.52</u>	<u>(\$33,754.52)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	0	500	500	500		0
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	335,800	(26,253)	309,547	309,547		0
00830	Total Revenues from Federal Sources	697,500	(16,709)	680,791	433,364	Under	247,427
Total		1,034,600	(42,462)	992,138	743,411		248,727

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	38,000	39,530	77,530	28,025	0	49,505
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 Auxilliary Services	134,000	(23,928)	110,072	82,631	0	27,441
88040	Nonpublic Handicapped Services	113,000	(9,508)	103,492	69,569	0	33,923
88060	Nonpublic Nursing Services	30,000	(415)	29,585	29,518	0	67
88080	Nonpublic Technology Initiative	8,600	2,426	11,026	0	0	11,026
88740	Total Federal Projects	690,500	(47,691)	642,809	551,963	0	90,846
Total		1,034,600	(42,462)	992,138	777,166	0	214,972

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	500	500	500		0
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	(26,253)	309,547	309,547		0
00775 20-441[1-6] Title I	148,000	300	148,300	86,184	Under	62,116
00780 20-445[1-5] Title II	46,200	(11,996)	34,204	27,886	Under	6,318
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	25,897	473,497	317,503	Under	155,994
Total	1,034,600	(42,462)	992,138	743,411		248,727

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	38,000	39,530	77,530	28,025	0	49,505
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	82,631	0	27,441
88040 20-___-___ Nonpublic Handicapped Services	113,000	(9,508)	103,492	69,569	0	33,923
88060 20-___-___ Nonpublic Nursing Services	30,000	(415)	29,585	29,518	0	67
88080 20-___-___ Nonpublic Technology Initiative	8,600	2,426	11,026	0	0	11,026
88500 20-___-___ Title I	148,000	300	148,300	109,641	0	38,659
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	0	12,999
88560 20-___-___ Title IV	0	10,000	10,000	0	0	10,000
88620 20-___-___ I.D.E.A. Part B (Handicapped)	447,600	(11,962)	435,638	412,645	0	22,993
Total	1,034,600	(42,462)	992,138	777,166	0	214,972

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 30 Capital Projects Fund

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Assets and Resources

Assets:

101	Cash in bank		\$548,601.38
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$6,225,000.00

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

**Total assets and resources**

**\$6,773,601.38**

Starting date 7/1/2017 Ending date 6/30/2018 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		\$6,349,156.02
	<b>Total liabilities</b>		<b>\$6,349,156.02</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$381,904.77
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	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	<b>Total appropriated</b>		<b>\$381,904.77</b>

Unappropriated:

770	Fund balance, July 1		\$42,540.59
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$424,445.36</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$6,773,601.38</u></b>

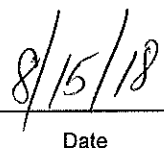
Starting date 7/1/2017 Ending date 6/30/2018 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

  
Board Secretary

  
Date



Starting date 7/1/2017 Ending date 6/30/2018 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	6,279,977		(884,215)
Total		0	5,395,761	5,395,761	6,279,977		(884,215)

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 6/30/2018 Fund: 30 Capital Projects Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	5,395,761	5,395,761	6,279,977		(884,215)
Total	0	5,395,761	5,395,761	6,279,977		(884,215)

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 6/30/2018 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	\$0.00	
302	Less revenues	\$0.00	\$0.00

Total assets and resources

\$1.64

Starting date 7/1/2017 Ending date 6/30/2018 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	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

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

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

Dina Messery      8/15/18  
Board Secretary      Date

Starting date 7/1/2017 Ending date 6/30/2018 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

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 Hasbrouck Heights Board of Ed.

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Starting date 7/1/2017 Ending date 6/30/2018 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 6/30/2018 Fund: 60 Enterprise Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$714,535.75
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 \$_____)	\$7,753.34	\$7,753.34

**Loans Receivable:**

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

**Other Current Assets**

\$0.00

**Resources:**

301	Estimated revenues	\$0.00	
302	Less revenues	\$0.00	\$0.00

**Total assets and resources**

\$722,289.09



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 6/30/2018 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$33,289.73
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$56,814.00
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>\$90,103.73</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$51,259.00
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	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	<b>Total appropriated</b>		<b>\$51,259.00</b>

Unappropriated:

770	Fund balance, July 1		\$580,926.36
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$632,185.36</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$722,289.09</u></b>

Report of the Secretary to the Board of Education  
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Starting date 7/1/2017 Ending date 6/30/2018 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

  
Board Secretary

  
Date

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 6/30/2018 Fund: 60 Enterprise Fund

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
	(Total of Accounts W/O a Grid# Assigned)	0	910,350	910,350	838,858	Under	71,492
Total		0	910,350	910,350	838,858		71,492
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
<b>Expenditures:</b>							
	(Total of Accounts W/O a Grid# Assigned)	0	910,350	910,350	864,944	51,259	(5,854)
Total		0	910,350	910,350	864,944	51,259	(5,854)

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 Hasbrouck Heights Board of Ed.

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Starting date 7/1/2017 Ending date 6/30/2018 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	910,350	910,350	838,858	Under	71,492
Total	0	910,350	910,350	838,858		71,492
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	3,543	3,543	3,543	0	0
99999	0	906,807	906,807	861,402	51,259	(5,854)
Total	0	910,350	910,350	864,944	51,259	(5,854)

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 95 STUDENT ACTIVITY

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Assets and Resources

**Assets:**

101	Cash in bank		\$97,855.62
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	\$332,011.15	
302	Less revenues	(\$264,283.83)	\$67,727.32

**Total assets and resources**

**\$165,582.94**

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Starting date 7/1/2017 Ending date 6/30/2018 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$10,649.54
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>\$10,649.54</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$115.00
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	\$332,011.15	
602	Less: Expenditures	(\$255,904.40)	
	Less: Encumbrances	(\$115.00)	(\$256,019.40)
	<b>Total appropriated</b>		<b>\$75,991.75</b>
			<b>\$76,106.75</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>\$154,933.40</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$165,582.94</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 6/30/2018 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$332,011.15	\$256,019.40	\$75,991.75
Revenues	(\$332,011.15)	(\$264,283.83)	(\$67,727.32)
Subtotal	<u>\$0.00</u>	<u>(\$8,264.43)</u>	<u>\$8,264.43</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>(\$8,264.43)</u>	<u>\$8,264.43</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>(\$8,264.43)</u>	<u>\$8,264.43</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>(\$8,264.43)</u>	<u>\$8,264.43</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$8,264.43)</u>	<u>\$8,264.43</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2017 Ending date 6/30/2018 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		67,727	264,284	332,011	264,284	Under	67,727
Total		67,727	264,284	332,011	264,284		67,727
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		67,727	264,284	332,011	255,904	115	75,992
Total		67,727	264,284	332,011	255,904	115	75,992



Starting date 7/1/2017 Ending date 6/30/2018 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	67,727	264,284	332,011	264,284	Under	67,727
Total	67,727	264,284	332,011	264,284		67,727

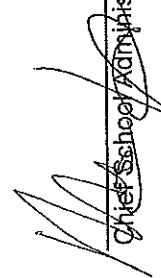
Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	67,727	264,284	332,011	255,904	115	75,992
Total	67,727	264,284	332,011	255,904	115	75,992

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

June 30, 2018

	Cash Balance 6/1/2018	Cash Receipts June-18	Cash Disbursements June-18	Cash Balance 6/30/2018
General Fund - 10	3,664,104.37	2,875,674.14	(3,187,024.80)	3,352,753.71
Special Revenue Fund - 20	47,835.98	101,251.37	(152,089.23)	(3,001.88)
Capital Projects Fund - 30	547,938.97	662.41	0.00	548,601.38
Debt Service Fund - 40	1.64	0.00	0.00	1.64
Enterprise Fund - 60	796,374.82	78,388.26	(160,227.33)	714,535.75
<b>Total</b>	<b>5,056,255.78</b>	<b>3,055,976.18</b>	<b>(3,499,341.36)</b>	<b>4,612,890.60</b>
Payroll Account	446.00	1,435,641.22	(1,435,641.22)	446.00
Payroll Agency Account	9,529.11	884,435.32	(882,319.99)	11,644.44
Unemployment Account	112,282.48	144.52	(158.32)	112,268.68
Summer Escrow Account	274,375.85	30,531.59	(304,600.27)	307.17
Flexible Spending Account	1,127.87	121.07	0.00	1,248.94
<b>Grand Total</b>	<b>5,454,017.09</b>	<b>5,406,849.90</b>	<b>(6,122,061.16)</b>	<b>4,738,805.83</b>

  
Chief School Administrator

8/1/18  
Date

District:

Hasbrouck Heights Board of Ed.

## Monthly Transfer Report NJ

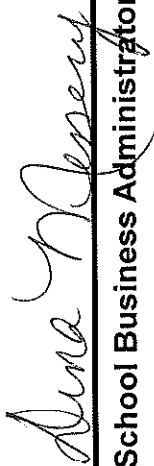
Page 1 of 2

Month / Year: Jun 30, 2018

08/15/18

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	Data	Col1+Col2	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	6/30/2018	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To					
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	9,367,193	23,330	9,390,523	939,052	73,543	0.78%	1,012,595	865,509								
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial – Instruct., Total Bilingual Education – Instruction, Total Undistributed Expend – Speech, OT., Total Undist. Expend. – Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	4,848,687	2,045	4,850,732	485,073	248,894	5.13%	733,967	236,179								
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0								
17100 17600	Total School-Sponsored Co/Extra Curricul, Total School-Sponsored Athletics – Instr, Total Before/After School Programs - Ins, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	695,485	503	695,988	69,599	13,302	1.91%	82,901	36,297								
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	(491,289)	-18.18%	(221,076)	761,502								
29680 30620	Total Undistributed Expenditures – Atten, Total Undistributed Expenditures – Health, Total Undist. Expend. – Guidance, Total Undist. Expend. – Child Study Team, Total Undist. Expend. – Edu. Media Serv.	11-000-211, 213, 218, 219, 222	1,802,137	740	1,802,877	180,288	52,101	2.89%	232,389	128,437								
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	31,376	5.72%	86,196	23,444								
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	2,255	0.42%	56,463	51,953								
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	(83,967)	-1.68%	417,103	585,037								
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	118,874	0.39%	3,139,755	2,902,007								
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	20,466	20,466	2,047	68,426	334.34%	70,473	(66,379)								

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
			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	37,406	21.00%	55,219	(19,593)
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



School Business Administrator Signature

8/15/18

Date

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ATTACHMENT

H

## Expenditure

Period date 6/30/2018 End date 6/30/2018

Start date 7/1/2017

	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL FUND</b>					
11-000-100-562-00-01-00					
9571					
TUITION OTHER LEAS-SPECIAL	\$703,744.00	(\$86,127.00)	\$9,094.00	\$626,711.00	-10.9%
- - - - -		06/30/18	\$9,094.00		
JUNE TRANSFERS					
11-000-100-563-00-01-00					
9571					
TUITION COUNTY VOC-REGULAR	\$334,746.00	\$9,126.00	\$15,246.00	\$359,118.00	7.3%
- - - - -		06/30/18	\$2,346.00		
JUNE TRANSFERS					
11-000-216-320-00-01-55					
9572					
TUITION TO PRIVATE SCH HANDI	\$810,194.00	(\$338,745.00)	(\$7,572.00)	\$463,877.00	-42.7%
- - - - -		06/30/18	(\$7,572.00)		
JUNE TRANSFERS					
11-000-100-569-00-01-48					
9571					
TUITION - OTHER (CHARTER SCHL)	\$83,560.00	\$0.00	(\$3,868.00)	\$79,692.00	-4.6%
- - - - -		06/30/18	(\$3,868.00)		
JUNE TRANSFERS					
11-000-211-100-00-01-00					
9571					
SALARIES	\$62,063.00	\$0.00	\$1.00	\$62,064.00	0%
- - - - -		06/30/18	\$1.00		
JUNE TRANSFERS					
11-000-213-100-00-01-00					
9573					
SALARIES	\$238,373.00	(\$236,373.00)	(\$550.00)	\$1,450.00	-99.4%
- - - - -		06/30/18	(\$1.00)		
JUNE TRANSFERS					
11-000-213-330-00-01-00					
9574					
SALARIES	\$0.00	\$45,669.00	(\$500.00)	\$45,169.00	0%
- - - - -		06/30/18	(\$549.00)		
JUNE TRANSFERS					
11-000-213-330-00-01-00					
9574					
SALARIES	\$0.00	\$46,669.00	(\$1,500.00)	\$45,169.00	0%
- - - - -		06/30/18	(\$1,500.00)		
JUNE TRANSFERS					
11-000-213-330-00-01-00					
9574					
SALARIES	\$8,000.00	\$43,000.00	\$12,921.00	\$63,921.00	699%
- - - - -		06/30/18	\$648.00		
JUNE TRANSFERS					
11-000-213-100-00-01-00					
9574					
OTHER PURCHASED PROF SERV					
- - - - -		06/30/18	\$549.00		
JUNE TRANSFERS					
11-000-213-100-00-02-00					
9574					
JUNE TRANSFERS					
11-000-213-100-00-03-00					
9574					
JUNE TRANSFERS					
11-000-213-610-00-02-00					
9574					
JUNE TRANSFERS					
11-000-213-610-00-04-00					
9574					
JUNE TRANSFERS					
11-000-213-610-00-05-00					
9574					
JUNE TRANSFERS					
11-000-213-890-00-02-00					
9574					
JUNE TRANSFERS					
11-000-213-890-00-04-00					
9574					
JUNE TRANSFERS					
11-000-213-890-00-05-00					
9574					
JUNE TRANSFERS					
11-000-216-320-00-01-55					
9574					
JUNE TRANSFERS					
11-000-213-610-00-02-00					
9574					
GENERAL SUPPLIES	\$5,000.00	\$0.00	(\$3,782.00)	\$1,218.00	-75.6%
- - - - -		06/30/18	(\$3,782.00)		
JUNE TRANSFERS					
11-000-213-330-00-01-00					
9574					
GENERAL SUPPLIES	\$3,000.00	\$0.00	(\$715.00)	\$2,285.00	-23.8%
- - - - -		06/30/18	(\$715.00)		
JUNE TRANSFERS					
11-000-213-330-00-01-00					
9574					
GENERAL SUPPLIES	\$3,000.00	(\$100.00)	(\$831.00)	\$2,069.00	-31%
- - - - -		06/30/18	(\$831.00)		
JUNE TRANSFERS					
11-000-213-330-00-01-00					
9574					
OTHER OBJECTS	\$3,000.00	\$624.50	(\$1,375.00)	\$2,249.50	-25%
- - - - -		06/30/18	(\$1,375.00)		
JUNE TRANSFERS					
11-000-213-330-00-01-00					
9574					
JUNE TRANSFER					
11-000-216-320-00-01-55					
9623					

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Start date	7/1/2017	Period date	6/30/2018	End date	6/30/2018	Expenditure	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL FUND</b>											
11-000-213-890-00-04-00	9574					OTHER OBJECTS	\$250.00	\$57.50 06/30/18	(\$252.00) (\$252.00)	\$55.50	-77.8%
						11-000-213-330-00-01-00					
11-000-213-890-00-05-00	9574					OTHER OBJECTS	\$250.00	\$157.50 06/30/18	(\$85.00) (\$85.00)	\$322.50	29%
						11-000-213-330-00-01-00					
11-000-216-101-00-03-00	9575					SALARIES OF TEACHERS	\$0.00	\$9,910.00 06/30/18	(\$50.00) (\$50.00)	\$9,860.00	0%
						11-000-213-100-00-02-00					
11-000-216-101-00-05-00	9576					SALARIES OF TEACHERS	\$0.00	\$104,840.00 06/30/18	\$1,529.00 \$1,529.00	\$106,369.00	0%
						11-000-216-320-00-01-55					
11-000-216-320-00-01-55	9576					PURCH. PROF. - ED SERV	\$809,747.00	\$268,312.70 06/30/18	(\$17,711.00) (\$648.00)	\$1,060,348.70	30.9%
						11-000-216-101-00-05-00					
						11-000-219-104-00-01-41					
11-000-219-104-00-01-41	9577					SAL OTHER PROF. STAFF	\$580,317.00	(\$495,677.00) 06/30/18	\$1,931.00 \$1,931.00	\$86,571.00	-85.1%
						11-000-219-104-00-02-00					
11-000-219-104-00-02-00	9577					SALARIES OF OTHER PROF STAFF	\$0.00	\$238,469.00 06/30/18	(\$1,931.00) (\$1,931.00)	\$236,538.00	0%
						11-000-219-104-00-01-41					
11-000-230-331-00-01-92	9618					LEGAL SERVICES	\$75,000.00	\$1,928.00 06/30/18	\$1,341.00 \$1,341.00	\$78,269.00	4.4%
						11-000-230-330-00-01-92					
11-000-230-530-00-01-92	9663					COMMUNICATIONS/TELEPHONE	\$53,610.00	(\$755.00) 06/30/18	(\$576.00) (\$576.00)	\$52,279.00	-2.5%
						11-000-230-890-03-01-91					
11-000-230-590-03-01-91	9618					MISC. PURCHASED SERVICES	\$65,000.00	(\$10,102.61) 06/30/18	(\$1,819.00) (\$1,341.00)	\$53,078.39	-18.3%
						11-000-230-890-03-01-91					
11-000-230-610-03-01-91	9663					GENERAL SUPPLIES	\$7,000.00	\$0.00 06/30/18	(\$241.00) (\$241.00)	\$6,759.00	-3.4%
						11-000-230-890-03-01-91					
11-000-230-890-03-01-91	9663					MISCELLANEOUS EXPENDITURE	\$18,384.00	(\$935.00) 06/30/18	\$1,402.00 \$576.00	\$18,851.00	2.5%
						11-000-230-530-00-01-92					
						11-000-230-590-03-01-91					
						11-000-230-590-03-01-91					
						11-000-230-610-03-01-91					
						11-000-230-895-00-01-01					
						11-000-251-890-00-01-93					
11-000-230-895-00-01-01	9663					BOE MEMBERSHIP DUES&FEES	\$13,250.00	(\$1,250.00) 06/30/18	(\$12.00) (\$12.00)	\$11,988.00	-9.5%
						11-000-230-890-03-01-91					
11-000-240-103-00-03-37	9578					SAL PRINCIPALS/ASST PRIN	\$226,652.00	\$0.00 06/30/18	\$1.00 \$1.00	\$226,653.00	0%
						11-000-240-103-00-03-37					

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Start date	7/1/2017	Period date	6/30/2018	End date	6/30/2018	Expenditure	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL FUND</b>											
11-000-240-104-00-01-39	9578	SAL OTHER PROF. STAFF	- - - - -	JUNE TRANSFERS			\$123,824.00	\$0.00	\$1.00	\$123,825.00	0.0%
11-000-240-105-00-03-37	9578	SALARIES SECRETARIAL/CLKS	- - - - -	JUNE TRANSFERS			\$52,988.00	(\$2,169.00)	(\$493.00)	\$50,326.00	-5.0%
11-000-240-105-00-04-37	9578	SALARIES SECRETARIAL/CLKS	- - - - -	JUNE TRANSFERS			\$82,179.00	(\$1,869.00)	(\$166.00)	\$80,144.00	-2.5%
11-000-240-105-00-05-37	9578	SALARIES SECRETARIAL/CLKS	- - - - -	JUNE TRANSFERS			\$81,656.00	\$1,850.00	\$657.00	\$84,163.00	3.1%
11-000-240-610-03-02-37	9579	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS			\$12,000.00	\$2,894.00	\$131.00	\$15,025.00	25.2%
11-000-240-610-03-03-37	9579	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS			\$12,000.00	\$4,529.00	\$156.00	\$16,685.00	39.0%
11-000-240-610-03-04-37	9579	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS			\$7,000.00	\$0.00	(\$411.00)	\$6,589.00	-5.9%
11-000-240-610-03-02-37	9579	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS					(\$131.00)		
11-000-240-610-03-03-37	9579	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS					(\$156.00)		
11-000-240-610-03-05-37	9579	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS					(\$124.00)		
11-000-240-610-03-05-37	9579	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS			\$7,000.00	\$904.00	\$124.00	\$8,028.00	14.7%
11-000-251-100-00-01-93	9580	PERSONAL SERVICES SAL	- - - - -	JUNE TRANSFERS			\$326,807.00	\$6,607.00	\$104.00	\$333,518.00	2.1%
11-000-251-340-00-01-93	9580	PURCHASED TECHNICAL SVCS	- - - - -	JUNE TRANSFERS			\$19,804.00	(\$4,964.00)	(\$557.00)	\$14,283.00	-27.9%
11-000-251-592-00-01-93	9580	MISC. PURCH.SERV. 400-500	- - - - -	JUNE TRANSFERS			\$0.00	\$2,289.00	(\$51.00)	\$2,238.00	0.0%
11-000-251-610-00-01-93	9620	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS			\$10,000.00	\$1,500.00	\$504.00	\$12,004.00	20.0%
11-000-251-890-00-01-93	9663	MISCELLANEOUS EXPENDITURE	- - - - -	JUNE TRANSFERS			\$4,500.00	(\$750.00)	(\$95.00)	\$3,655.00	-18.8%
11-000-261-100-00-07-22	9581	SALARIES	- - - - -	JUNE TRANSFERS			\$99,871.00	\$0.00	(\$10,183.00)	\$89,688.00	-10.2%
11-000-261-420-20-07-01	9581	CLEAN REPAIR MAINT SVCS	- - - - -	JUNE TRANSFERS			\$200,000.00	\$161,132.00	\$77.00	\$361,209.00	80.6%
11-000-262-420-19-07-01	9624	JUNE TRANSFER	- - - - -	JUNE TRANSFER					\$9,966.00		
11-000-262-490-22-02-01	9582	JUNE TRANSFER	- - - - -	JUNE TRANSFER					(\$7,949.00)		
11-000-266-420-00-07-00	9625	JUNE TRANSFER	- - - - -	JUNE TRANSFER					\$3,333.00		
11-000-261-610-00-07-00	9581	GENERAL SUPPLIES	- - - - -	JUNE TRANSFERS			\$2,500.00	\$8,665.00	\$1,417.00	\$12,582.00	403.3%
									\$1,417.00		

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Start date	7/1/2017	Period date	6/30/2018	End date	6/30/2018	Expenditure	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL FUND</b>											
11-000-261-890-00-07-00	9581	OTHER OBJECTS					\$500.00	\$700.00 06/30/18	(\$1,200.00) (\$1,200.00)	\$0.00	-100.0%
11-000-262-107-00-01-00	9583	SALARIES OF NON-INSTRUCT AIDES					\$193,000.00	(\$49,519.00) 06/30/18	\$1,108.00 \$1,108.00	\$144,589.00	-25.1%
11-000-262-110-00-07-21	9587	OTHER SALARIES					\$140,000.00	\$66,073.00 06/30/18	\$8,557.00 \$8,557.00	\$214,630.00	53.3%
11-000-262-420-19-07-01	9624	CLEAN REPAIR MAINT SVCS					\$75,000.00	\$154,007.00 06/30/18	\$49,456.00 \$7,949.00	\$278,463.00	271.3%
9624		11-000-261-420-20-07-01						06/30/18	\$1,960.00		
9624		11-000-262-490-22-05-01						06/30/18	\$1,103.00		
9624		11-000-262-490-22-07-23						06/30/18	\$8,721.00		
9624		11-000-262-590-00-07-01						06/30/18	\$7,738.00		
9624		11-000-262-621-00-05-00						06/30/18	\$7,377.00		
9624		11-000-262-621-00-07-00						06/30/18	\$12,368.00		
9586		11-000-262-622-00-07-00						06/30/18	\$2,240.00		
9624		11-000-262-622-00-07-00						06/30/18			
11-000-262-490-22-02-01	9582	OTHER PURCHASED PROP SEV					\$18,000.00	\$0.00 06/30/18	(\$3,875.00) (\$3,333.00)	\$14,125.00	-21.5%
9584		11-000-261-420-20-07-01						06/30/18	(\$542.00)		
11-000-262-490-22-04-01	9584	OTHER PURCHASED PROP SEV					\$7,000.00	\$1,000.00 06/30/18	\$542.00 \$542.00	\$8,542.00	22.0%
11-000-262-490-22-05-01	9583	OTHER PURCHASED PROP SEV					\$5,000.00	\$0.00 06/30/18	(\$3,068.00) (\$1,108.00)	\$1,932.00	-61.4%
9624		11-000-262-107-00-01-00						06/30/18	(\$1,960.00)		
11-000-262-490-22-07-23	9624	OTHER PURCHASED PROP SEV					\$3,000.00	\$0.00 06/30/18	(\$1,103.00) (\$1,103.00)	\$1,897.00	-36.8%
11-000-262-590-00-07-01	9624	MISC. PURCHASED SERVICES					\$96,540.00	\$4,921.00 06/30/18	(\$8,721.00) (\$8,721.00)	\$92,740.00	-3.9%
11-000-262-610-03-07-01	9585	GENERAL SUPPLIES					\$130,000.00	\$19,987.00 06/30/18	\$10,441.00 \$10,441.00	\$160,428.00	23.4%
11-000-262-621-00-02-00	9587	ENERGY (NATURAL GAS)					\$70,500.00	\$1,500.00 06/30/18	(\$8,557.00) (\$8,557.00)	\$63,443.00	-10.0%
11-000-262-621-00-05-00	9624	ENERGY (NATURAL GAS)					\$19,500.00	\$6,772.00 06/30/18	(\$7,738.00) (\$7,738.00)	\$18,534.00	-5.0%
11-000-262-621-00-07-00	9624	ENERGY (NATURAL GAS)					\$19,000.00	(\$3,000.00) 06/30/18	(\$7,377.00) (\$7,377.00)	\$8,623.00	-54.6%
11-000-262-622-00-02-00	9621	ENERGY (ELECTRICITY)					\$128,000.00	(\$24,184.00) 06/30/18	\$5,656.00 \$5,656.00	\$109,472.00	-14.5%
11-000-262-622-00-04-00	9585	ENERGY (ELECTRICITY)					\$58,000.00	(\$2,625.00) 06/30/18	(\$19,799.00) (\$10,441.00)	\$35,576.00	-38.7%



Start date	7/1/2017	Period date	6/30/2018	End date	6/30/2018	Expenditure	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL FUND</b>											
11-000-262-622-00-04-00	9621	ENERGY (ELECTRICITY)				11-000-262-622-00-02-00	JUNE TRANSFERS				
	9621	11-000-262-622-00-05-00				11-000-262-622-00-05-00	JUNE TRANSFERS				
11-000-262-622-00-05-00	9621	ENERGY (ELECTRICITY)				11-000-262-622-00-04-00	JUNE TRANSFERS				
11-000-262-622-00-07-00	9586	ENERGY (ELECTRICITY)				11-000-262-420-19-07-01	JUNE TRANSFERS				
	9624	11-000-262-420-19-07-01				11-000-262-420-19-07-01	JUNE TRANSFER				
	9588	11-000-262-890-00-07-01				11-000-262-890-00-07-01	JUNE TRANSFERS				
11-000-262-890-00-07-01	9588	MISCELLANEOUS EXPENDITURE				11-000-262-622-00-07-00	JUNE TRANSFERS				
11-000-263-420-00-07-00	9589	CLEANING, REPAIR, MAINT SERV				11-000-263-610-00-07-00	JUNE TRANSFERS				
11-000-263-610-00-07-00	9589	GENERAL SUPPLIES				11-000-263-420-00-07-00	JUNE TRANSFERS				
11-000-266-100-00-00-00	9604	SALARIES - SECURITY				11-000-266-330-00-01-00	JUNE TRANSFERS				
11-000-266-330-00-01-00	9604	PURCHASED PROF SERVICES				11-000-266-100-00-00-00	JUNE TRANSFERS				
	9604	11-000-266-420-00-07-00				11-000-266-420-00-07-00	JUNE TRANSFERS				
	9625	11-000-266-420-00-07-00				11-000-266-610-00-07-00	JUNE TRANSFERS				
	9604	11-000-266-610-00-07-00				11-000-261-420-20-07-01	JUNE TRANSFER				
11-000-266-420-00-07-00	9625	CLEANING, REPAIR, MAINT SERV				11-000-266-330-00-01-00	JUNE TRANSFERS				
11-000-266-610-00-07-00	9604	GENERAL SUPPLIES				11-000-266-330-00-01-00	JUNE TRANSFER				
11-000-270-160-00-01-01	9590	SAL.PUPIL TRAN-REG (H&S)				11-000-270-162-00-01-01	JUNE TRANSFERS				
11-000-270-162-00-01-01	9590	SAL.PUPIL TRANS.OTHER(HS)				11-000-270-160-00-01-01	JUNE TRANSFERS				
11-000-270-420-00-01-01	9591	CLEAN REPAIR MAINT SVCS				11-000-270-512-00-01-12	JUNE TRANSFERS				
11-000-270-512-00-01-12	9591	CONT SVC (OTH HOM/SCH)				11-000-270-420-00-01-01	JUNE TRANSFERS				
11-000-291-260-32-01-93	9603	WORKMEN'COMPENSATION				12-190-100-730-00-01-00	JUNE TRANSFERS				

Start date 7/1/2017 Period date 6/30/2018 End date 6/30/2018 Expenditure

	Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL FUND</b>					
<b>11-000-291-270-30-01-93</b>					
9626 JUNE TRANSFER	\$3,864,782.00	\$18,000.00	(\$47,600.00)	\$3,835,182.00	-0.8%
9664 JUNE TRANSFERS		06/30/18 (\$15,976.00)			
9664 JUNE TRANSFERS		06/30/18 (\$6,917.00)			
9664 JUNE TRANSFERS		06/30/18 (\$24,707.00)			
<b>11-000-291-270-31-01-93</b>	\$289,889.00	(\$11,000.00)	(\$1,099.00)	\$277,790.00	-4.2%
9592 JUNE TRANSFERS		06/30/18 (\$1,099.00)			
<b>11-000-291-290-33-01-93</b>	\$0.00	\$1,000.00	\$1,099.00	\$2,099.00	0%
9592 JUNE TRANSFERS		06/30/18 \$1,099.00			
<b>11-120-100-101-00-05-00</b>	\$0.00	\$1,524,000.00	(\$5,701.00)	\$1,518,299.00	0%
9593 JUNE TRANSFERS		06/30/18 (\$1,875.00)			
9594 JUNE TRANSFERS		06/30/18 (\$3,826.00)			
<b>11-130-100-101-00-01-18</b>	\$1,858,046.00	(\$58,982.00)	\$1,875.00	\$1,800,939.00	-3.1%
9593 JUNE TRANSFERS		06/30/18 \$1,875.00			
<b>11-140-100-101-00-01-19</b>	\$2,884,118.00	\$25,805.00	(\$7,433.00)	\$2,902,490.00	0.6%
9594 JUNE TRANSFERS		06/30/18 (\$7,433.00)			
<b>11-140-100-101-01-01-19</b>	\$184,409.00	\$25,168.00	\$22,300.00	\$231,877.00	25.7%
9594 JUNE TRANSFERS		06/30/18 \$3,826.00			
9594 JUNE TRANSFERS		06/30/18 \$7,433.00			
9594 JUNE TRANSFERS		06/30/18 \$11,041.00			
<b>11-190-100-320-00-01-01</b>	\$64,000.00	\$1,538.00	(\$9,924.00)	\$55,614.00	-13.1%
9597 JUNE TRANSFERS		06/30/18 (\$9,924.00)			
<b>11-190-100-340-00-01-07</b>	\$200,450.00	\$41,124.00	\$57,950.00	\$299,524.00	49.4%
9626 JUNE TRANSFER		06/30/18 \$15,976.00			
9597 JUNE TRANSFERS		06/30/18 \$9,924.00			
9597 JUNE TRANSFERS		06/30/18 \$3,119.00			
9626 JUNE TRANSFER		06/30/18 \$26,450.00			
9626 JUNE TRANSFER		06/30/18 \$2,481.00			
<b>11-190-100-580-00-02-00</b>	\$0.00	\$100.00	(\$9.00)	\$91.00	0%
9622 JUNE TRANSFERS		06/30/18 (\$9.00)			
<b>11-190-100-610-00-01-00</b>	\$14,000.00	\$170,188.00	(\$30,618.00)	\$153,570.00	996.9%
9597 JUNE TRANSFERS		06/30/18 (\$3,119.00)			
9626 JUNE TRANSFER		06/30/18 (\$26,450.00)			
9595 JUNE TRANSFERS		06/30/18 (\$1,016.00)			
9595 JUNE TRANSFERS		06/30/18 (\$33.00)			
<b>11-190-100-610-00-35-00</b>	\$5,000.00	\$2,707.00	\$1,016.00	\$8,723.00	74.5%
9595 JUNE TRANSFERS		06/30/18 \$1,016.00			
<b>11-190-100-610-03-02-01</b>	\$64,000.00	\$55,380.50	\$9.00	\$119,389.50	86.5%
9622 JUNE TRANSFERS		06/30/18 \$9.00			

Start date 7/1/2017 Period date 6/30/2018 End date 6/30/2018

## Expenditure

		Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL FUND</b>						
11-190-100-610-03-03-01	9595	GENERAL SUPPLIES				
		11-190-100-610-00-01-00				
		JUNE TRANSFERS				
11-190-100-640-00-03-01	9626	TEXTBOOKS				
		11-190-100-340-00-01-07				
		JUNE TRANSFER				
11-190-100-890-00-02-00	9596	OTHER OBJECTS				
		11-190-100-890-00-05-00				
		JUNE TRANSFERS				
11-190-100-890-00-03-00	9596	OTHER OBJECTS				
		11-190-100-890-00-05-00				
		JUNE TRANSFERS				
11-190-100-890-00-05-00	9596	OTHER OBJECTS				
		11-190-100-890-00-02-00				
		JUNE TRANSFERS				
11-190-100-890-00-03-00	9596	OTHER OBJECTS				
		11-190-100-890-00-03-00				
		JUNE TRANSFERS				
11-213-100-101-00-03-54	9594	SALARIES OF TEACHERS				
		11-140-100-101-01-01-19				
		JUNE TRANSFERS				
11-213-100-101-00-04-54	9598	SALARIES OF TEACHERS				
		11-213-100-101-00-05-54				
		JUNE TRANSFERS				
11-213-100-101-00-05-54	9598	SALARIES OF TEACHERS				
		11-213-100-101-00-04-54				
		JUNE TRANSFERS				
11-213-100-106-00-03-00	9599	OTHER SALARIES FOR INSTRUCTION				
		11-213-100-106-00-04-00				
		JUNE TRANSFERS				
11-213-100-106-00-04-00	9599	OTHER SALARIES FOR INSTRUCTION				
		11-213-100-106-00-03-00				
		JUNE TRANSFERS				
11-401-100-100-00-02-38	9600	PERSONAL SERVICES SAL				
		11-401-100-00-04-38				
		JUNE TRANSFERS				
11-401-100-100-00-05-38	9600	PERSONAL SERVICES SAL				
		11-401-100-00-05-38				
		JUNE TRANSFERS				
11-402-100-100-00-02-39	9602	PERSONAL SERVICES SAL				
		11-402-100-00-02-39				
		JUNE TRANSFERS				
11-401-100-100-00-03-38	9601	PERSONAL SERVICES SAL				
		11-402-100-00-02-39				
		JUNE TRANSFERS				
11-402-100-100-00-02-39	9602	PERSONAL SERVICES SAL				
		11-401-100-00-02-38				
		JUNE TRANSFERS				
11-401-100-100-00-04-38	9600	PERSONAL SERVICES SAL				
		11-401-100-00-02-38				
		JUNE TRANSFERS				
11-401-100-100-00-05-38	9600	PERSONAL SERVICES SAL				
		11-401-100-00-02-38				
		JUNE TRANSFERS				
11-401-100-610-00-02-00	9601	GENERAL SUPPLIES				
		11-401-100-00-02-38				
		JUNE TRANSFERS				
11-402-100-100-00-02-39	9602	PERSONAL SERVICES SAL				
		11-401-100-00-02-38				
		JUNE TRANSFERS				
11-401-100-100-00-03-38	9602	PERSONAL SERVICES SAL				
		11-401-100-00-03-38				
		JUNE TRANSFERS				
11-402-100-500-00-02-00	9602	PERSONAL SERVICES SAL				
		11-402-100-500-00-02-00				
		JUNE TRANSFERS				

Start date 7/1/2017 Period date 6/30/2018 End date 6/30/2018 Expenditure

		Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL FUND</b>						
11-402-100-500-00-02-00						
9601	OTHER PURCHASED SERVICES	\$45,000.00	\$416.00	(\$105.00)	\$45,311.00	0.7%
9664	- - - - - JUNE TRANSFERS		06/30/18	(\$44.00)		
9602	11-000-291-270-30-01-93 JUNE TRANSFERS		06/30/18	\$6,917.00		
9669	11-402-100-00-00-02-39 JUNE TRANSFERS		06/30/18	(\$61.00)		
	11-402-100-610-00-02-00 JUNE TRANSFERS		06/30/18	(\$6,917.00)		
<b>GENERAL SUPPLIES</b>						
9601	- - - - - JUNE TRANSFERS	\$86,124.00	\$1,102.95	\$6,961.00	\$94,187.95	9.4%
9669	11-402-100-500-00-02-00 JUNE TRANSFERS		06/30/18	\$44.00		
			06/30/18	\$6,917.00		
<b>Total for Just Accounts Listed</b>		<b>\$18,548,281.00</b>	<b>\$1,799,746.04</b>	<b>(\$37,280.00)</b>	<b>\$20,310,747.04</b>	<b>10%</b>

Fund 12 Capital Outlay						
12-140-100-730-00-02-00						
9664						
INSTRUCTION - EQUIPMENT						
11-000-291-270-30-01-93 JUNE TRANSFERS						
12-190-100-730-00-01-00						
9603						
EQUIPMENT						
11-000-291-260-32-01-93 JUNE TRANSFERS						
Total for Just Accounts Listed						

**Received Students 18-19**

**Parent Paid**

2	\$13,599	\$27,198
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**Staff**

5	\$2,500	\$12,500
1	\$2,000	\$2,000

\$41,698

\*Roster on file in the Business Office

AMEND P06-02-18  
HOURLY RATES FOR CST SUMMER HOURS

	RATE 6/25 THRU 6/30	RATE EFF 7/1
CIRACO, LISA	\$ 84.92	\$ 85.88
JOHNSON, DAWN	\$ 84.19	\$ 85.15
JOHNSON-GALLO, SUZANNE	\$ 85.44	\$ 86.40
BAPTISTA, KATHERINE	\$ 65.10	\$ 70.31
MONTALTO-PHILP, MARIA	\$ 60.18	\$ 63.15
PIZZUTE, LINDA	\$ 85.44	\$ 86.40

**EUCLID SCHOOL LUNCH AIDES**  
**2018/2019 SCHOOL YEAR**

Marianne Barry

Jane Bell

Dolores Deiudicibus

Erica DeSantis

Elisa Donnelly

Ann Jengo

Lorraine Ludwig

Dhurata Merolli

Kathy Petruzzella

Debbie Stetzle

Jean Werner

**PERSIA RAMIREZ**

**ROSNELLY JAVIER \***

**\* PENDING RECEIPT OF PAPERWORK**



Lincoln School Lunch Assistants:

1. Pat DeMarco
2. Deborah Cali
3. Xhevairi (Jean) Cocka
4. Adeline D'Elia
5. Karen Heber
6. Brandon Irabarne
7. Aurora Jera
8. Melissa Saccomano
9. Maureen Volpe
10. Ann (Maggie) Roman
11. Daisy Sisco

Salary Guide Movement 2018-2019						
	Current Guide	Guide Movement	Step for 18-19	Guide Movement Salary 18-19	MIF	Total Salary 18-19
Avella, Frank	BA+15	MA+15	6	61,015		61,015
Cebula, Michael	MA+MIF	MA+30, MIF	8	67,215	700	67,915
Gabriele, Patrick	MA	MA+15	17	96,375		96,375
Georgatos, Aundrea	BA+15	MA + MIF	5	58,135	700	58,835
Keller, Jennifer	BA+15	MA	8	59,735		59,735
Lustmann, Jessica	BA	MA	6	58,635		58,635
MacDonald, Kailey	BA	BA+15	6	54,215		54,215
Marchese, Vincent	MA+MIF	MA+30, MIF	7	66,615	700	67,315
McKernan, Julie	MA	MIF	5	58,135	700	58,835
Medina, Bette	BA	BA+15	14	66,575		66,575
Mertz, Michael	BA+15	MA + MIF	6	58,635	700	59,335
Muska, James	BA+15	MA+15	10	64,115		64,115
Neumann, Mary	BA+15	MA	10	61,735		61,735
Oettinger, Eileen	MA	MA+15	4	60,515		60,515
Ruroede, LeighAnn	BA+15	MA	4	58,135		58,135
Russo, Adriana	BA+15	MA	6	58,635		58,635
Schmarak, Justin	MA+MIF	MA+30, MIF	6	66,115	700	66,815
Thorne, William	BA+15	MA+15	6	61,015		61,015
Zukatas, John	BA+15	MA + MIF	16	84,095	700	84,795

Amend Resolutions due to contract settlement:

**P04-04-18:**

B. Sussman - HS - MA Step 15 @ \$76,195 plus MIF @ \$700

**P06-12-18:**

I. Roman - HS - BA Step 3 @ \$51,515

P. Jacobs - MS - .6 of MA+30 Step 7 and MIF ( $\$66,615 \times .6 = \$39,969$ ) plus ( $\$700 \times .6 = \$420$ )

M. Arabas - HS - MA Step 15 @ \$76,195

P. Dennehy - HS - BA Step 1 @ \$51,015

P. McShane - MS/HS - BA Step 1 @ \$51,015

G. Music - MS/HS - BA Step 1 @ 51,015

**P06-17-18:**

V. Tsakelova - MS/HS - MA+30 Step 4 @ \$65,615

A. Gierut - MS/HS - BA Step 1 @ \$51,015

H. Prashker - MS/HS - .6 of MA+30 Step 8 and MIF ( $\$67,215 \times .6 = \$40,329$ ) plus ( $\$700 \times .6 = \$420$ )

## 2018-2019 SALARIES

ATTACHMENT 0

Amend Resolution P06-19-18		
08/09/18		
<b>NAME</b>	<b>FTE</b>	<b>TOTAL SALARY</b>
<b>PARAPROFESSIONALS</b>		
ALOSCO, PASQUALINA	100.0%	23,831
ANDERSON, ESTERINA	100.0%	23,831
COLANERI, BRENDA	100.0%	23,831
KISTNER, MARIE	100.0%	23,831
PASQUALONE, HELENE	100.0%	23,831
SHENLOOGIAN, LEANNE	100.0%	22,831
VALENTE, SABINA	100.0%	23,831
<b>TEACHERS/NURSES/CST/GUIDANCE</b>		
BEER, LAURA	100.0%	105,375
DRAGO, EILEEN	100.0%	103,675
FARRUGGIO, MARIA	100.0%	96,195
KOS, SUZANNE	100.0%	104,175
KRITZER, BARBARA	100.0%	103,475
O'SHEA-CANETTI, CHRISTINE	100.0%	95,495
PIGNATIELLO, DANIEL	100.0%	96,195
STURM, RHONDA	100.0%	104,875

## 2018-2019 STIPENDS

## ADVISORS AND CLUBS

ADVISORS AND CLUBS		Stipend
<b>HIGH SCHOOL</b>		
DRAMA CLUB & SR. PLAY	Paula Jacobs	\$ 4,075.00
ART / SCENERY CLUB	Rescind Dawn Massa; Approve Cheryl Reed	\$ 830.00
AMERICAN SIGN LANGUAGE CLUB	Shannon Rodenberg	\$ 830.00
SOPH. CLASS ADVISOR	Catherine Cassidy	\$ 1,235.00
<b>MIDDLE SCHOOL</b>		
MUSICAL DIR MS PLAY	Paula Jacobs	\$ 1,760.00
ART CLUB	Rescind Cheryl Reed; Approve Dawn Massa	\$ 830.00
<b>MS/HS ADVISORS/CLUBS</b>		
MS/HS CHESS	Michael Binazeski	\$ 830.00
MS/HS DIRECTOR OF VOCAL MUSIC	Antoinette Gierut	\$ 5,030.00

SUBSTITUTE TEACHERS  
2018 - 2019

ATTACHMENT 

SUB TEACHER	HRLY RATE		SUB TEACHER	HRLY RATE
ALOSCO, TONY	\$15.00		KATIC, ANTHONY	\$16.00
ALTAMURA, MAURO	\$15.00		LAZZARO, LOUKIA	\$15.00
ARMONAITIS, FAITH	\$15.00		LEE, ZACHARY	\$16.00
CARTER, EDMUND	\$15.00		LONDONO, STEPHANIE	\$15.00
CASTRO, CAILA-JEAN	\$15.00		LORFINK, CAITLIN	\$15.00
CONDAL, LINDA	\$15.00		MAKELY, BRYAN	\$15.00
DAMMANN, EILEEN	\$16.00		MATHEWS, SHEEJA	\$16.00
D'ANGELIS, BARBARA *	\$15.00		MENDEZ, ELIZABETH *	\$16.00
DiGIACINTO, JILLIAN	\$15.00		MENENDEZ, EMILY *	\$15.00
ESPINOSA, RAY	\$15.00		MITAS, CHRISTINE	\$15.00
ESULTO, RANDY	\$15.00		O'BRIEN, ALLISON *	\$15.00
FERRER, MELANIE	\$15.00		OHOCINSKI, MARY-MARGARET	\$16.00
FITZSIMMONS, JAMES	\$15.00		RISQUET, CARMELA	\$15.00
FORDE, DIMITRI	\$15.00		SCHMATZ, LORI	\$16.00
GASPARINO, KATHERINE	\$15.00		SEDYCIAS, RENATA	\$15.00
GAY, RICHARD	\$15.00		SIGNORILE, AIDA	\$15.00
GEORGATOS, DARIA	\$15.00		SILVESTRI, MELISSA	\$16.00
GEORGE, KAITLYN	\$15.00		SPROVIERO, SAMANTHA	\$15.00
GIAQUINTO, JAMIE	\$15.00		STEVENS, CAROLINE	\$15.00
GOSS, TARA	\$15.00		TANDARA, IVANA	\$15.00
GRILLO, THERESA	\$16.00		TSAPELIS, EFFIE	\$15.00
HUGHES, NELIA	\$15.00		WAGNER, MARY	\$15.00
IURATO, DARREN	\$15.00		WILSON, ARTHUR	\$15.00
JERA, AURORA	\$15.00		WOLF, CARISSA	\$15.00
			ZORART, LORI	\$15.00
* PENDING RECEIPT OF PAPERWORK				

## 2018 - 2019 SCHOOL YEAR

<b><u>SUB SECTY/ADMIN ASST: \$11 / HR</u></b>
ALVAREZ, JENNIFER
BINCOLETTO, KATHY
CARPINO, JULIE
NAZEH, RULA
ROMAN, ANN
STEVENS, CAROLINE
WEAVER, CHRISTINA

**SUB CLERICAL:**

BELLO, CARMELO *
------------------

<b><u>SUB PARA: \$12.50 / HR</u></b>
DINGERTOPADRE, MARIA
GOSS, TARA
IRIBARNE, BRANDON
KASPER, KELLY
NAZEH, RULA
SACCOMANO, MELISSA
STELZLE, DEBBIE
STEVENS, CAROLINE
TSAPELIS, ELEFThERIA
WEAVER, CHRISTINA

<b><u>SUB VISITOR MONITOR: \$12.00 / HR</u></b>
ALVAREZ, JENNIFER
GOSS, TARA
BINCOLETTO, KATHY
WEAVER, CHRISTINA

<b><u>SUB LUNCH AIDE: \$10.00 / HR</u></b>
CARPINO, JULIE
NAZEH, RULA
TSAPELIS, ELEFThERIA

## 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

Revised (Second Reading): August 16, 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

Revised (Second Reading): August 16, 2018

# POLICY GUIDE

STUDENTS

5350/page 1 of 2

Student Suicide Prevention

Apr 18

M

[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)



# POLICY GUIDE

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.

Revised (First Reading): July 19, 2018

Revised (Second Reading): August 16, 2018



# REGULATION GUIDE

STUDENTS

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Student Suicide **Prevention**

Apr 18

**M**

[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;



# REGULATION GUIDE

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.





# REGULATION GUIDE

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.



# REGULATION GUIDE

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.



# REGULATION GUIDE

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.

Revised (First Reading): July 19, 2018

Revised (Second Reading): August 16, 2018



# POLICY GUIDE

ADMINISTRATION

1550/page 1 of 2

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

Apr 18

M

[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.



# POLICY GUIDE

ADMINISTRATION

1550/page 2 of 2

**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

Revised (First Reading): July 19, 2018

Revised (Second Reading): August 16, 2018



# REGULATION GUIDE

PROGRAM

R 2431.2/page 1 of 5

Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad  
Apr 18

M

[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.



# REGULATION GUIDE

## PROGRAM

R 2431.2/page 2 of 5

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

- (1)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:





# REGULATION GUIDE

PROGRAM

R 2431.2/page 3 of 5

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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Revised (Second Reading): August 16, 2018



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STUDENTS

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

Apr 18

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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**

Apr 18

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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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[See **POLICY ALERT** Nos. 163, 179, 180, 181, 182, 183, 188, 193, 194, 200, and 216]

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. **Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.** Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in

reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

#### C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:



1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and

4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

**Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.** ~~Consequences and remedial actions are those that are graded according to the severity of the offense(s); consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.~~

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

## Factors for Determining Remedial Measures

### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

### Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are **varied and** graded according to the **nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; severity of the offenses, consider** the developmental age of the student; ~~offenders and the students'~~ **student's history of inappropriate problem behaviors and performance** behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of

the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

#### Examples of Remedial Measures

##### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and

14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

#### Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

#### Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;

14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

#### Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

## Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

## E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal **or designee** will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. **The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual**

**or perceived protected category motivating the alleged offense.** The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

**A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action for violations of the Code of Student Conduct may not be taken solely on the basis of an** **based solely on the** anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. **Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)**

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:



- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/**School Climate** Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/**School Climate** Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational

procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/**School Climate** Team shall meet, at a minimum, two times per school year. The School Safety/**School Climate** Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/**School Climate** Team.

The School Safety/**School Climate** Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/**School Climate** Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/**School Climate** Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

**[Option – Principal's Preliminary Determination]**

**However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.**

**The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.**

**A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.]**

**The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.**

**The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the**

written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the **written** information about the investigation. **Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents.** The hearing shall be held within ten ~~school~~ **business** days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing

audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, “acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

#### I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school

volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

#### L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.



Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, ~~and the Principal(s), and the Anti-Bullying Coordinator,~~ **with input from the schools' Anti-Bullying Specialists,** shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, **and any report(s) and/or finding(s) of the School Safety/School Climate Team(s).** ~~with input from the schools' Anti-Bullying Specialists, and The Superintendent shall recommend to the Board necessary~~ revisions and additions to the Policy **consistent with N.J.S.A. 18A:37-15.c.,** as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

**S. Approved Private Schools for Students with Disabilities (APSSD)**

**In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C.6A:16-7.7(a).2.ix. and Section G. of this Policy occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.**

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

**S. Approved Private Schools for Students with Disabilities (APSSD)**

**In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C.6A:16-7.7(a).2.ix. and Section G. of this Policy occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.**

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Revised (First Reading): August 19, 2018

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[See **POLICY ALERT No. 216**]

## 1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (hiring entity) shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. and as outlined in Policy and Regulation 1613.

An applicant the hiring entity seeks to offer employment to and will fill a position which involves regular contact with students shall be required to provide their employment history pursuant to N.J.S.A. 18A:6-7.7.a.(1). The applicant shall also provide written authorization that consents to and authorizes the disclosure of information regarding the applicant's employment history and the release of related records by the applicant's current or former employer(s) regarding child abuse and/or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(2). The applicant shall also provide a written statement as to whether the applicant has any employment history regarding child abuse or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(3).

A hiring entity shall review an applicant's employment history as required in N.J.S.A. 18A:6-7.7.b. and if the hiring entity determines to continue the applicant's employment application process, the hiring entity shall contact those employers listed by the applicant and request confirmation of the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a.

Upon the hiring entity receiving and reviewing the information disclosed by the applicant's current and/or former employer(s), and finding an affirmative response to any of the inquiries required in N.J.S.A. 18A:7.7.b.(2), and if the hiring entity determines to continue with the applicant's job application process, the hiring entity shall make further inquiries of the applicant's current or former employer(s) to ascertain additional details regarding the information disclosed.



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### Disclosure and Review of Applicant's Employment History

The failure of an employer to provide the information requested by the hiring entity pursuant to N.J.S.A. 18A:6-7.7.b. within a twenty-day timeframe may be grounds for the automatic disqualification of an applicant from employment with a hiring entity in accordance with N.J.S.A. 18A:6-7.9.c.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.c., a hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated because of any information received or due to the inability to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.d., a hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if the applicant is offered employment or commences employment following June 1, 2018 and information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the employer that the employer determines disqualifies the applicant or employee from employment under N.J.S.A. 18A:6-7.6 et seq. The termination of employment pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review of information received pursuant to N.J.S.A. 18A:6-7.7.b. provided the conditions outlined in N.J.S.A. 18A:6-7.10.b. are satisfied.

All requests for information sent to this school district, charter school, or nonpublic school from a hiring entity regarding a current or former employee in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee. The Superintendent or designee shall review the request for information and confirm the applicant's employment relationship and ensure the written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) prior to the release of information requested and the release of related records in accordance with N.J.S.A. 18A:6-7.6 et seq.



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On or after June 1, 2018, a hiring entity may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that is prohibited as outlined in N.J.S.A. 18A:6-7.12. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.6 et seq. shall be void and unenforceable.

Pursuant to N.J.S.A. 18A:6-7.11, information received by a school district, charter school, or nonpublic school under Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records. A school district, charter school, or nonpublic school that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false.

N.J.S.A. 18A:6-7.6; 18A:6-7.7; 18A:6-7.8; 18A:6-7.9;

18A:6-7.10; 18A:6-7.11; 18A:6-7.12; 18A:6-7.13

New Jersey Department of Education Guidance and Resources to Assist with  
Pre-Employment Requirements of P.L. 2018, c.5. - June 25, 2018

First Reading: August 16, 2018



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[See POLICY ALERT No. 216]

## R 1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students and is offered employment or commences employment following June 1, 2018 unless the school district, charter school, nonpublic school, or contracted service provider complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. as outlined in Policy and Regulation 1613.

### A. Definitions (N.J.S.A. 18A:6-7.6 et seq.)

For the purposes of this Policy and Regulation:

1. "Applicant" means any person considered for employment or offered employment for pay or contract for the paid services of any person serving in a position which involves regular contact with students.
2. "Child abuse" means any conduct that falls under the purview and reporting requirements of N.J.S.A. 9:6-8.8 et seq. and is directed toward or against a child or student, regardless of the age of the child or student.
3. "Disclosure Information Request Form" shall be the State of New Jersey Sexual Misconduct/Child Abuse Disclosure Information Request, P.L. 2018, Chapter 5 or a similar form developed by the hiring entity.
4. "Disclosure Release Form" shall be the State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release, P.L. 2018, Chapter 5 or a similar form developed by the hiring entity.





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5. "Hiring entity" means all school entities including school districts, charter schools, nonpublic schools, or contracted service providers holding a contract with a school district, charter school, or nonpublic school.
  6. "Sexual misconduct" means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.
- B. Hiring Entity Required Application and Review Process  
(N.J.S.A. 18A:6-7.7)
1. A hiring entity shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the provisions of N.J.S.A. 18A:6-7.6 et seq.
    - a. The hiring entity shall require an applicant to provide a Disclosure Release Form which must include the following information:
      - (1) A list, including name, address, telephone number, and other relevant contact information of the applicant's:
        - (a) Current employer;
        - (b) All former employers within the last twenty years that were schools; and
        - (c) All former employers within the last twenty years where the applicant was employed in a position that involved direct contact with children; and



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### Disclosure and Review of Applicant's Employment History

- (2) A written authorization that consents to and authorizes disclosure of the information requested under b. below pursuant to N.J.S.A. 18A:6-7.7.a.(2) and the release of related records by the applicant's employers listed under B.1.a.(1) above, and that releases those employers from liability that may arise from the disclosure or release of records;
- (3) A written statement as to whether the applicant:
  - (a) Has been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
  - (b) Has ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or
  - (c) Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.



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- (4) The hiring entity must comply with the requirements of N.J.S.A. 18A:6-7.6 et seq. for every applicant who will be employed by the hiring entity.
  - (a) However, the provisions of N.J.S.A. 18A:6-7.6 et seq. may be required by the hiring entity for any applicant.
- b. The Superintendent or designee of the hiring entity will review the applicant's Disclosure Release Form. Upon determining to continue the application process, the Superintendent or designee shall provide the applicant's Disclosure Release Form to all employers listed by the applicant under the provisions of N.J.S.A. 18A:6-7.7.a.(1) and B.1.a.(1) above and provide all employers listed with the applicant's written authorization that consents to and authorizes disclosure in accordance with N.J.S.A. 18A:6-7.7.a.(2) and B.1.a.(2) and request the following information:
  - (1) The dates of employment of the applicant; and
  - (2) A statement as to whether the applicant:
    - (a) Was the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
    - (b) Was disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or



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- (c) Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.
  - c. The review of the applicant's employment history may be conducted through telephonic, electronic, or written communications in accordance with N.J.S.A. 18A:6-7.7.
    - (1) If the review is conducted by telephone, the results of the review shall be documented in writing by the Superintendent or designee responsible for reviewing the applicant's employment history. The Superintendent or designee may use the Disclosure Release Form to complete this review.
- 2. After reviewing the information disclosed by an employer under B.1.b. above and finding an affirmative response to any of the inquiries listed and if the Superintendent or designee of the hiring entity determines to continue with the applicant's job application process, the Superintendent or designee shall make further inquiries of the applicant's current and/or former employer(s) to ascertain additional details regarding the matter disclosed pursuant to N.J.S.A. 18A:6-7.10.
  - a. The Superintendent or designee shall make these additional inquiries by requesting the current and/or former employer to complete the Disclosure Information Request Form and attach additional information, including the initial complaint and final report, if any, regarding the incident of child abuse or sexual misconduct.
  - b. The Superintendent, upon receiving and reviewing the additional information disclosed in accordance with B.2.a. above, will make a determination to continue with the applicant's job application process.



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### Disclosure and Review of Applicant's Employment History

3. All employment history documentation for each applicant employed by the hiring entity in accordance with N.J.S.A. 18A:6-7.6 et seq. shall be maintained in the employee's personnel file. All employment history documentation for an applicant not hired shall be maintained by the Superintendent or designee and destroyed in accordance with the New Jersey Department of Revenue – Records Management Services Records Retention and Disposition Schedule.
  4. Employment history review pursuant to N.J.S.A. 18A:6-7.6 et seq. is not required for applicants the hiring entity does not wish to employ.
  5. The hiring entity, in accordance with N.J.S.A. 18A:6-7.9.b., in conducting the review of the employment history of an out-of-State applicant, shall make, and document with specificity, diligent efforts to:
    - a. Verify the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a. and B.1.a. above; and
    - b. Obtain from any out-of-State employers listed by the applicant the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.
- C. Completing a Disclosure Request from a Hiring Entity Regarding a Current or Former Employee (N.J.S.A. 18A:6-7.9)
1. All requests for information from a hiring entity regarding a current or former employee of this school district, charter school, or nonpublic school in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee.
    - a. The Superintendent or designee, upon receiving a request from a hiring entity for information, shall provide the information requested in accordance with N.J.S.A. 18A:6-7.6 et seq. to the hiring entity submitting the request if:



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- (1) The employment relationship is confirmed pursuant to N.J.S.A. 18A:6-7.7.a.(1) and B.1.a.(1) above; and
  - (2) The written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) and B.1.a.(2) above.
- b. At the discretion of the Superintendent, the requested information may be provided through telephonic, electronic, or written communications, pursuant to N.J.S.A. 18A:6-7.7 and B.1.c. above.
2. In the event a hiring entity requests additional information from this school district, charter school, or nonpublic school beyond a response to the questions as outlined in N.J.S.A. 18A:6-7.7.b. and B.1.b. above, the Superintendent or designee will review the written request and will make a determination as to the additional information and/or documentation to be provided to the hiring entity. Any request for additional information and/or documentation must be submitted by the hiring entity in writing to the Superintendent or designee before providing any additional information and/or documentation.
  - a. Upon providing such additional information and/or documentation, the Superintendent or designee will take every measure to ensure privacy and confidentiality, consistent with State and Federal laws and regulations regarding student privacy and the privacy rights of others.
  - b. Any personally identifiable information regarding any student or other individual other than the applicant's personally identifiable information shall be redacted prior to the release of any additional information.
  - c. The requested additional information should be provided to the hiring entity within twenty days, as required by statute.



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3. A copy of all requests for information and any information provided to a hiring entity, in accordance with the provisions of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq., shall be maintained by the Superintendent or designee in the applicant's personnel file and shall only be destroyed in accordance with the New Jersey Department of Revenue – Records Management Services Records Retention and Disposition Schedule.

D. Timeline for Current or Former Employers to Disclose Information  
(N.J.S.A. 18A:6-7.9)

1. No later than twenty days after receiving a request for information under N.J.S.A. 18A:6-7.7.b. and B.1.b. above, an employer that has or had an employment relationship within the last twenty years with the applicant shall disclose the information requested pursuant to N.J.S.A. 18A:6-7.6 et seq.
2. The failure of an employer to provide the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above within the twenty day timeframe established under N.J.S.A. 18A:6-7.9.a. and D.1. above may be grounds for the automatic disqualification of an applicant from employment with a hiring entity. A hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated:
  - a. Because of any information received by the hiring entity from an employer pursuant to N.J.S.A. 18A:6-7.7 and B. above; or
  - b. Due to the inability of the hiring entity to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.

E. Provisional Employment (N.J.S.A. 18A:6-7.10)

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review by the hiring entity of information received pursuant to N.J.S.A. 18A:6-7.7 and B. above, provided that all of the following conditions are satisfied:



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1. The applicant has complied with N.J.S.A. 18A:6-7.7.a. and B.1.a. above;
2. The hiring entity has no knowledge or information pertaining to the applicant that the applicant is required to disclose pursuant to N.J.S.A. 18A:6-7.7.a.(3) and B.1.a.(3); and
3. The hiring entity determines that special or emergent circumstances exist that justify the temporary employment of the applicant.

F. Penalties to Applicants (N.J.S.A. 18A:6-7.8)

1. An applicant who willfully provides false information or willfully fails to disclose information required in N.J.S.A. 18A:6-7.7.a. and B.1.a. above:
  - a. Shall be subject to discipline up to, and including, termination or denial of employment;
  - b. May be deemed in violation of subsection a. of N.J.S.A. 2C:28-3; and
  - c. May be subject to a civil penalty of not more than \$500 which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," P.L. 1999, c.274 (N.J.S.A. 2A:58-10 et seq.).
2. A hiring entity shall include a notification of the penalties set forth in N.J.S.A. 18A:6-7.8 and F.1. above on all applications for employment for positions which involve regular contact with students.

G. Termination (N.J.S.A. 18A:6-7.9.d.)

1. A hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if:
  - a. The applicant is offered employment or commences employment with the hiring entity following June 1, 2018; and





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- b. Information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the hiring entity that the hiring entity determines disqualifies the applicant or employee from employment.
  - 2. The termination of employment pursuant to the provisions outlined in G.1. above and pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.
- H. Information Not Deemed Public Record and Immunity (N.J.S.A. 18A:6-7.11)
  - 1. Information received by an employer in accordance with Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records.
  - 2. An employer, school district, charter school, nonpublic school, school administrator, or contracted service provider that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false. The immunity shall be in addition to and not in limitation of any other immunity provided by law.
- I. Prohibited Actions Relative to Certain Agreements and Employment Contracts (N.J.S.A. 18A:6-7.12)
  - 1. On or after June 1, 2018, a school district, charter school, nonpublic school, or contracted service provider may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:



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- a. Has the effect of suppressing or destroying information relating to an investigation related to a report of suspected child abuse or sexual misconduct by a current or former employee;
    - b. Affects the ability of a school district, charter school, nonpublic school, or contracted service provider to report suspected child abuse or sexual misconduct to the appropriate authorities; or
    - c. Requires the school district, charter school, nonpublic school, or contracted service provider to expunge information about allegations or finding of suspected child abuse or sexual misconduct from any documents maintained by the school district, charter school, nonpublic school, or contracted service provider, unless after investigation the allegations are found to be false or the alleged incident of child abuse or sexual misconduct has not been substantiated.
  2. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.12 shall be void and unenforceable.
- J. Public Awareness Campaign (N.J.S.A. 18A:7.13)
1. The New Jersey Department of Education (NJDOE) shall establish a public awareness campaign to publicize the provisions of N.J.S.A. 18A:6-7.6 et seq. and to ensure applicants and employers are aware of their respective rights and responsibilities under N.J.S.A. 18A:6-7.6 et seq. The NJDOE shall post on its website guidance documents and any other informational materials that may assist applicants and employers in the implementation of and compliance with N.J.S.A. 18A:6-7.6 et seq.



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2. The NJDOE developed forms for applicants and employers may be used to comply with the requirements of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.7, as well as any other forms necessary to carry out the provisions of N.J.S.A. 18A:6-7.6 et seq.

First Reading: August 16, 2018



[See POLICY ALERT Nos. 151, 162, 163, 183, 193, 200 and 216]

# ABOLISHED

## R-5512 HARASSMENT, INTIMIDATION, OR BULLYING INVESTIGATION PROCEDURE

~~The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.~~

~~The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:~~

- ~~1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident and shall be conducted by a school's Anti-Bullying Specialist, in coordination with the Principal.~~
  - ~~a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.~~
- ~~2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.~~
  - ~~a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.~~
- ~~3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).~~

4. ~~The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.~~
5. ~~The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.~~
6. ~~Parents of individual student offenders and targets/victims shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.~~
7. ~~A parent may request a hearing before the Board of Education after receiving the information.~~
  - a. ~~This hearing shall be held within ten school days of the request;~~
  - b. ~~The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and~~
  - c. ~~At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.~~

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Harassment, Intimidation, or Bullying  
Investigation Procedure

8. ~~At the next regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of each investigation to the Board or following a hearing in executive session, the Board shall issue~~

~~a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.~~

- ~~9. A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).~~

First Reading: August 16, 2018

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Use of Physical Restraint and Seclusion  
Techniques for Students with Disabilities

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[See POLICY ALERT Nos. 192, 215 and 216]

## 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 **post-incident** full written **notification** 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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### Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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 (IEP) 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~~ IEP 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~~ IEP meeting.





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

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~~ IEP 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~~ IEP 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.

**The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).**

**The Superintendent or designee shall annually inform parents of students with disabilities about the Board's Policy regarding restraint and seclusion.**

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

**New Jersey Department of Education Restraint and Seclusion Guidance for  
Students with Disabilities – July 10, 2018**

First Reading: August 16, 2018



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Use of Physical Restraint and Seclusion  
Techniques for Students with Disabilities

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[See POLICY ALERT Nos. 192, 215 and 216]

**[THIS REGULATION IS ONLY REQUIRED IF THE BOARD ALLOWS  
THE USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES  
FOR STUDENTS WITH DISABILITIES IN ACCORDANCE WITH  
POLICY 5561.]**

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

### A. Definitions

**“Mechanical Restraint” means the use of any device or equipment to restrict a student’s freedom of movement, but does not include devices implemented by trained school personnel, or utilized by a student that has been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed such as:**

- **Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;**
- **Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;**
- **Restraints for medical mobilization; or**
- **Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.**

**“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.**



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“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;
4. The parent of a student **shall be** is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. **In addition, a A-full post-incident written notification** report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident.
  - a. **The post-incident written notification report shall include, but not be limited to, details regarding the nature of the behavior that precipitated the use of the restraint; the staff involved; and recommendations for follow-up activities including, if appropriate, revisions to the student’s individualized education plan (IEP) or administration of a functional assessment.**



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- b. The post-incident written notification report shall be maintained in a manner consistent with State and Federal regulations regarding the confidentiality of student records, while also serving as a mechanism for gathering data which allows the IEP team to make informed decisions regarding the student's needs.**
- 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 (BIP) at the next individualized education plan IEP meeting.
  - a. Each incident that requires the use of restraint shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.**
  - b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.**



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- c. **Data shall be reviewed on a continual basis to determine the effectiveness of the individual student's BIP and the school district's procedures. Any reviews should be conducted across sub-groups and involve staff, Child Study Team members, and administration.**

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~~ **BIPs** developed by the ~~individualized education plan~~ **IEP** 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.~~
  - ~~e. 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.~~



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## C. Seclusion

**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; 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 BIP at the next IEP meeting.**
  - a. Each incident that requires the use of a seclusion technique shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.**
  - b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.**



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- c. **Data shall be reviewed on a continual basis to determine the effectiveness of the individual student's BIP and the school district's procedures. Any reviews should be conducted across sub-groups and involve staff, Child Study Team members, and administration.**

**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 BIP developed by the IEP team.**

## 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



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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

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~~ **BIP** at the next ~~individualized education plan~~ **IEP** 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;





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- 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 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~~



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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 IEP team.~~

## **F. Restraint and Seclusion Training Requirements**

1. All staff members working directly with students with disabilities shall receive training on Policy and Regulation 5561 and in safe techniques for physical restraint and seclusion from an entity determined by the Board of Education to be qualified to provide such training.
  - a. The Principal or designee shall determine the school staff members that shall receive restraint and seclusion training.
  - b. The training shall be identified in the school district's professional development plan and should be considered as a topic for ongoing professional learning communities (PLCs).
  - c. The training shall emphasize the use of appropriate de-escalation techniques and the use of Positive Behavior Supports (PBS) as mechanisms to avoid the need for the use of physical restraint and seclusion.
  - d. Training may include current professionally accepted practices and standards regarding behavior management.
  - e. The training program shall be updated at least annually.



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2. In addition to district-wide training and PLCs, the Board may also consider additional training for all staff members who will be responsible for implementing the IEPs which include BIPs for students with disabilities.
  - a. This additional training should include a framework that emphasizes de-escalation techniques, identifying PBSs, and behavior strategies which support appropriate behavior in all school settings.
  - b. Staff members responsible for implementing BIPs for student IEPs should be trained on the use of continuous monitoring techniques and the collection of data which can be used to inform decision making regarding the continued use of restraint and seclusion.
3. Training for school administrators shall include information on the effectiveness of school-wide positive behavior programs, a tool for evaluating the effectiveness of the Policy and Regulation 5561, and a tool for evaluating the effectiveness of the school district's trainings.

First Reading: August 16, 2018



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Procurement Procedures for School  
Nutrition Programs

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[See POLICY ALERT Nos. 215 and 216]

**[SCHOOL DISTRICTS NOT PARTICIPATING IN A USDA SCHOOL  
NUTRITION PROGRAM ARE NOT REQUIRED TO ADOPT POLICY 8561.]**

## 8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws. ~~FSMC's billing invoices will be monitored to ensure compliance with Federal and State procurement regulations and will comply with any additional monitoring requirements as outlined in the approved FSMC Contract.~~

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.



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## Procurement Procedures for School Nutrition Programs

### A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358 - Appendix. Formal procurement procedures will be used as required by 2 CFR 200.318-.326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency

#### Micro-Purchases:

Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed \$3,500 as defined by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of multi-school system
4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the



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amounts to be purchased so the correct method of procurement will be followed.

## B. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;
  - d. The deadline for submission of sealed bids or proposals; and
  - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.



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5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - a. Contract period;
  - b. The Board of Education is responsible for all contracts awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;
  - d. How the vendor is to be informed of bid acceptance or rejection;
  - e. Delivery schedule;
  - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
  - g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
  - h. Statement assuring positive efforts will be made to involve minority and small business;
  - i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board of Education's nonprofit school food service account;
  - j. Contract provisions as required in Appendix II to 2 CFR 200;
  - k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
  - l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
  - m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
  - n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the



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nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;

- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;





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- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
  - y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; and
  - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.
- a. The School Business Administrator/Board Secretary will be responsible for securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.



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- b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

## C. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.



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2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

## D. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.



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3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than \$3,500 to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

## E. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.
3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.



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## F. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

## G. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
  - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
  - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;



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- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

## H. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;
  - b. A copy of the original solicitation;
  - c. The selection of contract type;
  - d. The bidding and negotiation history and working papers;
  - e. The basis for contractor selection;
  - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
  - g. The basis for award cost or price;
  - h. The terms and conditions of the contract;



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- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

## I. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.



# POLICY GUIDE

5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.
- J. Food Service Management Company (FSMC)
  1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
  2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
  3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law





# POLICY GUIDE

## APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$3,500 *	Micro - purchases 2 CFR 200.320(a)	Sound Business Practice *
	SINGLE TRANSACTION AGGREGATE COST LESS THAN \$3,500	
* Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive		
SMALL PURCHASE PROCEDURES		
\$3,501 up to \$29,000/\$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING \$3,500 REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$3,500 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$3,500	Sound Business Practice *
* Or LESS than \$3,500 if local SFA Procurement Policies are more restrictive		
\$3,501 - \$149,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$150,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

State Agency Form #358 - July 2017

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