

SLE Program Description

"Structured learning experience (SLE)" are experiential, supervised, in-depth learning experiences that are designed to offer students the opportunity to more fully explore career interests within one or more of the Career Clusters, as described in N.J.A.C. 6A:8-3.2, Career education and counseling. NJAC 6A:19-1.2 SLEs are designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to: demonstrate and apply a high level of academic attainment; develop career goals; and develop personal/social goals. NJAC 6A:19-1.2 The requirements for this program are written, signed individual student training plan that identifies learning activities, formative and summative assessment, regular site supervision (1 X every 10 days), and students must be the age 16 or older to participate. Students who participate in structured learning experiences will benefit by having the opportunity to identify career interests, skills, and abilities, explore career goals, identify on-the-job support needs, develop employability skills and good work habits, build self-esteem, develop an understanding of the link between academics and work, and gain work experience. Students will have the responsibility to comply with expectations for job performance, behavior, and social interactions, adhere to workplace guidelines and procedures, and perform job responsibilities.

ATTACHMENT B

Student ID		Tuition
1000554		\$57,500.00
20746		\$67,400.00
1001365		\$67,400.00
20354		\$67,400.00
1000620		\$55,800.00
1001448		\$67,400.00
20240		\$67,400.00

Student ID	School	Amount
465	Bleshman	\$60 per diem/NTE \$10,800
20287	Bleshman	\$60 per diem/NTE \$10,800
122	HHHS	\$30 per diem/NTE \$5,400
1000004	Ridgefield HS	\$14.77 per diem/NTE \$2,700
20642	Forum	\$28.68 per diem/NTE \$6,022

Hasbrouck Heights District Nursing Services Plan 2017-2018

(N.J.A.C. 6A:16-2.1 through 2.5)

District Name: Hasbrouck Heights

School Year: 2017-2018

Board of Education Approval Date: September 2017 (as per N.J.A.C. 16:A-2.1 (b))

District Contact Person: Dr. Matthew Helfant

I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A 16-2.1 (b) 2 (i))
Basic services: N.J.A.C. 16A and N.J.S.A. 18A:40, federal law (such as FERPA-20 U.S.C. §1232g, 34 CFR Part 99) and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

A. Health Records (N.J.A.C. 8:57-4.1 through 4.20)	(N.J.A.C. 6A:16-2.2 (g))
1. Maintain and review student health documents	
a) State of New Jersey Health History and Appraisal record i.e., A-45 cards	(N.J.A.C. 6A:16-2.2 (a))
b) Immunization record	
c) Medical history	(N.J.A.C. 6A:16-2.2 (k))
d) Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	
e) Physical examinations for:	
(1) Athletic Pre-Participation Physical Examination Form Part A & Bas part of student's health record	(N.J.S.A. 18A: 40-41.9 and N.J.A.C. 6A:16-2.2 (h)1)
(a) Distribution of educational fact sheet annually to parents or guardians of students of Sports-Related Eye Injuries	
(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h) 2)
(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h) 3)
(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h) 4)

(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance		(N.J.A.C. 6A:16-2.2 (h) 5)
f) Transference and request of health records i.e. A-45 and current physical exam		(N.J.A.C. 6A:16-2.4 (d))
g) Adherence to Family Education Rights and Privacy Act		(FERPA- 20 U.S.C. §1232g, 34 CPR Part 99, N.J.A.C. 6A:16-2.4 (c))
		(N.J.A.C. 6A:16-2.2(b))
2. Determine student status for admission or retention with unacceptable evidence of immunizations		(N.J.S.A. 18A:40-16 & N.J.A.C. 6A:16-2.2 (c))
3. Conduct tuberculosis testing as directed by the NJ DHSS		(N.J.A.C. 6A:16-2.1 (a) 2)
		(N.J.A.C. 6A:16-2.1 (a) 2)
B. Medications, health care treatments, procedures and care:		(N.J.S.A.18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1 (a) 2v)
1. Administer authorized medications, health care treatments and care		(N.J.A.C. 6A:16-2.1(a) 2 vi
2. Approval of self-administered medications		N.J.S.A. 18A:40-12.5; 12.6 & 12.14)
3. Designate and train annually epinephrine and glucagon auto injector delegates		(N.J.S.A. 18A:40-12.5a-d and N.J.S.A. 18A:40-12.6)
4. Permit the school nurse or trained designee to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction Q: any student whose parent has not;		
a) Provided written authorization for the administration of epinephrine;		
b) Provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis;		
c) Received written notice from the board of education (BOE) or nonpublic school chief school administrator that the agencies and their employees or agents have no liability as a result of an injury arising from the administration of epinephrine; and		
d) Signed a statement releasing the BOE or nonpublic school of liability.		
C. Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders		(N.J.A.C. 6A:16-2.1 (a) 3)
D. Provide Health Care		(N.J.A.C. 6A:16-2.1 (a) 4)
1. Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP and Medical Home Practitioner's orders.		(N.J.A.C. 6A:16-2.1 (a)10 (N.J.S.A. 45:11-23)- New Jersey Board of Nursing Statutes
2. Isolate, exclude and re-admit any student or employee with a communicable disease		(N.J.A.C. 6A:16-1.4 (a))
3. Report "Reportable Communicable Disease" to County health officer		(N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2 (d))

4. Arrange for transportation and supervision of students in need of emergency health care	(N.J.A.C. 6A:16-2.1 (a) 4(iv))
5. Notify parents of need for emergency care	(N.J.A.C. 6A:16-2.1 (a) 4 (v))
6. Administer emergency medications i.e., anaphylaxis (epinephrine) or asthma medications etc.	(N.J.A.C. 6A:16-2.1 (a) 4)
7. Write and update annually student individualized health care plans (IHP's) and Individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff.	(N.J.A.C. 6A:16-2.1(a)IO(i) and (N.J.A.C. 6A:16-2.3 (b) 3(xii))
8. Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care	(N.J.A.C. 6A:16-2.3 (a) 3 (vi) and N.J.A.C 6A:16-2.3(b) 3(i))
E. Administer asthma related care	(N.J.A.C. 6A:16-2.1 (a) 5)
1. Obtain training for administration of medication via nebulizer	(N.J.S.A. 18A:40-12.8 (a) 8 & (N.J.A.C. 6A:16-2.1(a) 5 ii)
2. Maintain one nebulizer per school	(N.J.A.C. 6A:16-2.2 (e))
3. Require Students to have a current "Asthma Action Plan	(N.J.A.C. 6A:16-2.1 (a) 5 (iii))
F. Health history and examinations	(N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1 (a) 6)
1. Provide health examination for student's without medical homes	(N.J.A.C. 6A:16-2.2 (f) 6)
G. Establish and maintain procedures for universal precautions	(N.J.A.C. 6A:16-2.1 (a) 7)
H. Provide nursing services to nonpublic school located in district	(N.J.A.C. 6A:16-2.1 (a) 8)
I. Instruct students/ teachers/staff:	(N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)3. xv
1. communicable diseases, blood borne pathogens	
2. Asthma management	
3. Anaphylaxis and symptoms of hyperglycemia and hypoglycemia	
4. classroom health curriculum (not CSN with a "Non-Instructional" certificate)	
5. other health concerns	
J. Provide information for:	
1. NJ Family Care program	(N.J.A.C. 6A:16-2.2 (i))
K. Implementation of the Nurse Practice Act by.....	
L. Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
1. Nursing Diagnosis /Case-finding of actual or potential physical health problems	

2. Provision of nursing care for actual or potential emotional health problems	
3. Health teaching in health office	
4. Health teaching in classroom	
5. Health counseling	

II. Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C.6A:16-2.3 (b) 3)

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.	Euclid School	Lincoln School	Middle School	High School
First-Aid, splinting, Ace-wrap etc.	TBA	TBD	TBA	TBA
Dental: tooth avulsion, caries, braces, etc.	TBA	TBD	TBA	TBA
Health Screenings Ht., Wt., & BP yearly	297	394	489	567
Visual Acuity screening K,2,4,6,8,10	119	193	160	142
Auditory screening K,1,2,3,7,11	171	236	162	144
Scoliosis screening biennially age 10-18	64	86	162	180
Diabetic Glucose testing, insulin pump management	1		1	1
Mantoux/PPD testing	N/A		0	0
Medication Administration- daily	2		3	2
Medication Administration - PRN	62	60	18	7
Nebulizer/inhalers/peak flow measurements	18	TBD	10	3
Tube feedings	0		0	0
Urinary catheterizations	0		0	0
Ventilator care	0		0	0
Referral for vision evaluations	TBA	TBD	TBA	TBA
Referral for hearing evaluations	TBA	TBD	TBA	TBA
Referral for Alcohol and drug use/abuse testing	0			TBA
Referral for pregnancy	0			TBA

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.	Euclid	Lincoln	Middle School	High School
Nursing Diagnosis /Case-finding of actual or potential physical health problems	79	TBD	132	88
Provision of nursing care for actual or potential emotional health problems	6	TBD	4	8
Case-finding	TBA	TBD		
Health teaching in health office	342	ONGOING		
Health teaching in classroom	126	158		
Health counseling	0	ONGOING	6	9
Seizure Monitoring			2	2

III. Emergency Management (N.J.A.C. 6A:16-2.1 (a) 4

A. Acute Care Management Plan:

1. Creation and maintenance of an Emergency Management Kit ("Go-box", crash cart, etc.) for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
 - a) AEDs (Automatic External Defibrillators) deployment and delegates trained (reference Janet's Law Requirement)
 - b) CPR trained school nurse
 - c) Asthma Nebulizer trained nurses
 - d) Universal Precautions trained staff
 - e) CPR trained coaches/athletic trainers/trainers/staff

B. IEHP's/Chronic Care Management Plans:

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
If a food allergy is indicated a food allergy action plan should be provided by the primary physician and parent. This is filed in the health office after being shared with classroom staff. When it is a severe allergy, and an Epi-pen is ordered, the district Epi-pen policy is implemented. The individual food action plan is stored along with the Epi-pen in an un-locked location in the health office. An attempt will be made to recruit and train Epi-pen delegates. A list of assigned delegates is posted in the nurses office by the Epi-pens.
2. Asthma Action Plan
Students with a medical diagnosis of Asthma should have an Asthma Action Plan filed in the health office after being shared with classroom staff. A nebulizer and inhalers are stored in a clearly marked location. The asthma action plan will also be available after sharing it with the classroom staff.
3. Diabetic Action Plan
Individual health plans will be available for each Diabetic student. In addition, an emergency plan for hyper and hypo-glycemia will be available in the health office after being shared with classroom staff. Individual Diabetes care tasks such as glucose monitoring will take place where needed. Diabetic emergency supplies will be carried by student in their backpacks or in the nurses office. An attempt will be made to recruit and train Glucagon delegates.
4. Lock-Down/Shelter-In-Place Health Care Action Plan
Lock Down and Shelter-in-Place health care action plans will be updated and modified each school year. Diabetic students carry emergency glucose tablets in case of a hypo-glycemic event.

C. District Crisis Management Plan:

1. Triage Action Plans in District Crisis Management Plan.
2. In the event of an emergency each building will follow the buildings crisis management plan available in their confidential binders.

D. Community Rescue Squad and Emergency Paramedic Services

1. Emergency response services will be activated by calling 911. The police dept. for the corresponding town will be contacted. They will then arrange for EMS and paramedics if necessary. In addition, the responding police will bring oxygen to the school when needed.

E. Janet's Law

1. There is a working Automated External Defibrillator (AED) in multiple locations throughout the school district. Each AED is identified and kept in an unlocked, wall mounted container. In the event of a sudden cardiac event, the District's Sudden Cardiac Experience Teams will be contacted and the procedures will be enacted.

IV. Detailed Nursing Assignments Sufficient to Provide Health Services (N.J.A.C. 6A 16-2.3 (b))

Schools		Euclid School	Lincoln School	Middle School	High School
Grade levels		PreK-5			
Enrollment number as of Oct. 1st.		342	394	489	567
Number of students receiving:					
Special Services/ IEPs		46			
504s		10	13	22	10
I&Rs		13			
IHPs		40	60	20	9
IEHPs					
Nursing Assignments- number of:					
N.J.A.C. 6A:9-13.3	Certified School Nurse- CSN		1	0.5	0.5
	Registered Nurse- not CSN			0.3	0.3
	Licensed Practice Nurse- LPN				
N.J.A.C. 6 A:9-13.3 (b)	CPR Certified	9	7		
	AED Certified		7		
N.J.A.C. 6A:9-13.3 (b)	Asthma Nebulizer trained	0		1	1
Unlicensed Assistive Personnel Assignments					
	Nursing Assistants	0			
	Health Aides	0			

V. Nursing Services and Additional Medical Services provided to Non-Public Schools
Non-Public nursing services (N.J.A.C. 6A:16-2.1 (a) 8)

1. Non-Public nursing services are not provided by the Hasbrouck Heights School District.

Nursing Services Plan reviewed by:

[Signature]
School/Physician Name

Mary Neumann RN
Head Nurse Name

Dr. Matthew Helfant
CSA Name

[Signature]
Signature

9/22/17
Date

Mary Neumann RN
Signature

9/25/17
Date

[Signature]
Signature

9/19/17
Date

DATE REQUESTED

FACILITY REQUEST

Aug-17

CONTACT

ORGANIZATION

Girls Soccer	C. Fontalvo-Head Coach	HS Parking lot	Car Wash 9/30/18 9:30 to 1:00 pm
HH Rec Adult Rec Basketball	R. Brady	HS New Gym	6:30 pm to 9:00 pm Sept through June on Monday nights
HH Rec Adult Volleyball	R. Brady	HS New Gym	7 pm to 9 pm - September through June Wednesday nights
LS PTA Talent Show Screening	R. Perdomo	HS/MS Aud	Perk - 2nd qt Talent Show 4 PM to 10 PM 2/16/18
LS PTA Movie Night	R. Perdomo	HS/MS Aud	11/7/17 and 2/2/18 4:30 pm to 9:00 pm
LS PTA Fitness Club	R. Perdomo	LS Gym	2/8/2/15 3/1 3/8 3/15/18 3:30 pm to 5:00 pm
LS PTA 5th grade dance	R. Perdomo	LS Gym	6/8/18 5 pm to 9:30 pm
LS PTA Scholastic Book Fair	R. Perdomo	LS Art/Music	5/23/18 & 5/24/18 8:30 am to 4:00 pm
LS PTA Art Festival	R. Perdomo	LS Gym	5/17/18 6 pm to 8 pm
LS PTA Tech Fest	R. Perdomo	LS Gym	3/3/18 9:30 am 10:30 am and 10:45 am to 11:45 am
LS PTA Talent Show Screening	R. Perdomo	LS Art/Music	2/5/18 and 2/6/18
LS PTA Science Exchange	R. Perdomo	LS Gym	1/23/18 and 1/24/18 6:30 pm to 8:00 pm
LS PTA Holiday Gift Shop	R. Perdomo	LS Art/Music	12/7/17 8:45 am to 3:30 pm
LS PTA Drug Prevention Awareness	R. Perdomo	LS Gym	12/6/17 TBD
LS PTA Clothing Drive	R. Perdomo	LS Playground	11/18/17, 4/14/18 10 am to 2 pm
LS PTA Monster Mash	R. Perdomo	LS Gym	10/27/18 3:30 pm to 9:30 pm
LS PTA Scholastic Book Fair	R. Perdomo	LS Art/Music	10/25/18 & 10/26/18 8:30 to 4:00 pm
LS PTA Escape the Bus	R. Perdomo	LS Front of School	10/23/17 TBD
LS PTA Anti Bullying Game Show	R. Perdomo	LS Gym	10/3/17 12 pm to 3 pm
LS PTA Pep Rally for the Boosterthon	R. Perdomo	LS Gym	9/27/17 TBD
LS PTA Spiritwear Sale	R. Perdomo	LS In front of School	9/14/17 - 9/21/17 3 pm to 4 pm
LS PTA General Meeting	R. Perdomo	LS Gym	10/10, 1/16/18, 3/31, 5/8/18
LS PTA Executive Board Meeting	R. Perdomo	LS Art/Music	10/10, 1/16/18, 3/13/18, 5/8/18
Ask the Candidates Night	T. Eckert	HS Aud	10/17/17 6:00 PM TO 8:30 PM
LS Leopard Fun Run Fundraiser	J. Colangelo	Hitchcock	10/6/17 8 am to 3 pm
HESAA Falsa Workshop	L. Gesell	HS Media	10/17/17 6 pm to 8 pm
LS PTA Talent Show	R. Perdomo	MS/HS Aud	3/28/18 and 3/29/18 4 pm to 10 pm

ATTACHMENT E

STUDENT COUNCIL FUNDRAISERS

2017/2018 SCHOOL YEAR

Food Drive for Hasbrouck Heights Food Pantry

From November 1 - November 17, 2017

Toy Drive for "Center for Hope & Safety"

From December 1 – December 15, 2017

Pennies for Patients

From February 1 – February 16, 2017

GOING GREEN FUNDRAISERS

Clothing Drive for V.E.T.S.

From January 2 – January 12, 2017

Pet Drive for Teterboro Animal Shelter

From March 1 – March 16, 2017

Nature's Vision Fundraiser

March 3 – March 29, 2017

HS Sport	Level	Fee
Baseball	ALL	\$ 110.00
Basketball	ALL	\$ 110.00
Field Hockey	ALL	\$ 110.00
Football (game only)	Varisty	\$ 210.00
Football (game only)	Sub varsity	\$ 160.00
Football (w/ prep - early arrival and pregame taping)	Varisty	\$ 340.00
Ice Hockey	ALL	\$ 110.00
Indoor Track	ALL	\$ 250.00
Lacrosse	ALL	\$ 110.00
Outdoor Track	ALL	\$ 250.00
Soccer	ALL	\$ 110.00
Softball	ALL	\$ 110.00
Swimming	ALL	\$ 150.00
Volleyball (Single Match)		\$ 110.00
Volleyball (JV/V)		\$ 195.00
Wrestling (Single)		\$ 110.00
Wrestling (Single JV/Varsity)		\$ 170.00
Wrestling (Tri)		\$ 325.00
Wrestling (Quad)		\$ 350.00
XC	ALL	\$ 160.00

Daily Coverage - (hourly coverage for practice days/multiple games at site)

HIGH SCHOOL

\$50/HR (4 hr Minimum)

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

ATTACHMENT H

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09/26/17 10:57

Starting date 7/1/2017

Ending date 7/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
010770 V	07/20/17	07/20/17	D861	PREFERRED MECHANICAL INC	
058435 V	07/05/17	07/05/17	2727	FIRST STUDENT, INC.	
058436 V	07/05/17	07/05/17	2831	POWERHOUSE STUDIO	
058439	07/06/17		0382	NEW JERSEY MOTOR VEHICLE COMMISSION	\$50.00
058483	07/11/17		3006	SAFELITE FULL FILLMENT INC	\$295.88
058484	07/12/17		2081	BOWLER CITY, INC.	\$420.00
058485	07/12/17		2727	FIRST STUDENT, INC.	\$250.00
058525	07/17/17		1648	PETTY CASH/CHILD STUDY TEAM	\$300.00
058526	07/17/17		4625	PETTY CASH/BOARD OF EDUCATION	\$500.00
058527	07/17/17		1240	PETTY CASH/HIGH SCHOOL	\$500.00
058528	07/17/17		6758	PETTY CASH/MIDDLE SCHOOL	\$300.00
058529 H	07/17/17		2620	PETTY CASH/EUCLID SCHOOL	\$300.00
058530	07/17/17		1493	PETTY CASH/LINCOLN SCHOOL	\$300.00
058531	07/17/17		1859	BENSI OF HASBROUCK HEIGHTS	\$38.96
058532	07/18/17		2727	FIRST STUDENT, INC.	\$300.00
058534	07/18/17		1627	BAYADA HOME HEALTH CARE, INC.	\$728.00
058535	07/18/17		0180	BERGEN COUNTY SPECIAL SERVICES	\$58,489.44
058536	07/18/17		1872	BONNIE BRAE	\$6,845.00
058537 V	07/18/17	07/18/17	0949	CARRERA, ROSARIO	\$3,376.00
058538	07/18/17		7385	MACHADO LAW GROUP, LLC	\$66,150.82
058539	07/18/17		2322	SOUTH BERGEN JOINTURE COMM.	\$180.00
058540	07/18/17		1216	BISCHOFF; MICHELLE	\$642.00
058541	07/18/17		1603	BERGEN COMMUNITY COLLEGE	\$20.00
058542	07/19/17		2525	AT HOME MEDICAL	\$151.78
058543	07/19/17		1845	BADRE, JEFF	\$2,925.00
058544	07/19/17		1627	BAYADA HOME HEALTH CARE, INC.	\$11,838.75
058545	07/19/17		1487	CCL THERAPY, LLC	\$4,712.64
058546	07/19/17		1033	DELL FINANCIAL SERVICES	\$1,100.00
058547	07/19/17		0352	FRIDMAN, ESTHER, M.D.	\$2,660.00
058548	07/19/17		2255	FUN FIT THERAPY LLC	\$860.00
058549	07/19/17		2846	HEIGHTS FLOWER SHOPPE	\$1,200.00
058550	07/19/17		1230	INNOVATIVE THERAPY GROUP LLP	\$24,391.00
058551	07/19/17		0865	INVO HEALTHCARE ASSOC, LLC	\$205.80
058552	07/19/17		1608	JOHNNY ON THE SPOT	\$943.15
058553	07/19/17		1579	SCHOOL SPECIALTY, INC.	\$1,649.53
058554	07/19/17		2322	SOUTH BERGEN JOINTURE COMM.	\$150.00
058555	07/19/17		1879	SUMMIT SPEECH SCHOOL	\$200.00
058556	07/19/17		9895	YOLLECK, MARK	\$78.86
058559	07/19/17		1859	BENSI OF HASBROUCK HEIGHTS	

Starting date 7/1/2017

Ending date 7/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058560	07/20/17		0924	MCDONALDS	\$470.00
058561	07/20/17		3662	SHIRTS ILLUSTRATED	\$780.00
058562	07/20/17		H022	BALAC, ADRIANA	\$3,150.00
058563	07/20/17		1496	BANC OF AMERICA PUBLIC CAPITAL CORP	\$5,717.49
058564	07/20/17		1826	BCCA	\$420.00
058565	07/20/17		1353	BERGEN COUNTY CURRICULUM CONSORTIUM	\$149.00
058566	07/20/17		4336	CABLEVISION	\$195.48
058567	07/20/17		9024	CABLEVISION LIGHTPATH	\$12,907.33
058568	07/20/17		5925	CEBULA; MIKE	\$690.00
058569	07/20/17		2071	CERNEKA; DANIELLE	\$744.00
058570	07/20/17		1033	DELL FINANCIAL SERVICES	\$18,696.22
058571	07/20/17		0426	DINGERTOPADRE; MARIA	\$780.00
058572	07/20/17		0446	EDUCATIONAL DATA SERVICES, INC	\$1,120.00
058573	07/20/17		2992	FIRE SAFETY CONSULTANTS	\$360.00
058574	07/20/17		4693	GENESIS EDUCATIONAL SERVICES INC	\$29,307.00
058575	07/20/17		2067	HOHNECKER; JACLYN	\$1,410.00
058576	07/20/17		0851	LAKESHORE LEARNING MATERIALS	\$74.68
058577	07/20/17		2327	MAI; AMANDA	\$718.00
058578	07/20/17		6697	MASTBETH, JOSEPH	\$780.00
058579	07/20/17		0589	MERTZ, MICHAEL	\$1,410.00
058580	07/20/17		4644	MESSERY, DINA	\$50.00
058581	07/20/17		1016	METRO FIRE & SAFETY CO.	\$2,400.00
058582	07/20/17		0514	MIHALITSIANOS, GERASIMOS	\$50.00
058583	07/20/17		3246	MUNICIPAL CAPITAL CORP	\$9,888.00
058584	07/20/17		0752	MUSKA, JAMES	\$2,429.00
058585	07/20/17		1005	NASSP	\$385.00
058586	07/20/17		1134	NJ ASSOCIATION OF SCH ADMIN	\$1,760.00
058587	07/20/17		0359	NJ DEP/DIV OF REV/MED WASTE GEN	\$170.00
058588	07/20/17		4250	NJ PRINCIPALS & SUPVSR'S ASSOC	\$7,280.00
058589	07/20/17		1147	NJ SCHOOLS BOARDS ASSOC	\$11,987.10
058590	07/20/17		4234	NJIC	\$3,800.00
058591	07/20/17		7259	NJSIAA	\$2,150.00
058592	07/20/17		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$136.63
058593	07/20/17		1228	OTIS ELEVATOR COMPANY	\$11,421.19
058594	07/20/17		4260	PIGNATIELLO; DANIEL	\$518.25
058595	07/20/17		0227	PITNEY BOWES	\$837.00
058596	07/20/17		5556	R&J CONTROL, INC.	\$175.00
058597	07/20/17		1512	REALTIME INFORMATION TECHNOLOGY INC.	\$8,750.00
058598	07/20/17		F838	RUROEDE, LEIGHANN	\$3,300.00

Starting date 7/1/2017

Ending date 7/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058599	07/20/17		2978	SCHOOL ALLIANCE INSURANCE FUND, % PEGAS	\$62,640.00
058600	07/20/17		0800	SHAW'S COMPLETE SECURITY	\$264.00
058601	07/20/17		2234	SOUTH BERG WORKERS COMP POOL	\$108,217.00
058602	07/20/17		6020	STATE OF NJ/BUREAU OF FIRE CODE ENFORCE	\$498.00
058603	07/20/17		2086	STRAUSS ESMAY ASSOC. INC.	\$4,585.00
058604	07/20/17		0639	SUEZ WATER OF NEW JERSEY	\$2,956.62
058605	07/20/17		2048	TURNITIN, LLC	\$2,841.00
058606	07/20/17		0710	TYCO INTERGRATED SECURITY LLC.	\$1,725.50
058607	07/20/17		2563	VALENTI; SHANNON	\$690.00
058608	07/20/17		4454	VERIZON	\$1,878.94
058609	07/20/17		W449	WEST INTERACTIVE SERVICES CORPORATION	\$3,685.50
058610	07/20/17		P003	ZUKATUS, JOHN	\$3,488.10
058611	07/24/17		3137	CARVEL	\$106.86
058612	07/24/17		3180	BOWCRAFT AMUSEMENT PARK	\$902.30
058613	07/24/17		2727	FIRST STUDENT, INC.	\$345.00
058614	07/25/17		Z988	MUNICIPAL LEASING CONSULTANTS	\$695.00
058615	07/26/17		L487	GONZALEZ, BRENDA	\$352.00
058616	07/26/17		O643	JUMP ON IN	\$482.00
058617	07/26/17		1864	HEIGHTS PIZZA	\$329.75
058618	07/27/17		2263	BCASBO	\$250.00
058619	07/27/17		1135	NJ ASSOC SCH BUS OFFICIALS	\$990.00
058621	07/18/17		0949	CARRERA, ROSARIO	\$2,140.00
058622	07/31/17		1506	HERZ, MARDA	\$3,120.00
058624	07/31/17		1849	AMAZON.COM	\$85.67
058625	07/31/17		2347	BEHAVIOR INTERVENTION RESOURCES	\$750.00
058626	07/31/17		4133	BINSKY & SNYDER SERVICE, LLC	\$312.50
058627	07/31/17		1045	DELL	\$199.00
058628	07/31/17		0971	DELTA-T GROUP NORTH JERSEY, INC	\$312.87
058629	07/31/17		2317	FAST SIGNS	\$350.00
058630	07/31/17		7099	HACKENSACK AUDIO AND HEAR /equip only	\$600.00
058631	07/31/17		2846	HEIGHTS FLOWER SHOPPE	\$300.00
058632	07/31/17		1608	JOHNNY ON THE SPOT	\$220.20
058633	07/31/17		0851	LAKESHORE LEARNING MATERIALS	\$17.83
058634	07/31/17		0948	MACMILLAN	\$79.23
058635	07/31/17		8649	NATIONAL ASSOCIATION FOR MUSIC EDUCATION	\$123.00
058636	07/31/17		1900	NJCEC	\$115.00
058637	07/31/17		W335	OMEGA ENVIRONMENTAL SERVICES, INC	\$3,129.00
058638	07/31/17		2066	S & S ARTS & CRAFTS INC	\$3,288.99
058639	07/31/17		2000	SCHOOL HEALTH CORP.	\$497.85

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

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Starting date 7/1/2017

Ending date 7/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058640	07/31/17		Y012	STUMPS	\$549.35
073117	07/31/17		PAY	HASBROUCK HEIGHTS PAYROLL	\$303,148.16
073217 H	07/31/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$14,723.20
073317 H	07/31/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$7,459.99
074017 H	07/31/17		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,233.68
074217 H	07/31/17		0672	HASBROUCK HEIGHTS PAYROLL	\$599.50
107700 H	07/20/17		D861	PREFERRED MECHANICAL INC	\$640,920.00

Fund Totals

10	General Funds	\$9,659.99
11	GENERAL FUND	\$783,377.57
12	Capital Outlay	\$9,694.38
20	Special Revenue Fund	\$44,121.52
30	Capital Projects Fund	\$644,036.08
60	Enterprise Fund	\$31,727.03

Total for all checks listed

\$1,522,616.57

Prepared and submitted by:

Dina Messery
Board Secretary

9/26/17
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 7/31/2017 Fund: 10 General Funds

Assets and Resources

Assets:				\$3,890,571.21
101	Cash in bank			\$2,200.00
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			\$25,967,265.00
121	Tax levy Receivable			
Accounts Receivable:				
			\$0.00	
132	Interfund		\$1,816,760.28	
141	Intergovernmental - State		\$0.00	
142	Intergovernmental - Federal		\$0.00	
143	Intergovernmental - Other		\$25,414.20	\$1,842,174.48
153, 154	Other (net of estimated uncollectable of \$_____)			
Loans Receivable:				
			\$0.00	
131	Interfund		\$0.00	\$0.00
151, 152	Other (Net of estimated uncollectable of \$_____)			\$0.00
Other Current Assets				
Resources:				
			\$30,297,317.00	
301	Estimated revenues			\$455,587.01
302	Less revenues		(\$29,841,729.99)	
Total assets and resources				<u>\$32,157,797.70</u>

Liabilities and Fund Equity

Liabilities:

				\$32,658.94
411	Intergovernmental accounts payable - state			\$72,770.36
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$0.00
	Other current liabilities			
Total liabilities				<u>\$105,429.30</u>

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 7/31/2017 Fund: 10 General Funds

Fund Balance:

Appropriated:

				\$24,121,031.95	
753,754	Reserve for encumbrances				
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	
768	Waiver offset reserve - July 1, 2_____	\$0.00			
609	Add: Increase in waiver offset reserve	\$0.00			
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00	
762	Adult education programs			\$484,504.00	
750-752,76x	Other reserves			\$0.00	
601	Appropriations	\$30,543,217.07			
602	Less: Expenditures (\$622,127.85)				
	Less: Encumbrances (\$24,071,831.88)	(\$24,693,959.73)		\$5,849,257.34	
	Total appropriated			\$31,813,799.29	
	Unappropriated:				
770	Fund balance, July 1			\$484,469.18	
771	Designated fund balance			\$0.00	
303	Budgeted fund balance			(\$245,900.07)	
	Total fund balance				\$32,052,368.40
	Total liabilities and fund equity				<u>\$32,157,797.70</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,543,217.07	\$24,693,959.73	\$5,849,257.34
Revenues	(\$30,297,317.00)	(\$29,841,729.99)	(\$455,587.01)
Subtotal	<u>\$245,900.07</u>	<u>(\$5,147,770.26)</u>	<u>\$5,393,670.33</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>(\$6,306,776.26)</u>	<u>\$6,552,676.33</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$6,306,776.26)</u>	<u>\$6,552,676.33</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$245,900.07</u>	<u>(\$6,306,776.26)</u>	<u>\$6,552,676.33</u>

Prepared and submitted by :

Board Secretary

Date

Dina Mesery 9/26/17

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 7/31/2017 Fund: 10 General Funds

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:							
	(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	28,356,765	Under	161,942
00520	SUBTOTAL – Revenues from State Sources	1,368,042	312,561	1,680,603	1,412,345	Under	268,258
00570	SUBTOTAL – Revenues from Federal Sources	24,887	0	24,887	0	Under	24,887
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		30,141,037	156,280	30,297,317	29,841,730		455,587

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:							
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	9,367,193	93,330	9,460,523	62,543	9,085,554	312,425
10300	Total Special Education - Instruction	3,180,176	0	3,180,176	17,558	3,114,376	48,243
11160	Total Basic Skills/Remedial – Instruct.	108,880	0	108,880	0	108,880	0
12160	Total Bilingual Education – Instruction	103,825	0	103,825	0	102,525	1,300
17100	Total School-Sponsored Co/Extra Curricul	212,627	0	212,627	3,050	194,462	15,115
17600	Total School-Sponsored Athletics – Instr	482,858	503	483,361	7,190	350,114	126,057
29180	Total Undistributed Expenditures - Instr	2,702,128	0	2,702,128	642	0	2,701,486
29680	Total Undistributed Expenditures – Atten	62,063	0	62,063	4,880	57,183	0
30620	Total Undistributed Expenditures – Healt	260,873	740	261,613	0	241,918	19,694
40580	Total Undistributed Expend – Speech, OT,	1,086,732	21,325	1,108,057	8,750	273,351	825,956
41080	Total Undist. Expend. – Other Supp. Serv	369,074	0	369,074	0	279,074	90,000
41660	Total Undist. Expend. – Guidance	427,653	0	427,653	0	426,153	1,500
42200	Total Undist. Expend. – Child Study Team	681,918	0	681,918	16,628	661,404	3,886
43200	Total Undist. Expend. – Improvement of I	210,189	0	210,189	12,246	193,412	4,531
43620	Total Undist. Expend. – Edu. Media Serv.	369,630	0	369,630	13,120	336,242	20,269
44180	Total Undist. Expend. – Instructional St	6,000	0	6,000	0	0	6,000
45300	Support Serv. - General Admin	546,378	1,817	548,195	42,049	354,842	151,304
46160	Support Serv. - School Admin	1,180,501	0	1,180,501	99,348	1,054,629	26,523
47200	Total Undist. Expend. – Central Services	361,111	0	361,111	29,853	304,229	27,029
47620	Total Undist. Expend. – Admin. Info. Tec	180,973	20,000	200,973	8,811	105,812	86,351
51120	Total Undist. Expend. – Oper. & Maint. O	2,290,570	47,300	2,337,870	158,079	1,774,149	405,642
52480	Total Undist. Expend. – Student Transpor	978,030	0	978,030	3,928	69,650	904,452
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,010,696	0	5,010,696	128,472	4,848,606	33,618
75880	TOTAL EQUIPMENT	0	20,466	20,466	0	20,466	0
76260	Total Facilities Acquisition and Constr	157,659	0	157,659	4,982	114,799	37,878
Total		30,337,737	205,480	30,543,217	622,128	24,071,832	5,849,257

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 7/31/2017 Fund: 10 General Funds

				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:				72,620	0	72,620	72,620		0
00100	10-1210	Local Tax Levy		28,510,909	(156,281)	28,354,628	28,354,628		0
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	2,137	Under	111,142
00340	10-1___	Interest Earned on Capital Reserve Funds		2,800	0	2,800	0	Under	2,800
00420	10-3121	Categorical Transportation Aid		40,399	0	40,399	40,399		0
00430	10-3131	Extraordinary Aid		268,258	0	268,258	0	Under	268,258
00440	10-3132	Categorical Special Education Aid		997,457	459	997,916	997,916		0
00460	10-3176	Equalization Aid		15,477	312,102	327,579	327,579		0
00470	10-3177	Categorical Security Aid		46,450	0	46,450	46,450		0
00480	10-3178	Adjustment Aid		1	0	1	1		0
00540	10-4200	Medicaid Reimbursement		24,887	0	24,887	0	Under	24,887
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				30,141,037	156,280	30,297,317	29,841,730		455,587

				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:				574,485	0	574,485	0	574,485	0
02080	11-110-___-101	Kindergarten – Salaries of Teachers		3,159,342	0	3,159,342	0	3,159,342	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		1,858,046	0	1,858,046	0	1,858,046	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		3,068,527	0	3,068,527	88	3,068,439	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		31,500	0	31,500	0	31,500	0
02160	11-140-___-101	Salaries of Teachers		64,000	0	64,000	0	7,000	57,000
03020	11-190-1___-320	Purchased Professional – Educational Ser		200,450	0	200,450	48,741	93,293	58,417
03040	11-190-1___-340	Purchased Technical Services		141,843	24,993	166,836	13,714	153,121	1
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		202,000	83,837	285,837	0	140,115	145,721
03080	11-190-1___-610	General Supplies		60,000	(15,000)	45,000	0	0	45,000
03100	11-190-1___-640	Textbooks		7,000	(500)	6,500	0	214	6,286
03120	11-190-1___-8__	Other Objects		128,985	0	128,985	0	128,985	0
04500	11-204-100-101	Salaries of Teachers		89,586	0	89,586	0	89,586	0
04520	11-204-100-106	Other Salaries for Instruction		1,000	(48)	952	0	519	433
04600	11-204-100-610	General Supplies		500	0	500	0	0	500
04620	11-204-100-640	Textbooks		2,082,955	0	2,082,955	0	2,082,955	0
07000	11-213-100-101	Salaries of Teachers		468,639	0	468,639	0	468,639	0
07020	11-213-100-106	Other Salaries for Instruction		8,000	(326)	7,674	75	1,291	6,308
07100	11-213-100-610	General Supplies		500	0	500	0	0	500
07140	11-213-100-8__	Other Objects		158,675	0	158,675	0	158,675	0
08500	11-216-100-101	Salaries of Teachers		88,836	0	88,836	0	88,836	0
08520	11-216-100-106	Other Salaries for Instruction		4,000	374	4,374	0	4,373	0
08600	11-216-100-6__	General Supplies		55,000	0	55,000	0	55,000	0
09260	11-219-100-101	Salaries of Teachers		33,000	0	33,000	8,473	24,527	0
09500	11-221-100-101	Salaries of Teachers		20,000	0	20,000	9,010	10,990	0
09540	11-221-100-106	Other Salaries for Instruction		40,000	0	40,000	0	0	40,000
09560	11-221-100-320	Purchased Professional-Educational Servi							

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 7/31/2017 Fund: 10 General Funds

			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:								
09620	11-221-100-610	General Supplies	500	0	500	0	0	500
11000	11-230-100-101	Salaries of Teachers	108,880	0	108,880	0	108,880	0
12000	11-240-100-101	Salaries of Teachers	102,525	0	102,525	0	102,525	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	0	1,100
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	197,127	0	197,127	2,665	194,462	0
17040	11-401-100-6__	Supplies and Materials	11,000	0	11,000	0	0	11,000
17060	11-401-100-8__	Other Objects	4,500	0	4,500	385	0	4,115
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	319,734	0	319,734	0	319,734	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	0	45,000	0	0	45,000
17540	11-402-100-6__	Supplies and Materials	86,124	503	86,627	0	30,180	56,447
17560	11-402-100-8__	Other Objects	32,000	0	32,000	7,190	200	24,610
29020	11-000-100-562	Tuition to Other LEAs within the State -	703,744	0	703,744	0	0	703,744
29040	11-000-100-563	Tuition to County Voc. School District-R	334,746	0	334,746	0	0	334,746
29060	11-000-100-564	Tuition to County Voc. School District-S	149,184	0	149,184	0	0	149,184
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	620,700	0	620,700	0	0	620,700
29100	11-000-100-566	Tuition to Priv. School for the Disabled	810,194	0	810,194	642	0	809,552
29160	11-000-100-569	Tuition – Other	83,560	0	83,560	0	0	83,560
29500	11-000-211-1__	Salaries	62,063	0	62,063	4,880	57,183	0
30500	11-000-213-1__	Salaries	238,373	0	238,373	0	238,373	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	8,000	0	8,000	0	0	8,000
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	0	2,806	8,194
30600	11-000-213-8__	Other Objects	3,500	740	4,240	0	740	3,500
40500	11-000-216-1__	Salaries	269,985	0	269,985	0	269,985	0
40520	11-000-216-320	Purchased Professional – Educational Ser	809,747	21,325	831,072	8,750	2,595	819,727
40540	11-000-216-6__	Supplies and Materials	7,000	0	7,000	0	771	6,229
41000	11-000-217-1__	Salaries	279,074	0	279,074	0	279,074	0
41020	11-000-217-320	Purchased Professional – Educational Ser	90,000	0	90,000	0	0	90,000
41500	11-000-218-104	Salaries of Other Professional Staff	394,360	0	394,360	0	394,360	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	31,793	0	31,793	0	31,793	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series)	500	0	500	0	0	500
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	0	500
41640	11-000-218-8__	Other Objects	500	0	500	0	0	500
42000	11-000-219-104	Salaries of Other Professional Staff	580,317	0	580,317	12,360	567,957	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	97,101	0	97,101	4,268	92,833	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)	500	0	500	0	0	500
42160	11-000-219-6__	Supplies and Materials	2,000	0	2,000	0	614	1,386
42180	11-000-219-8__	Other Objects	2,000	0	2,000	0	0	2,000
43020	11-000-221-104	Salaries of Other Professional Staff	204,689	0	204,689	11,277	193,412	0
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	969	0	1,531

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

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:							
43500	11-000-222-1__ Salaries	348,930	0	348,930	13,120	335,810	0
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	0	14,000	0	431	13,569
43600	11-000-222-8__ Other Objects	700	0	700	0	0	700
44120	11-000-223-[4-5] Other Purch. Services (400-500 series)	6,000	0	6,000	0	0	6,000
45000	11-000-230-1__ Salaries	262,584	0	262,584	20,588	241,996	0
45040	11-000-230-331 Legal Services	75,000	0	75,000	0	0	75,000
45060	11-000-230-332 Audit Fees	30,000	0	30,000	0	0	30,000
45120	11-000-230-340 Purchased Technical Services	19,050	0	19,050	0	0	19,050
45140	11-000-230-530 Communications/Telephone	53,610	0	53,610	3,011	47,697	2,902
45160	11-000-230-585 BOE Other Purchased Services	2,500	1,640	4,140	0	0	4,140
45180	11-000-230-590 Misc Purch Services (400-500 series, O/T	65,000	1,817	66,817	0	61,817	5,000
45200	11-000-230-610 General Supplies	7,000	0	7,000	0	257	6,743
45260	11-000-230-890 Miscellaneous Expenditures	18,384	(1,640)	16,744	6,463	3,075	7,206
45280	11-000-230-895 BOE Membership Dues and Fees	13,250	0	13,250	11,987	0	1,263
46000	11-000-240-103 Salaries of Principals/Assistant Princip	729,366	0	729,366	60,781	668,585	0
46020	11-000-240-104 Salaries of Other Professional Staff	123,824	0	123,824	10,319	113,505	0
46040	11-000-240-105 Salaries of Secretarial and Clerical Ass	271,311	0	271,311	22,609	248,702	0
46120	11-000-240-6__ Supplies and Materials	38,000	500	38,500	0	23,837	14,663
46140	11-000-240-8__ Other Objects	18,000	(500)	17,500	5,640	0	11,860
47000	11-000-251-1__ Salaries	326,807	0	326,807	27,356	299,451	0
47040	11-000-251-340 Purchased Technical Services	19,804	0	19,804	1,120	3,360	15,324
47060	11-000-251-592 Misc. Purch. Services (400-500 Series, O	0	250	250	0	0	250
47100	11-000-251-6__ Supplies and Materials	10,000	0	10,000	137	519	9,345
47180	11-000-251-890 Other Objects	4,500	(250)	4,250	1,240	900	2,110
47500	11-000-252-1__ Salaries	104,973	0	104,973	8,811	96,163	0
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	0	0	14,500
47580	11-000-252-6__ Supplies and Materials	60,000	10,000	70,000	0	9,649	60,351
47600	11-000-252-8__ Other Objects	3,500	0	3,500	0	0	3,500
48500	11-000-261-1__ Salaries	99,871	0	99,871	8,309	91,562	0
48520	11-000-261-420 Cleaning, Repair, and Maintenance Servic	200,000	22,000	222,000	15,113	17,413	189,474
48540	11-000-261-610 General Supplies	2,500	0	2,500	0	0	2,500
48560	11-000-261-8__ Other Objects	500	0	500	0	0	500
49000	11-000-262-1__ Salaries	978,947	0	978,947	51,554	927,393	0
49060	11-000-262-420 Cleaning, Repair, and Maintenance Svc.	75,000	0	75,000	0	8,000	67,000
49120	11-000-262-490 Other Purchased Property Services	33,000	0	33,000	2,957	30,043	0
49140	11-000-262-520 Insurance	131,572	0	131,572	62,640	68,932	0
49160	11-000-262-590 Miscellaneous Purchased Services	96,540	5,000	101,540	9,888	91,440	212
49180	11-000-262-610 General Supplies	130,000	300	130,300	0	37,229	93,071
49200	11-000-262-621 Energy (Natural Gas)	128,500	0	128,500	0	128,500	0

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

			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:								
49220	11-000-262-622	Energy (Electricity)	264,200	0	264,200	0	264,200	0
49280	11-000-262-8__	Other Objects	15,600	0	15,600	175	1,925	13,500
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	38,000	0	38,000	0	14,875	23,125
50060	11-000-263-610	General Supplies	500	0	500	0	0	500
50080	11-000-263-8__	Other Objects	500	0	500	0	0	500
51000	11-000-266-1__	Salaries	0	70,000	70,000	0	70,000	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	50,000	(50,000)	0	0	0	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	44,340	0	44,340	7,443	22,637	14,260
51060	11-000-266-610	General Supplies	500	0	500	0	0	500
51080	11-000-266-8__	Other Objects	500	0	500	0	0	500
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -	31,336	0	31,336	1,327	30,009	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	29,561	0	29,561	0	29,561	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	14,000	(695)	13,305	296	80	12,929
52180	11-000-270-443	Lease Purchase Payments - School Buses	0	695	695	695	0	0
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter	2,652	0	2,652	0	0	2,652
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	56,000	0	56,000	0	0	56,000
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	70,068	0	70,068	1,560	0	68,508
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	763,413	0	763,413	0	0	763,413
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	0	10,000	0
52460	11-000-270-8__	Other objects	1,000	0	1,000	50	0	950
71020	11-000-291-220	Social Security Contributions	338,000	0	338,000	14,723	323,277	0
71060	11-000-291-241	Other Retirement Contributions - PERS	288,025	0	288,025	0	288,025	0
71140	11-000-291-250	Unemployment Compensation	30,000	(19,000)	11,000	0	0	11,000
71160	11-000-291-260	Workmen's Compensation	150,000	0	150,000	108,217	41,783	0
71180	11-000-291-270	Health Benefits	4,154,671	18,000	4,172,671	(12,497)	4,171,437	13,731
71200	11-000-291-280	Tuition Reimbursement	50,000	0	50,000	18,029	24,084	7,887
71220	11-000-291-290	Other Employee Benefits	0	1,000	1,000	0	0	1,000
75800	12-000-270-733	School Buses - Regular	0	20,466	20,466	0	20,466	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	0	90,801	4,982	54,799	31,020
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
Total			30,337,737	205,480	30,543,217	622,128	24,071,832	5,849,257

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

Assets and Resources

Assets:				\$76,980.33
101	Cash in bank			\$0.00
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:				
			\$0.00	
132	Interfund		\$0.00	
141	Intergovernmental - State		\$0.00	
142	Intergovernmental - Federal		\$66,368.00	
143	Intergovernmental - Other		\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)		\$0.00	\$66,368.00
Loans Receivable:				
			\$0.00	
131	Interfund		\$0.00	\$0.00
151, 152	Other (Net of estimated uncollectable of \$_____)		\$0.00	\$0.00
Other Current Assets				
Resources:				
			\$988,095.00	
301	Estimated revenues			\$971,388.00
302	Less revenues		(\$16,707.00)	
Total assets and resources				<u>\$1,114,736.33</u>

Liabilities and Fund Equity

Liabilities:

				\$80,454.06
411	Intergovernmental accounts payable - state			\$39,243.30
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$575.91
481	Deferred revenues			\$6,368.06
	Other current liabilities			
Total liabilities				\$126,641.33

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

Fund Balance:

Appropriated:

				\$136,918.00
753,754	Reserve for encumbrances			
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			
601	Appropriations	\$988,095.00		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	(\$136,918.00)	(\$136,918.00)	\$851,177.00
	Total appropriated			\$988,095.00
	Unappropriated:			
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$988,095.00
	Total liabilities and fund equity			<u>\$1,114,736.33</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$988,095.00	\$136,918.00	\$851,177.00
Revenues	(\$988,095.00)	(\$16,707.00)	(\$971,388.00)
Subtotal	<u>\$0.00</u>	<u>\$120,211.00</u>	<u>(\$120,211.00)</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>\$120,211.00</u>	<u>(\$120,211.00)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$120,211.00</u>	<u>(\$120,211.00)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$120,211.00</u>	<u>(\$120,211.00)</u>

Prepared and submitted by :

Board Secretary

Date

Dina Messery 9/26/17

Report of the Secretary to the Board of Education
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Starting date 7/1/2017 Ending date 7/31/2017 Fund: 20 Special Revenue Fund

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:							
	(Total of Accounts W/O a Grid# Assigned)	38,000	3,067	41,067	0	Under	41,067
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	304,800	(223)	304,577	16,707	Under	287,870
00830	Total Revenues from Federal Sources	690,500	(49,349)	641,151	0	Under	641,151
Total		1,034,600	(46,505)	988,095	16,707		971,388
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:							
	(Total of Accounts W/O a Grid# Assigned)	38,000	19,195	57,195	0	0	57,195
84100	Local Projects	1,300	0	1,300	0	0	1,300
88000	Nonpublic Textbooks	19,200	(2,876)	16,324	0	0	16,324
88020	Nonpublic Auxiliary Services	134,000	0	134,000	0	0	134,000
88040	Nonpublic Handicapped Services	113,000	0	113,000	0	0	113,000
88060	Nonpublic Nursing Services	30,000	(415)	29,585	0	26,852	2,733
88080	Nonpublic Technology Initiative	8,600	2,426	11,026	0	0	11,026
88740	Total Federal Projects	690,500	(64,835)	625,665	0	110,066	515,599
Total		1,034,600	(46,505)	988,095	0	136,918	851,177

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

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:							
		38,000	3,067	41,067	0	Under	41,067
		1,300	0	1,300	0	Under	1,300
00740	20-1___ Other Revenue from Local Sources						
		304,800	(223)	304,577	16,707	Under	287,870
00765	20-32___ Other Restricted Entitlements						
		148,000	300	148,300	0	Under	148,300
00775	20-441[1-6] Title I						
		46,200	(11,996)	34,204	0	Under	34,204
00780	20-445[1-5] Title II						
		48,700	(37,102)	11,598	0	Under	11,598
00785	20-449[1-4] Title III						
		0	10,000	10,000	0	Under	10,000
00790	20-447[1-4] Title IV						
		447,600	(10,551)	437,049	0	Under	437,049
00805	20-442[0-9] I.D.E.A. Part B (Handicapped)						
Total		1,034,600	(46,505)	988,095	16,707		971,388

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:							
		38,000	19,195	57,195	0	0	57,195
		1,300	0	1,300	0	0	1,300
84100	20-___-___-___ Local Projects						
		19,200	(2,876)	16,324	0	0	16,324
88000	20-___-___-___ Nonpublic Textbooks						
		134,000	0	134,000	0	0	134,000
88020	20-___-___-___ Nonpublic Auxiliary Services						
		113,000	0	113,000	0	0	113,000
88040	20-___-___-___ Nonpublic Handicapped Services						
		30,000	(415)	29,585	0	26,852	2,733
88060	20-___-___-___ Nonpublic Nursing Services						
		8,600	2,426	11,026	0	0	11,026
88080	20-___-___-___ Nonpublic Technology Initiative						
		148,000	300	148,300	0	110,066	38,234
88500	20-___-___-___ Title I						
		46,200	(12,119)	34,081	0	0	34,081
88520	20-___-___-___ Title II						
		48,700	(33,910)	14,790	0	0	14,790
88540	20-___-___-___ Title III						
		0	10,000	10,000	0	0	10,000
88560	20-___-___-___ Title IV						
		447,600	(29,106)	418,494	0	0	418,494
88620	20-___-___-___ I.D.E.A. Part B (Handicapped)						
Total		1,034,600	(46,505)	988,095	0	136,918	851,177

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

Assets and Resources

Assets:

			\$4,791,771.07
101	Cash in bank		\$0.00
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		

Accounts Receivable:

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

Loans Receivable:

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

\$5,509,895.36

Other Current Assets

Resources:

		\$5,395,761.47	
301	Estimated revenues		
302	Less revenues	(\$6,265,149.82)	(\$869,388.35)

\$9,432,278.08

Total assets and resources

Liabilities and Fund Equity

Liabilities:

			\$0.00
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		\$1.86
	Other current liabilities		

\$1.86

Total liabilities

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

Fund Balance:

Appropriated:

\$9,146,749.74

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	\$0.00
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	\$0.00
310	Less: Bud. w/d from maintenance reserve	\$0.00	
768	Waiver offset reserve - July 1, 2 _____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	\$0.00
314	Less: Bud. w/d from waiver offset reserve		\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves	\$5,395,761.47	
601	Appropriations		
602	Less: Expenditures (\$644,036.08)		\$285,526.48
	Less: Encumbrances (\$4,466,198.91)	(\$5,110,234.99)	\$9,432,276.22
	Total appropriated		

Unappropriated:

770	Fund balance, July 1	\$0.00
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$9,432,276.22
	Total fund balance	<u>\$9,432,278.08</u>

Total liabilities and fund equity

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$5,395,761.47	\$5,110,234.99	\$285,526.48
Revenues	(\$5,395,761.47)	(\$6,265,149.82)	\$869,388.35
Subtotal	<u>\$0.00</u>	<u>(\$1,154,914.83)</u>	<u>\$1,154,914.83</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>(\$1,154,914.83)</u>	<u>\$1,154,914.83</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,154,914.83)</u>	<u>\$1,154,914.83</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$1,154,914.83)</u>	<u>\$1,154,914.83</u>

Prepared and submitted by :

Board Secretary

Date

Dina Messery

9/26/17

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Hasbrouck Heights Board of Ed.

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

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:						
(Total of Accounts W/O a Grid# Assigned)	0	5,395,761	5,395,761	6,265,150		(869,388)
Total	0	5,395,761	5,395,761	6,265,150		(869,388)
	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:						
(Total of Accounts W/O a Grid# Assigned)	0	5,395,761	5,395,761	644,036	4,466,199	285,526
Total	0	5,395,761	5,395,761	644,036	4,466,199	285,526

Report of the Secretary to the Board of Education
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Starting date 7/1/2017 Ending date 7/31/2017 Fund: 30 Capital Projects Fund

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:						
99999	0	5,395,761	5,395,761	6,265,150		(869,388)
Total	0	5,395,761	5,395,761	6,265,150		(869,388)
	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:						
	0	5,395,761	5,395,761	644,036	4,466,199	285,526
Total	0	5,395,761	5,395,761	644,036	4,466,199	285,526

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 7/31/2017 Fund: 40 Debt Service Fund

Assets and Resources

Assets:			\$14,878.64
101	Cash in bank		\$0.00
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		\$665,472.00
121	Tax levy Receivable		
Accounts Receivable:		\$0.00	
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	\$0.00
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	
Loans Receivable:		\$0.00	
131	Interfund	\$0.00	\$0.00
151, 152	Other (Net of estimated uncollectable of \$_____)		\$0.00
Other Current Assets			
Resources:		\$826,848.00	
301	Estimated revenues		\$161,376.00
302	Less revenues	(\$665,472.00)	
Total assets and resources			<u>\$841,726.64</u>

Liabilities and Fund Equity

Liabilities:

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

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 7/31/2017 Fund: 40 Debt Service Fund

Fund Balance:

Appropriated:

				\$0.00	
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		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs				
		\$0.00			
764	Maintenance reserve account - July				
		\$0.00			
606	Add: Increase in maintenance reserve				
		\$0.00		\$0.00	
310	Less: Bud. w/d from maintenance reserve				
		\$0.00			
768	Waiver offset reserve - July 1, 2_____				
		\$0.00			
609	Add: Increase in waiver offset reserve				
		\$0.00		\$0.00	
314	Less: Bud. w/d from waiver offset reserve				
				\$0.00	
762	Adult education programs				
				\$0.00	
750-752,76x	Other reserves				
		\$841,725.00			
601	Appropriations				
602	Less: Expenditures	\$0.00			
	Less: Encumbrances	\$0.00	\$0.00	\$841,725.00	
				\$841,725.00	
	Total appropriated				
	Unappropriated:			\$14,878.64	
770	Fund balance, July 1			\$0.00	
771	Designated fund balance			(\$14,877.00)	
303	Budgeted fund balance				\$841,726.64
	Total fund balance				<u>\$841,726.64</u>
	Total liabilities and fund equity				

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$841,725.00	\$0.00	\$841,725.00
Revenues	(\$826,848.00)	(\$665,472.00)	(\$161,376.00)
Subtotal	<u>\$14,877.00</u>	<u>(\$665,472.00)</u>	<u>\$680,349.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>(\$665,472.00)</u>	<u>\$680,349.00</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>(\$665,472.00)</u>	<u>\$680,349.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$14,877.00</u>	<u>(\$665,472.00)</u>	<u>\$680,349.00</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 7/31/2017 Fund: 40 Debt Service Fund

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

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 7/31/2017 Fund: 40 Debt Service Fund

			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:								
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	0	Under	161,376
Total			826,848	0	826,848	665,472		161,376
			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:								
89600	40-701-510-834	Interest on Bonds	71,088	0	71,088	0	0	71,088
89620	40-701-510-910	Redemption of Principal	770,637	0	770,637	0	0	770,637
Total			841,725	0	841,725	0	0	841,725

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 7/31/2017 Fund: 60 Enterprise Fund

Assets and Resources

Assets:			\$637,151.18
101	Cash in bank		\$0.00
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		
Accounts Receivable:		\$0.00	
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	\$0.00
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	
Loans Receivable:		\$0.00	
131	Interfund	\$0.00	\$0.00
151, 152	Other (Net of estimated uncollectable of \$_____)		\$0.00
Other Current Assets			
Resources:		\$939,172.00	
301	Estimated revenues		\$925,672.36
302	Less revenues	(\$13,499.64)	
Total assets and resources			<u>\$1,562,823.54</u>

Liabilities and Fund Equity

Liabilities:

			\$0.00
411	Intergovernmental accounts payable - state		\$627.75
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$62,414.00
481	Deferred revenues		\$0.00
Other current liabilities			
Total liabilities			<u>\$63,041.75</u>

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 7/31/2017 Fund: 60 Enterprise Fund

Fund Balance:			
Appropriated:			\$258,407.12
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	\$0.00
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	\$0.00
310	Less: Bud. w/d from maintenance reserve	\$0.00	
768	Waiver offset reserve - July 1, 2 _____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	\$0.00
314	Less: Bud. w/d from waiver offset reserve		\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves	\$939,172.00	
601	Appropriations		
602	Less: Expenditures (\$27,494.89)		\$653,269.99
	Less: Encumbrances (\$258,407.12)	(\$285,902.01)	\$911,677.11
	Total appropriated		
Unappropriated:			\$588,104.68
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$1,499,781.79
	Total fund balance		<u>\$1,562,823.54</u>
	Total liabilities and fund equity		

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$939,172.00	\$285,902.01	\$653,269.99
Revenues	(\$939,172.00)	(\$13,499.64)	(\$925,672.36)
Subtotal	<u>\$0.00</u>	<u>\$272,402.37</u>	<u>(\$272,402.37)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$272,402.37</u>	<u>(\$272,402.37)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$272,402.37</u>	<u>(\$272,402.37)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$272,402.37</u>	<u>(\$272,402.37)</u>

Prepared and submitted by :

Board Secretary

Date



9/26/17

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 7/31/2017 Fund: 60 Enterprise Fund

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:		0	939,172	939,172	13,500	Under	925,672
(Total of Accounts W/O a Grid# Assigned)							
Total		0	939,172	939,172	13,500		925,672
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:		0	939,172	939,172	27,495	258,407	653,270
(Total of Accounts W/O a Grid# Assigned)							
Total		0	939,172	939,172	27,495	258,407	653,270

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 7/31/2017 Fund: 60 Enterprise Fund

Revenues:

99999

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	939,172	939,172	13,500	Under	925,672
Total	0	939,172	939,172	13,500		925,672

Expenditures:

99999

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	4,000	4,000	0	0	4,000
	0	935,172	935,172	27,495	258,407	649,270
Total	0	939,172	939,172	27,495	258,407	653,270

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 7/31/2017 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:			\$81,488.15
101	Cash in bank		\$0.00
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		
Accounts Receivable:		\$0.00	
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	\$0.00
153, 154	Other (net of estimated uncollectable of \$_____)		
Loans Receivable:		\$0.00	
131	Interfund	\$0.00	\$0.00
151, 152	Other (Net of estimated uncollectable of \$_____)		\$0.00
Other Current Assets			
Resources:		\$67,727.32	
301	Estimated revenues	\$0.00	\$67,727.32
302	Less revenues		<u>\$149,215.47</u>
Total assets and resources			

Liabilities and Fund Equity

Liabilities:

			\$0.00
411	Intergovernmental accounts payable - state		\$2,661.50
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		
Total liabilities			<u>\$2,661.50</u>

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 7/31/2017 Fund: 95 STUDENT ACTIVITY

Fund Balance:				
Appropriated:				\$0.00
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		\$0.00
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		\$0.00
310	Less: Bud. w/d from maintenance reserve	\$0.00		
768	Waiver offset reserve - July 1, 2 _____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		\$0.00
314	Less: Bud. w/d from waiver offset reserve			\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves	\$67,727.32		
601	Appropriations			
602	Less: Expenditures	\$0.00		\$67,727.32
	Less: Encumbrances	\$0.00	\$0.00	\$67,727.32
	Total appropriated			
Unappropriated:				\$78,826.65
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$146,553.97
	Total fund balance			<u>\$149,215.47</u>
Total liabilities and fund equity				

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
	\$67,727.32	\$0.00	\$67,727.32
Appropriations	(\$67,727.32)	\$0.00	(\$67,727.32)
Revenues	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Subtotal			
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	<u>\$0.00</u>	<u>\$0.00</u>
Subtotal			
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Subtotal	\$0.00	\$0.00	\$0.00
Less: Adjustment for prior year	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Budgeted fund balance			

Prepared and submitted by :

Board Secretary

Date

Dina Mesery 9/26/17

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 7/31/2017 Fund: 95 STUDENT ACTIVITY

Revenues:

(Total of Accounts W/O a Grid# Assigned)

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	67,727	0	67,727	0	Under	67,727
Total	67,727	0	67,727	0		67,727

Expenditures:

(Total of Accounts W/O a Grid# Assigned)

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	67,727	0	67,727	0	0	67,727
Total	67,727	0	67,727	0	0	67,727

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 7/31/2017 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	67,727	0	67,727	0	Under	67,727
Total	67,727	0	67,727	0		67,727

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	67,727	0	67,727	0	0	67,727
Total	67,727	0	67,727	0	0	67,727

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

July 31, 2017

	Cash Balance 7/1/2017	Cash Receipts July-17	Cash Disbursements July-17	Cash Balance 7/31/2017
General Fund - 10	2,123,265.94	2,576,027.20	(808,721.93)	3,890,571.21
Special Revenue Fund - 20	71,636.85	49,465.00	(44,121.52)	76,980.33
Capital Projects Fund - 30	(829,342.67)	6,919,149.82	(1,298,036.08)	4,791,771.07
Debt Service Fund - 40	14,878.64	0.00	0.00	14,878.64
Enterprise Fund - 60	646,511.64	23,918.11	(33,278.57)	637,151.18
Total	2,026,950.40	9,568,560.13	(2,184,158.10)	9,411,352.43
				0.40
Payroll Account	0.40	191,939.40	(191,939.40)	434.06
Payroll Agency Account	147,848.30	133,954.55	(281,368.79)	135,558.00
Unemployment Account	127,729.37	7,903.09	(74.46)	57.63
Summer Escrow Account	137.36	29.56	(109.29)	545.61
Flexible Spending Account	545.07	0.54	0.00	
				9,547,948.13
Grand Total	2,303,210.90	9,902,387.27	(2,657,650.04)	

9/26/17
Date

Chief School Administrator

Monthly Transfer Report NJ

Hasbrouck Heights Board of Ed.

District:

Jul 31, 2017

Month / Year:

Line	Budget Category	Account	(col 1) Original Budget	(col 2) Revenues Allowed NJAC - A:23A-2.3	(col 3) Original Budget For 10% Calc	(col 4) Maximum Transfer Amount	(col 5) YTD Net Transfers to / (from)	(col 6) % Change of Transfers YTD	(col 7) Remaining Allowable Balance From	(col 8) Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * 1	+ or - Data	Col5/Col3	Col4+Col5	Col4+Col5
							7/31/2017			
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	9,367,193	23,330	9,390,523	939,052	70,000	0.75%	1,009,052	869,052
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,848,687	2,045	4,850,732	485,073	19,280	0.40%	504,353	465,793
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT., Total									
	Undist. Expend. - Other Supp. Serv	11-3XX-100-XXX	0	0	0	0	0	0.00%	69,599	69,599
15180	TOTAL VOCATIONAL PROGRAMS	11-4XX-X00-XXX	695,485	503	695,988	69,599	0	0.00%	69,599	69,599
17100 17600	Total School-Sponsored Co/Extra Curricul, Total									
19160 19620	School-Sponsored Athletics - Instr, Total Before/After School									
20620 21620	Programs - Ins, Total Before/After School Programs, Total									
22620 23620	Summer School, Total Instructional Alternative Educatio, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
	Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-000-100-XXX	2,702,128	0	2,702,128	270,213	0	0.00%	270,213	270,213
29180	Total Undistributed Expenditures - Instr	11-000-211, 213, 218, 219, 222	1,802,137	740	1,802,877	180,288	0	0.00%	180,288	180,288
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed									
41660 42200	Expenditures - Health, Total Undist. Expend. - Guidance, Total									
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. -									
	Edu. Media Serv.	11-000-221, 223	216,189	0	216,189	21,619	0	0.00%	21,619	21,619
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist.									
	Expend. - Instructional St	11-000-230-XXX	546,378	1,817	548,195	54,820	0	0.00%	54,820	54,820
45300	Support Serv. - General Admin	11-000-240-XXX	1,180,501	0	1,180,501	118,050	0	0.00%	118,050	118,050
46160	Support Serv. - School Admin	11-000-25X-XXX	542,084	0	542,084	54,208	20,000	3.69%	74,208	34,208
47200 47620	Total Undist. Expend. - Central Services, Total Undist.									
	Expend. - Admin. Info. Tec	11-000-26X-XXX	2,290,570	300	2,290,870	229,087	47,000	2.05%	276,087	182,087
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-270-XXX	978,030	0	978,030	97,803	0	0.00%	97,803	97,803
52480	Total Undist. Expend. - Student Transpor	11-XXX-XXX-2XX	5,010,696	0	5,010,696	501,070	0	0.00%	501,070	501,070
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72020	Total Undistributed Expenditures - Food	11-000-520-934	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds to De	10-605	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-606	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	10-607	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		30,180,078	28,734	30,208,812	3,020,881	156,280	0.52%	3,177,161	2,864,601
72260	TOTAL GENERAL CURRENT EXPENSE	12-XXX-XXX-73X	0	20,466	20,466	2,047	0	0.00%	2,047	2,047
	TOTAL EQUIPMENT									

ATTACHMENT

H

Monthly Transfer Report NJ

District: Hasbrouck Heights Board of Ed.

Month / Year:

Jul 31, 2017

Line	Budget Category	Account	(col 1) Original Budget	(col 2) Revenues Allowed NJAC - A:23A-2.3	(col 3) Original Budget For 10% Calc	(col 4) Maximum Transfer Amount	(col 5) YTD Net Transfers to / (from) 7/31/2017	(col 6) % Change of Transfers YTD	(col 7) Remaining Allowable Balance From	(col 8) 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	0	0.00%	15,766	15,766
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	157,659	20,466	178,125	17,813	0	0.00%	17,813	17,813
76400	TOTAL CAPITAL OUTLAY	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
83080	TOTAL SPECIAL SCHOOLS	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84000	Transfer of Funds to Charter Schools	10-000-520-930	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu		30,337,737	49,200	30,386,937	3,038,694	156,280	0.51%	3,194,974	2,882,414
84060	GENERAL FUND GRAND TOTAL									


School Business Administrator Signature

9/26/17
Date

Hasbrouck Heights Board of Education

Transfers

Jul-17

Account Number		Account Description	From	To	Description
11 000 230 890		Miscellaneous Expenditure	1,640	1,640	School board convention
11 000 230 585		BOE Other Purchased Services			
			500	500	Office supplies for the middle school
11 000 240 890		Miscellaneous Expenditure			
11 000 240 610		General Supplies	250	250	Staff travel reimbursement
11 000 251 890		Miscellaneous Expenditure			
11 000 251 592		Miscellaneous Purchased Services			
			10,000	10,000	Licenses renewals for technology
11 000 252 600		Supplies and Materials			
11 000 252 500		Other Purchased Services			
			5,000	5,000	Copier leases
11 190 100 610		General Supplies			
11 000 262 590		Miscellaneous Purchased Services			
			70,000	70,000	Salaries for security guards
11 000 266 330		Purchased Professional Services			
11 000 266 100		Salaries - Security			
			1,374	1,374	Related services per students IEPs
11 000 216 320		Purchased Professional Educational Services			
11 000 217 320		Purchased Professional Educational Services			
			695	695	Fees for new bus
11 000 270 420		Cleaning, Repair & Maint Services			
11 000 270 443		Lease Purchase - School Bus			
			18,000	18,000	Retirement - dcrp
11 000 291 250		Unemployment Compensation			
11 000 291 270		Health Benefits			
			1,000	1,000	Catastrophic illness assessment
11 000 291 250		Unemployment Compensation			
11 000 291 290		Other Employee Benefits			
			24,993	24,993	Lease for chromebooks
11 190 100 610		General Supplies			
11 190 100 440		Other Purchased Services - Rentals			
			500	500	
11 190 100 640 04		Textbooks			
11 190 100 890 04		Other Objects	15,000	15,000	Teaching supplies for Euclid
11 190 100 610 04		General Supplies			
			23	23	
11 204 100 610 04		General supplies			
11 204 100 610 05		General supplies	25	25	
11 213 100 610 04		General supplies	326	326	

HB-0077-1213

STATE OF NEW JERSEY — DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
STATE HEALTH BENEFITS PROGRAM
SCHOOL EMPLOYEES' HEALTH BENEFITS PROGRAM
PO BOX 299 TRENTON, NEW JERSEY 08625-0299

RESOLUTION

A RESOLUTION to authorize participation in the State Health Benefits Program and/or School Employees' Health Benefits Program of the State of New Jersey.

BE IT RESOLVED:

1. The Hasbrouck Heights Board of Education 22-6001969
CORPORATE NAME OF EMPLOYER STATE SOCIAL SECURITY I.D. NUMBER
 hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
2. A. ☒ We elect to participate in the Employee Prescription Drug Plan defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.
 B. ☐ We will be maintaining _____ as our prescription drug plan.¹ This plan is comparable in design to the State Employee Prescription Drug Plan.
NAME OF PLAN
- C. ☐ We will not have a stand-alone prescription drug plan and understand that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.
3. A. ☐ We elect to participate in the Employee Dental Plans defined by N.J.S.A. 52:14-17.25 et seq. and authorize coverage for all employees and their dependents in accordance with the statute and regulations adopted by the State Health Benefits Commission.
 B. ☒ We will be maintaining Delta Dental as our dental plan.¹
NAME OF PLAN
- C. ☐ We will not have a dental plan.
4. We elect 30² hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.
5. As a participating employer we will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.
6. We hereby appoint Dina Messery, School Business Administrator to act as
NAME/TITLE
 Certifying Officer in the administration of this program.
7. This resolution shall take effect immediately and coverage shall be effective as of 7/1/2017
DATE
 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

NOTE: AN INDIVIDUAL IS PERMITTED COVERAGE AS AN EMPLOYEE, RETIREE, OR DEPENDENT. MULTIPLE COVERAGE UNDER THE SHBP OR SEHBP IS PROHIBITED.

¹ If not electing prescription drug coverage and/or dental plan participation through the State Health Benefits Program or School Employees' Health Benefits Program, attach copies of the current prescription drug and dental plan contracts.

² As of 6/1/2010, may not be less than 25 hours per week for employees, or 35 hours per week for elected or appointed officials.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

Hasbrouck Heights Board of Ed.
CORPORATE NAME OF EMPLOYER

on the _____ day of _____, 20____.

SIGNATURE

OFFICIAL TITLE

185
NUMBER OF EMPLOYEES
379 Boulevard
STREET ADDRESS
Hasbrouck Heights NJ 07604
CITY STATE ZIP CODE
201 288-6150
AREA CODE TELEPHONE
22-6001969
EMPLOYER'S STATE SOCIAL SECURITY IDENTIFICATION NUMBER

Nonpublic Aid Allocations
Entitlement Year 2017-2018

	2017-2018
Nonpublic Security Aid:	
New World Montessori School	525
Corpus Christi	22,350
Total	22,875
Nonpublic Nursing Aid	
New World Montessori School	679
Corpus Christi	28,906
Total	29,585
Nonpublic Technology Aid	
New World Montessori School	259
Corpus Christi	11,026
Total	11,285
Nonpublic Textbook Aid	
New World Montessori School	383
Corpus Christi	16,324
Total	16,707

2464 GIFTED AND TALENTED PUPILS (M) - Regulation

M

The purpose of Hasbrouck Heights Public School's gifted and talented program is to nurture academic excellence. The Hasbrouck Heights School District is committed to unique education for gifted and talented students to help them develop their abilities and recognizes that gifted and talented students in this district have unique values, needs, and talents.

Grades Kindergarten – 2nd 3rd

Students in grades Kindergarten through second will receive differentiated instruction in their classrooms to meet their gifted and talented needs.

Grades 3–5 4 & 5

Students in grades three through five will have to meet the following criteria in order to be eligible for the gifted and talented program:

- Utilize IQ score (1-2 pts)
 IQ score instrument – Inview – Cognitive Assessment Instrument
 IQ score of 115-119 (1pt) **or higher**
 IQ score of 120 or higher (2pts)
- Math Benchmark 87> (2pts)
- Reading Benchmark 87> (2pts) ~~running records~~ need a score of >4
- Writing Benchmark 87> (2pts) ~~informative and narrative~~ need a score of 3.5>
- Report Card (1pt)
 90% or higher in all areas
- Teacher rating (1pt)
 Gifted and Talented teacher checklist 80 points out of 100 (80%)
- Total number of points = 10 (student needs to earn 8pts to meet gifted and talented criteria)
- Utilize standardized test scores (PARCC)
 Exceed expectations on the Math (790-850) or English Language Arts/Literacy Sections (810-850) of the PARCC 3.

Grades 6–8

~~Students in grades sixth through eighth will have to meet the following criteria in order to be eligible for the gifted and talented program:~~

- Utilize IQ score (2pts total)
 IQ score instrument – Inview – Cognitive Assessment Instrument
 IQ score of 115-119 (1pt)

- ~~IQ score of 120 or higher (2pts)~~
- ~~Math Quarterly 87% (2pts)~~
- ~~Reading Quarterly 87% (2pts)~~
- ~~Writing Reading 87% (2pts)~~
- ~~Report Card (1pt)~~
- ~~Regular course 90% or higher in all areas~~
- ~~Honors 87% or higher in all areas~~
- ~~Teacher rating (1pt)~~
- ~~G&T teacher checklist 80 points out of 100 (80%)~~

Total number of points = 10 (student needs to earn 8pts to meet gifted and talented criteria)

Access for Students Achieving 7pts

Any student achieving 7pts on the Gifted and Talented criteria will be re-assessed at the end of the current academic year.

Continuation in Gifted and Talented Program

All students in Gifted and Talented **who qualify, based on EQ and PARCC 3 scores, will be eligible for G&T in 4th and 5th grade.** ~~will be re-assessed each year, excluding IQ assessment (IQ will only be assessed in 2nd and 5th grade. For each subsequent year the points earned in 2nd and 5th grade will be automatically applied to criteria score).~~

Conduct Stipulation

All students must maintain behavior and maturity level consistent with good academic standing. Discipline process:

- Step 1 - Verbal warning
- Step 2 - Contact parents
- Step 3 - Removal from program

- The above statement will be included in student acceptance letter.

Progress Reporting

Student progress will be reviewed on a quarterly basis. In order to continue in the Gifted and Talented Program the student must maintain a B-average in all core content areas.

Grades K- 2-3

- Integrated program, Writer's Workshop
- Infused in the curriculum

Middle School and High School Gifted and Talented – (Please see Honors Policy Criteria)

~~The high school Principal or designee, in conjunction with the Supervisor of Special Services/Assistant Superintendent and the Gifted and Talented Teacher, will help schedule the Gifted and Talented students in courses that will maintain the rigor and challenge of which these students are capable. The high school Principal or designee will be responsible for insuring the implementation of additional activities connected with core curricula content standards in each classroom or grade level for Gifted and Talented high school students.~~

Issued: 20 November 2014

Revised: June 16, 2015

Revised (First Reading): August 24, 2017

Revised (Second Reading): September 28, 2017

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Services to Nonpublic School Students
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[See POLICY ALERT Nos. 111, 120, 142, 144, 147, 165 and 213]

2700 SERVICES TO NONPUBLIC SCHOOL STUDENTS

The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to students enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.

For the purpose of this Policy, "district of attendance" shall mean the school district in which the nonpublic school is located.

- A. Special Education and Related Services - N.J.S.A. 18A:46-19; N.J.S.A. 18A:46A-1; N.J.A.C. 6A:14-6

The Board of Education of the district of attendance, as required by Federal law and regulation under Part B of the Individuals with Disabilities Education Act (IDEA), shall provide a genuine opportunity for the equitable participation of students with disabilities who are enrolled in nonpublic schools or early childhood programs by their parents. The district of attendance shall make the final decisions with respect to the services to be provided to eligible students with disabilities enrolled in nonpublic schools or early childhood programs. Services shall be provided only upon the written consent of the parent and shall be provided in a location determined by the Board pursuant to N.J.S.A. 18A:46-19.5. The district of attendance shall spend an amount of money equal to a proportionate amount of Federal funds available under Part B of the IDEA for the provision of services to students with disabilities who are attending nonpublic schools.

The district of attendance, after timely and meaningful consultation with representatives of the nonpublic school, shall undertake a child find process in accordance with IDEA and its implementing regulations to determine the number of parentally placed children with disabilities attending nonpublic schools located within the district. As part of the child find process the district shall consult with private school representatives and representatives of parents of parentally placed nonpublic school children with disabilities in the design and development



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Services to Nonpublic School Students

of special education and related services for such children in accordance with N.J.A.C. 6A:14-6.1(c)1. Furthermore, services may be provided by district personnel or through contracts with individuals, approved clinics, or agencies. In addition, services provided shall be secular, neutral, and non-ideological. Those procedural safeguards available to nonpublic school students with disabilities and their parents as specified by Federal law and rules under Part B of the IDEA shall apply in accordance with N.J.A.C. 6A:14-6.1(e).

If a nonpublic school student with a disability will receive special education or related services from the district, the district shall initiate and conduct meetings according to N.J.A.C. 6A:14-2.3(k) to develop, review, and revise a service plan for the student and ensure a representative of the nonpublic school or early childhood program attends each meeting pursuant to N.J.A.C. 6A:14-6.1(f)2.

The Board shall provide for the services of a certified speech-language specialist for each child attending a nonpublic school located in the school district and classified pursuant to N.J.S.A. 18A:46-8 as requiring the services of a certified speech-language specialist. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent or guardian and shall be provided in a location determined by the Board pursuant to rules and regulations of the State Board of Education. The Board shall provide for such transportation and maintenance and the cost shall be paid from State aid received by the district in accordance with N.J.S.A. 18A:46-19.6. Contracts for speech correction services shall be in accordance with N.J.S.A. 18A:46-19.7. Costs and provisions for speech correction services shall be managed in accordance with N.J.S.A. 18A:46-19.7 and N.J.S.A. 18A:46-19.8.

The Board shall provide for the receipt of auxiliary services by children between the ages of five and twenty residing in the State and enrolled full-time in a nonpublic school located in the district in accordance with N.J.S.A. 18A:46A-3. Auxiliary services shall mean compensatory education services for the improvement of students' communication skills; supportive services acquiring communication proficiency in the English language for children of limited English-speaking ability; and home instruction services. Services for children enrolled in nonpublic schools shall be provided only upon the consent of the parent and in a location



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Services to Nonpublic School Students

determined by the Board pursuant to rules and regulations of the State Board of Education. The cost of transportation for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-6. Contracts for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-7. Cost limitations for auxiliary services shall be managed in accordance with N.J.S.A. 18A:46A-8. Calculation of the costs by the Commissioner shall be managed in accordance with N.J.S.A. 18A:46A-9.

B. Health Services - N.J.S.A. 18A:40-23 through 31; N.J.A.C. 6A:16-2.5

The Board shall provide nursing services for students who are enrolled full-time in a nonpublic school located in their district pursuant to N.J.S.A. 18A:40-23. The services shall include assistance with medical examinations; including dental screening, conducting screening of hearing examinations, the maintenance of student health records, and notification of local or county health officials of any student who has not been properly immunized; and conducting examinations of students between the ages of ten and eighteen for the condition known as scoliosis. The Board shall adopt written policies and procedures extending the emergency care provided to public school students to those students who are enrolled full-time in the nonpublic school or are injured or become ill at school or during participation on a school team or squad in accordance with N.J.A.C. 6A:16-2.5(b).

Nursing services funded by the Board pursuant to N.J.S.A. 18A:40-23 et seq. shall be provided by a registered nurse licensed by the New Jersey State Board of Nursing who is an employee of the school district or a third-party contractor or is an independent contractor. The Board shall either employ a qualified independent contractor to provide nursing services or shall contract, pursuant to N.J.S.A. 18A:40-28, with other district Boards of Education or with a public or private agency approved by the Commissioner to provide nursing services, pursuant to N.J.A.C. 6A:14-5.2. Prior to any change in the provision of nursing services, the Board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents, pursuant to N.J.S.A. 18A:40-28.



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The nursing services provided to nonpublic school students shall not include instructional services in accordance with N.J.A.C. 6A:16-2.5(f). A nonpublic school may decline nursing services required or permitted by submitting to the district of attendance notification in accordance with N.J.A.C. 6A:16-2.5(g). A student who is enrolled in a nonpublic school and whose parent objects to the student receiving any service provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the service except for a physical or medical examination to determine whether the student is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.

The Board of Education shall provide health services based upon the following: the funding for services shall be based upon the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; a report provided to the New Jersey Department of Education (NJDOE) by the district of attendance or nonpublic school that includes the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year; and the funds expended by the district of attendance for administrative costs shall be limited to the actual costs or six percent of the funds allocated annually for each participating nonpublic school, whichever is less. Administrative costs shall include, but not be limited to, the costs related to the district of attendance annual consultation, bidding, program and contract management, and oversight and quality control.

The Superintendent or designee of the district of attendance in which a nonpublic school is located shall confer annually with the administrator of the nonpublic school for the following purposes: to advise the nonpublic school of the amount of funds allocated to it by the NJDOE for the provision of health services for full-time students enrolled in the nonpublic school; to agree on the basic health services that shall be provided; the additional medical services, equipment, or supplies that may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to discuss the criteria to be used in the selection of a nursing service provider by the district of attendance for the nonpublic school; and to ascertain the level of satisfaction of the nonpublic school with the current nursing service provider. If the Superintendent or designee and the nonpublic school administrator cannot reach agreement regarding the health services and additional medical services to be provided, the County Office of Education shall provide



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Services to Nonpublic School Students

assistance; to assure that a description of the provision of nursing services is reflected in the nursing services plan of the district of attendance; and to ensure nonpublic school students in the district of attendance who are knowingly without medical coverage have access to the New Jersey FamilyCare program and to make information accessible regarding the program to the nonpublic school students, pursuant to N.J.S.A. 18A:40-34. The Superintendent or designee must submit a report to the Executive County Superintendent on or before October 1 annually in accordance with N.J.A.C. 6A:16-2.5(k).

- C. Textbook Aid to Public and Nonpublic Schools - N.J.S.A. 18A:58-37 et seq.; N.J.A.C. 6A:23A-20 et seq.

N.J.S.A. 18A:58-37.3 requires the Board in which a nonpublic school is located to purchase and to loan, without charge, upon individual requests, textbooks to students in the nonpublic school or schools located within the district of attendance when such students are residents of the State. The Board shall not be required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State aid. Students who are enrolled in a nonpublic school whose parents do not maintain a residence in this State are not eligible to receive such textbooks. Students who are enrolled in a nonpublic school whose tuition is paid by the district of attendance are not eligible to receive such textbooks. The Board shall distribute to all students on an equitable basis existing book stocks and newly purchased textbooks purchased pursuant to N.J.S.A. 18A:58-37.1 et seq. The Board shall not discriminate against students in either public or nonpublic schools.

An individual written request for the loan of textbooks shall be signed by the parent(s) of nonpublic school students and shall be submitted directly to the Board of the district of attendance or may be forwarded collectively by the nonpublic school. Requests must be received by the Board by March 1 preceding the school year. All individual requests must be made in accordance with N.J.A.C. 6A:23A-20.3.

In accordance with N.J.A.C. 6A:23A-20.4, all textbooks purchased under the provisions of N.J.S.A. 18A:58-37.1 et seq. shall remain the property of the district which shall indicate such ownership in each book by a label. The Board shall be responsible for the receipt of the textbooks from the



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Services to Nonpublic School Students

vendor and inventory of such textbooks. The Board may require that the textbooks be returned to the district at the end of the school year or may enter into agreements with the nonpublic schools to store such books. In the event of such an agreement, the Board shall not pay storage charges of any kind to a nonpublic school for this service.

The Board's accounting entries in relation to expenditures for the purchase of textbooks shall be managed in accordance with N.J.A.C. 23A-20.5.

N.J.S.A. 18A:40-23 through 31; 18A:46-19; 18A:46A-1; 18A:58-37 et seq.
N.J.A.C. 6A:14-6; 6A:16-2.5; 6A:23A-20 et seq.

Revised (First Reading): August 24, 2017
Revised (Second Reading): September 28, 2017



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Long-Range Facilities Planning
Jul 17
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[See POLICY ALERT Nos. 131, 133, 156, 159 and 213]

7100 LONG-RANGE FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with N.J.S.A. 18A:7G-4 and N.J.A.C. 6A:26-2.1 et seq., will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.164, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

Long-range facilities planning by the school district shall be in accordance with the provisions of N.J.A.C. 6A:26-2 et seq.

~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

~~Early Childhood Program Aid (ECPA) Districts Only~~

~~The district will amend their LRFP annually, immediately following approval of the district's ECPA plan, to ensure that it is consistent with the approved ECPA plan required pursuant to N.J.S.A. 18A:7F-16 and N.J.A.C. 6A:24-3 et seq. or N.J.A.C. 6:19-3.1.~~

~~The Board shall review all facilities annually to determine if any of them are substandard pursuant to 6A:26-8.1 et seq. All substandard facilities must be initially approved by the County Superintendent of Schools. Such approvals are given for a maximum of two consecutive years, unless inspected by the New Jersey Department of Education, Division of Finance. The Board shall not continue their use without the express written consent of the County Superintendent of Schools. No substandard educational facility will be approved unless inspected by the Division of Facilities and Transportation in the Department of Education to ensure:~~

- ~~1. The facilities meet health, safety and educational adequacy standards for temporary, substandard facilities, as specified in N.J.A.C. 6A:26;~~



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Long-Range Facilities Planning

2. ~~A plan has been developed by the district and approved by the County Superintendent of Schools to upgrade the facilities to standard, fully approved conditions.~~

~~The County Superintendent will annually monitor the district's plans to upgrade facilities to fully approved status. The district will provide funds in the next immediate annual budget to correct the deficiencies about which the district is notified by the County Superintendent on or before October 1 annually. Failure to budget for the correction of deficiencies and to implement the corrections by the next September 1 following the October 1 notice will result in the Division of Facilities and Transportation ordering that the substandard facility be abandoned immediately.~~

~~The factors as outlined in N.J.A.C. 6A:26-8.1(e) will be taken into account in making a determination upon any application for the use of emergency substandard facilities.~~

~~N.J.S.A. 18A:7G-1 et seq.; 18A:11-1; 18A:33-1 et seq.; 18A:46-13
N.J.A.C. 6:23-1.1 et seq.; 6A:26-2.1 et seq.; 6A:26-8.1 et seq.~~

Revised (First Reading): August 24, 2017
Revised (Second Reading): September 28, 2017



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Long-Range Facilities Planning

Jul 17

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[See POLICY ALERT Nos. 156, 159 and 213]

R 7100 LONG-RANGE FACILITIES PLANNING

~~In order to plan for facilities needs and meet the requirements set forth in N.J.A.C. 6A:26-2.1 et seq., the Superintendent shall cause the completion of the Long-Range Facilities Plan (LRFP). The LRFP will include the requirements as set forth in N.J.A.C. 6A:26-2.2 et seq. Except as provided in N.J.A.C. 6A:26-3.16, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.~~

~~The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.~~

~~[Early Childhood Program Aid (ECPA) Districts Only]~~

~~The district will amend their LRFP annually, immediately following approval of the district's ECPA plan, to ensure that it is consistent with the approved ECPA plan required pursuant to N.J.S.A. 18A:7F-16 and N.J.A.C. 6A:24-3 et seq. or N.J.A.C. 6:19-3.1.]~~

A. Responsibilities of the School District - N.J.A.C. 6A:26-2.1

1. The school district shall amend its Long Range Facilities Plan (LRFP) at least once every five years following the approval of the 2005 LRFP on software made available by the New Jersey Department of Education (NJDOE) and in accordance with the instructions for completing the software.
2. The LRFP shall detail the school district's school facilities, other facilities, temporary facilities, and the school district's plan for meeting school facilities needs during the ensuing five years.

B. Completion of Long Range Facilities Plans - N.J.A.C. 6A:26-2.2

1. Each LRFP shall include:
 - a. Enrollment projections for the school district for the five years covered by the plan in accordance with the requirements of N.J.A.C. 6A:26-2.2(a)1;



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Long-Range Facilities Planning

- b. The functional capacity of every school facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)2;
- c. An inventory of every school facility, other facility, and temporary facility in the school district in accordance with N.J.A.C. 6A:26-2.2(a)3;
- d. An inventory of all school district-owned land in accordance with N.J.A.C. 6A:26-2.2(a)4;
- e. A listing of the approximate size and nature of any new sites that may be needed for school facilities projects set forth in the LRFP in accordance with N.J.A.C. 6A:26-2.2(a)5;
- f. An inventory of all building systems within each facility in accordance with N.J.A.C. 6A:26-2.2(a)6;
- g. A determination of the life expectancy of all building systems;
- h. A determination of any building system deficiencies in each school facility and the required remediation;
- i. The school district's proposed school facilities projects, other capital projects, and preliminary scopes of work in accordance with N.J.A.C. 6A:26-2.2(a)9 and N.J.S.A. 18A:7G-5(m);
- j. The school district's proposed programmatic models for school facility types and capacities the school district intends to operate in the ensuing five years;
- k. A comparison of the school district's proposed programmatic models with the facilities efficiency standards and identification of all types of spaces, sizes of spaces, and number of spaces inconsistent with those standards in accordance with N.J.A.C. 6A:26-2.2(a)11;
- 1. A comparison of the school district's programmatic models with the existing inventory and how the school district proposes to convert the existing inventory to programmatic models;



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- m. The school district's proposed plans for new construction and renovation of other facilities in the five years ensuing in accordance with N.J.A.C. 6A:26-2.2(a)13;
 - n. For each school facility set forth in the LRFP for which the school district is seeking approval of additional space or waiver of a facility efficiency standard to be approved as part of the LRFP, the school district shall submit documentation supporting the request in accordance with N.J.A.C. 6A:26-2.3(c);
 - o. For each school facility to be replaced, a preliminary comparison of the cost of replacement of the school facility verses the cost to rehabilitate the school facility;
 - p. Preliminary data to support each proposed new school facility or addition, renovation to an existing school facility, and the removal from the school district's inventory of school facilities for each school facility to be sold, converted to non-school facility use, or razed;
 - q. A preliminary estimate of the cost of every school facilities project set forth in the LRFP; and
 - r. The Board resolution approving submission of the LRFP.
- 2. Each LRFP shall include a determination by the school district of the number of unhoused students for the ensuing five-year period calculated in accordance with N.J.A.C. 6A:26-2.2(b)1.
 - 3. Approved area for unhoused students shall be determined according to the formula as outlined in N.J.A.C. 6A:26-2.2(c).
 - 4. Superintendents in Early Childhood Program Aid (ECPA) districts are strongly encouraged to meet and collaborate with community childhood education providers to meet the needs of unhoused students in the LRFP in accordance with N.J.A.C. 6A:26-2.2(d).



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5. The school district shall incorporate the facilities efficiency standards in the LRFP and seek any necessary waiver or special Commissioner approval in accordance with N.J.A.C. 6A:26-2.2(e)1 and 2.

C. LRFP Submission Procedure - N.J.A.C. 6A:26-2.1

1. Except as provided in N.J.A.C. 6A:26-3.14, no school facilities project shall be considered or approved unless the school district's LRFP has been submitted to the NJDOE and approved by the Commissioner.
2. The school district shall submit its LRFP to the planning board(s) of the municipality(ies) in which the school district is situated, no later than the date the school district submits the LRFP to the Commissioner. No LRFP shall be considered complete until comments have been received from the planning board(s) or until forty-five days have passed from the planning boards' receipt of the LRFP in accordance with N.J.A.C. 6A:26-2.1(c).
3. In accordance with the provisions of N.J.A.C. 6A:26-2.1(d), a school district sending students to another school district pursuant to N.J.S.A. 18A:38-8 et seq. shall expeditiously provide all information necessary for the receiving school district to complete its LRFP, including but not limited to, demographic information necessary to prepare enrollment projections. Both sending and receiving school districts must submit a LRFP. If a send-receive relationship is terminated pursuant to N.J.S.A. 18A:38-21, both the sending and receiving school districts shall promptly submit an amended LRFP.
4. An amended LRFP must be submitted to the NJDOE, in accordance with the provisions of N.J.A.C. 6A:26-2.1(e), if one or more school districts withdraw from a regional school district or a regional school district dissolves.
5. At any time, a school district may submit an amendment to an approved LRFP for review and approval by the Commissioner.



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6. A school district's approved LRFP shall remain in effect until an amended LRFP is approved.

D. Review and Approval of Long-Range Facilities Plan - N.J.A.C. 6A:26-2.3

1. Within ninety days of receipt of a LRFP from a school district that has not previously submitted a LRFP, the Division of Administration and Finance (Division) shall determine where the plan is fully and accurately complete and whether all information necessary to review the plan has been filed by the school district.
 - a. When a LRFP is determined to be complete, the Division shall notify the school district in writing that the plan is deemed complete.
 - b. When a LRFP is determined to be incomplete, the Division shall notify the school district in writing and require the submission of additional information as detailed in the notification. Only after the Division determines all requested information has been submitted and the information is accurate shall it determine a plan to be complete.
2. Within sixty days of the date of notification that the plan is complete, the Commissioner shall notify the school district of the final determination of the LRFP. A final determination shall set forth information as outlined in N.J.A.C. 6A:26-2.3(b).
3. A school district shall amend its approved LRFP whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP in effect. The amendment request shall be accompanied by a Board of Education resolution approving the submission of the LRFP amendment and shall be in accordance with the requirements of N.J.A.C. 6A:26-2.3(c)1 through 4.



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4. **The Commissioner may extend the deadline for reviewing each LRFP if at any time the number of LRFPs pending before the Commissioner for review exceeds twenty percent of the total number of operating school districts in the State pursuant to N.J.A.C. 6A:26-2.3(d).**
5. **A school district that has an approved LRFP may begin undertaking feasibility studies for new construction identified in accordance with N.J.A.C. 6A:26-2.3(b)6. For school districts required to use the New Jersey Schools Development Authority (Development Authority), the activities also shall be undertaken under the auspices of the Development Authority and in accordance with N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-2 et seq.**

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Educational Adequacy of Capital Projects

Jul 17

[See POLICY ALERT Nos. 131, 159 and 213]

7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the criteria for educational adequacy ~~must~~ **shall** be reviewed and approved by the Division of ~~Facilities and Transportation~~ **Administration and Finance (Division)** in accordance with N.J.A.C. 6A:26-5 et seq. The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy ~~will~~ **shall** take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; ~~change of use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; and installation of temporary facilities ; and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~

New Jersey Economic Schools Development Authority (**Development Authority**), and ~~non-authority Regular Operating District (ROD)~~ school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). ~~The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.~~ **The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.**

Educational specifications for educational adequacy reviews ~~will~~ **shall** be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications ~~will~~ **shall** be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and ~~will~~ **shall** refer to the ~~Core Curriculum Content Standards~~ **New Jersey Student Learning Standards** wherever appropriate. The educational specifications ~~will~~ **shall** include an itemized list of furniture, equipment, and



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support spaces required to conduct the educational program specified for each space ~~will be included~~, together with their ~~estimated~~ **net** areas in square feet, as well as ~~the an estimate~~ **net** of the total room area required for each space. The educational specifications ~~will~~ **shall** also include specific technical and environmental criteria, adjacencies and other requirements for the educational program ~~will be noted~~ and a building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or temporary facility**.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter ~~indicating project document submission to the County Superintendent to the Executive County Superintendent indicating project document submission to the Division~~, and a copy of the transmittal letter indicating the date of plan submission to the local planning board **shall be submitted in accordance with N.J.A.C. 6A:26-5.3(b)4** (~~whenever the building footprint, volume, pedestrian or vehicular access are altered by the project~~) must be submitted to the Division of Facilities and Transportation.

~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~

In the case of an **Development** Authority school facilities project, upon completion of detailed plans and specifications, the **Development** Authority on behalf of the district ~~will~~ **shall** apply, **upon completion of detailed plans and specifications**, for final approval of the **project's** educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(a). In the case of an ~~non-authority~~ **ROD** school facilities project or another capital project, **the school district shall apply** upon the completion of final plans and specifications, ~~the district will apply~~



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for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b). **In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy in accordance with N.J.A.C. 6A:26-5.4(c).**

The Division of Facilities and Transportation will ~~shall~~ collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward the report to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(a). The review shall require the documentation required by the Uniform Construction Code (UCC) in accordance with N.J.A.C. 5:23-2.15.

For a ROD school facilities project or other capital project, not subject to educational-adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward their determination to the Department of Community Affairs in accordance with N.J.A.C. 6A:26-5.6(b). The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15.

N.J.A.C. 6A:26-5.1 et seq.; N.J.A.C. 5:23-2.15

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Jul 17

[See POLICY ALERT Nos. 159 and 213]

R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy ~~shall must~~ be reviewed and approved by the Division of **Administration and Finance (Division)** ~~Facilities and Transportation~~. The criteria are the number, configuration, size, location, or use of educational spaces within a school facility. The review for educational adequacy ~~will~~ **shall** take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

A. Projects Requiring Approval for Educational Adequacy – N.J.A.C. 6A:26-5.1

1. Capital projects that involve the following types of building construction work **shall be approved** ~~require approval~~ for educational adequacy:
 - a. New school facilities including pre-fabricated facilities;
 - b. Additions to existing school facilities;
 - c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; **and**
 - d. ~~Change of use that requires alterations per A.1.c. above, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations;~~
 - de. Installation of temporary facilities; **and**.
 - f. ~~Any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and §504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.~~



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B. **New Jersey Economic Schools Development Authority (Development Authority), Regular Operating District (ROD), and Other Non-Authority Capital Projects – N.J.A.C. 6A:26-5.1(b)**

1. ~~New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews as follows:~~ **Both Development Authority and ROD school facilities projects, along with other capital projects, shall be subject to educational adequacy reviews. The review process and types of documents subject to review will differ depending on whether the project is a school facilities project or other capital project, and if a school facilities project, on whether it is a Development Authority project or a ROD project.**

- a. ~~Authority School Facilities Projects—The district will apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.1 et seq., and prior to the review and approval of capital projects for compliance with the Uniform Construction Code, N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review will cover three and in certain circumstances, see N.J.A.C. 6A:26-5.4, four types of project documents: educational specifications, schematic plans and related documents, detailed plans and specifications, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time of project application; the detailed plans and specifications, and final plans and specifications are forwarded by the authority to the Division after project approval, but prior to UCC approval. For a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.~~



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The application shall be made prior to the review and approval of capital projects for compliance with the Uniform Construction Code (UCC), N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review shall cover the following types of project documents: educational specifications; schematic plans and related documents; detailed plans and specifications; and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the Development Authority on behalf of the school district at the time of project application. Detailed and final plans and specifications shall be forwarded to the Division by the Development Authority after project approval, but prior to the Division determination of final eligible costs and Department of Community Affairs review for UCC compliance.

- b. ~~Non-authority School Facilities Projects—The district will apply for the review and approval for education adequacy as in subparagraph B.1.a. above. The educational adequacy review will cover three types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. Educational specifications and schematic plans and related documents will be submitted to the Division by the district at the time of the project application. Final plans and specifications will be submitted to the Division by the district after project approval, but prior to UCC approval and local share or total costs of the school facilities project for a debt service aid authorization.~~ For a ROD school facilities project, school districts shall apply for the review and approval for education adequacy in conjunction with the application for approval of a school facilities project. The educational adequacy review shall cover the following types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications,



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schematic plans, and related documents shall be submitted by the school district at the time of project application. Final plans and specifications shall be submitted by the school district after project approval, but prior to the UCC-compliance review.

- c. ~~Other Capital Projects — The district will apply for the review and approval for educational adequacy prior to the division review for consistency of the other capital project with the district's approved LRFP. The educational adequacy review will cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time the project is reviewed for consistency with the district's approved LRFP. Final plans and specifications will be submitted to the Division by the district after the consistency review, but prior to UCC approval and local funding authorization.~~ For any other capital project, school districts shall apply for the review and approval for educational adequacy in conjunction with the application for the Division review for consistency with the school district's approved LRFP. The educational adequacy review shall cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications, schematic plans, and related documents shall be submitted by the school district at the time the project is reviewed for consistency with the school district's approved LRFP. Final plans and specifications shall be submitted by the school district after the consistency review, but prior to the UCC-compliance review.

C. Change of Use of Instructional Space, Non-Capital Project – N.J.A.C. 6A:26-5.1(c)

1. ~~The district will submit any plan for change of use of instructional space to the County Superintendent of Schools for approval. The Executive County Superintendent shall approve any change of use of instructional space that is not a capital project.~~



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D. Educational Specifications – (N.J.A.C. 6A:26-5.2)

1. Submissions of educational specifications for educational adequacy reviews ~~will~~ **shall** include the following:

- a. ~~Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate~~ **Details of the educational program activities and requirements for each space proposed in the capital project, and shall refer to the New Jersey Student Learning Standards wherever appropriate;**
- b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space ~~will be included, together with their estimated~~ **net** areas in square feet, as well as ~~the an estimate net~~ of the total room area required for each space;
- c. Specific technical and environmental criteria, adjacencies, and other requirements for the educational program ~~will be~~ **noted**; and
- d. ~~Educational specifications must contain a~~ **A** building-space program that indicates the number and **net** area in square feet of each instructional, specialized instructional, administrative, and support space in each existing or proposed building included in the capital project **and/or the temporary facility.**

E. Schematic Plans and Other Related Project Documents – (N.J.A.C. 6A:26-5.3)

1. Submissions of schematic plans for educational adequacy reviews ~~will~~ **shall** include the following:

- a. ~~Three~~ **Four** sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot ~~will be submitted.~~ The approved use of each space, and the proposed number of occupants, **and the net square feet area will shall** be clearly labeled **on all existing and proposed spaces;**



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- b. ~~Schematic plans will be reviewed for conformance with the educational specifications and will include~~ Layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;
- c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6.1 ~~et seq. will be indicated on the schematic plans, including dimensions, clearances, ceiling heights, and required equipment;~~
- d. Paths of travel for disabled persons ~~will be clearly indicated;~~
- e. ~~Whenever site work is required, a completed plot plan will be submitted and on it will be shown the intended location of the school and a layout of the locations of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set back zones, and parking areas~~ **A completed plot plan when work site is required, including the intended location of the school and a layout of the locations of all other structures, multi-purpose physical education fields, playgrounds, walkways, roadways, access roads, buffer and set back zones, parking areas, deed restrictions, easements, protective covenants, right of ways, and environmentally sensitive areas. If the land for the site is being acquired, an application also shall be submitted for approval under N.J.A.C. 6A:26-7.1; and**
- f. ~~Schematic plans will be signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent. The signature and seal of a New Jersey licensed architect or professional engineer, if there is an architect or engineer engaged for the project, and signatures of the President of the Board of Education and the Superintendent. In the case of Development Authority school facilities projects, schematic plans shall also be signed by the Development Authority, pursuant to N.J.S.A. 59:4-6.~~



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2. Other project documents to be submitted with the schematic plans ~~will~~ **shall** include:
 - a. A project cost estimate on a form provided by the Commissioner ~~of Education~~;
 - b. A project schedule;
 - c. A copy of the dated transmittal letter **to the Executive County Superintendent** indicating project document submission to the ~~County Superintendent Division~~; and
 - d. ~~A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever the building footprint, volume, pedestrian or vehicular access are altered by the project;~~ **A copy of the transmittal letter indicating the date of plan submission to the local planning board, where required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, including, but not limited to, whenever the project consists of a new building, the conversion of an existing building to school use, or the building footprint, volume, pedestrian, or vehicular access are altered by the project and.**
 - e. ~~The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.~~



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F. Detailed Plans and Specifications and Final Plans and Specifications –
(N.J.A.C. 6A:26-5.4)

1. ~~In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project. Detailed plans and specifications will be considered adequate for calculations of final eligible costs if the plans and specifications are sixty percent or more complete. Such application will include~~ **In the case of a Development Authority school facilities project, the Development Authority on behalf of the school district shall apply upon completion of detailed plans and specifications for final approval of the project's educational adequacy. Detailed plans and specifications shall be considered adequate for calculations of final eligible costs if the plans and specifications are at least sixty percent complete. Final approval of the educational adequacy of the project shall occur prior to the calculation of the final eligible costs of the school facilities project pursuant to N.J.A.C. 6A:26-3.5. The application for final approval shall include:**

- a. ~~Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent, and specifications, to sufficiently demonstrate that the school facilities project conforms to schematic plans approved by the Division~~ **Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education, Superintendent, and the Development Authority, and specifications to sufficiently demonstrate the school facilities project conforms to schematic plans approved by the Division. To demonstrate such conformance, the submission shall include architectural floor plans, an architectural site plan, as applicable, and architectural drawings that will allow verification of ceiling heights and other applicable**



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standards in N.J.A.C. 6A:26-6.3. If the Division determines the documents are not sufficient to demonstrate conformity with the schematic plans, it may request additional drawings and/or technical specifications;

- b. The fee calculated according to the fee schedule ~~unless exempted~~ pursuant to N.J.A.C. 6A:26-5.5; and
 - c. In the event there is a change affecting the number, configuration, size, location, or use of educational spaces as set forth in the detailed plans and specifications submitted to the **New Jersey Department of Education**, the **Development Authority** ~~will~~ **shall** submit such application to the Division **the application** with two sets of final plans and specifications, as set forth in subparagraph 2.a. below. ~~And No~~ additional fee will be imposed.
2. ~~In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project. Such application will include~~ **In the case of a ROD school facilities project or another capital project, the school district shall apply upon the completion of final plans and specifications for final approval of the educational adequacy of the project. The application shall include:**
- a. ~~Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the local Board and Superintendent, and specifications, to sufficiently demonstrate that the capital project conforms to schematic plans approved by the Division~~ **Four individually packaged sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey licensed architect or professional engineer and signed by the President of the Board of Education and Superintendent, and**



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specifications to sufficiently demonstrate the capital project conforms to schematic plans approved by the Division as described in F.1.a. above;

- b. A properly executed copy of a ~~"Release Form for School Construction Plans"~~ **"Request for Local Release of School Construction Plans"** for a district ~~which~~ **that** chooses to have a municipal code enforcing agency review of its plans for ~~conformance with the UCC~~ **conformance**. The ~~district's Superintendent and municipal code enforcing agency chief must sign this form. This form may be obtained from the Division;~~ **The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and**
 - e. ~~Copies of letters of approval from all other State agencies having jurisdiction over the project; and~~
 - ec. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule ~~unless exempted pursuant to N.J.A.C. 6A:26-5.5.~~
3. In the case of a temporary facility, the school district or the Development Authority on behalf of the school district for Development Authority school facilities projects, shall apply to the Division upon the completion of detailed plans and educational specifications for approval of the temporary facility's adequacy. Detailed plans and educational specifications shall be considered adequate for calculations of eligible costs if the plans and educational specifications are at least sixty percent complete unless otherwise provided in N.J.A.C. 6A:26-5.4. The application shall include items in accordance with N.J.A.C. 6A:26-5.4(c) as outlined below:



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Educational Adequacy of Capital Projects

- a. Four sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board of Education and Superintendent, as well as the Development Authority in the case of a temporary facility that is part of a Development Authority school facilities project, and educational specifications to sufficiently demonstrate the educational adequacy of the temporary facility and compliance with the temporary facility standards at N.J.A.C. 6A:26-8;
- b. A completed plot plan whenever site work is required for the temporary facility. On it shall be shown the intended location of the temporary facility and a layout of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set-back zones, and parking areas. It also clearly shall indicate the impact that placement of the temporary facility will have on the site of the permanent school facility;
- c. A copy of the dated transmittal letter to the Executive County Superintendent indicating plan submission to the Division;
- d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16;
- e. A temporary facility schedule addressing the relationship to the school facilities project schedule, in the event that the temporary facility is part of a school facilities project;
- f. The fee calculated according to the fee schedule pursuant to N.J.A.C. 6A:26-5.5. If the temporary facility is not part of a Development Authority school facilities project, payment shall be in the form of a check, payable to the "Treasurer, State of New Jersey";



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Educational Adequacy of Capital Projects

(1) If the fee for the temporary facility is submitted to the Division prior to the submission of the fee for the final educational adequacy review for the school facilities project, the amount paid for the temporary facility will be credited toward the fee for the school facilities project;

g. If the temporary facility is not part of a Development Authority school facilities project, a properly executed copy of a Request for Local Release of School Construction Plans for a school district that chooses to have a municipal code enforcing agency review its plans for conformance with the UCC. Such review shall require the documentation required by the UCC, N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate. The Superintendent and municipal code enforcing agency chief shall sign the form, which may be obtained from the Division; and

h. If the temporary facility was previously used for school purposes and a certificate of occupancy for District Factor Group E is in effect and no change of use is required, a floor plan with proposed occupancy in lieu of signed and sealed plans shall be submitted to the Division to meet the requirements of N.J.A.C. 6A:25-5.4.

G. Fee Schedule and exemption – N.J.A.C. 6A:26-5.5

The Division of Facilities and Transportation will collect fees for its reviews of detailed/final plans and specifications for educational adequacy in the case of Development Authority school facilities projects and for its reviews of final plans and specifications for educational adequacy in ROD school facilities projects and other capital projects according to in accordance with the fee schedule outlined in N.J.A.C. 6A:26-5.5.



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Educational Adequacy of Capital Projects

H. Capital Projects Not Subject to Educational Adequacy Review – N.J.A.C. 6A:26-5.6

- 1. For a Development Authority school facilities project not subject to educational adequacy review, the Division shall issue a preliminary project report and shall forward to the Department of Community Affairs for review the report along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall require the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for application for a construction permit or for plan review, as appropriate.**
- 2. For a ROD school facilities project or other capital project not subject to educational adequacy review, the Division shall make a determination of the project's final eligible costs and shall forward to the Department of Community Affairs for review the determination along with drawings or narrative sufficient to delineate the scope of work, so the Department of Community Affairs may review construction documents for UCC conformance. The review shall include the documentation required by the UCC in accordance with N.J.A.C. 5:23-2.15, for the requirements for a construction-permit or plan-review application, as appropriate. If the school district has submitted to the Division a properly executed copy of a "Request for Local Release of School Construction Plans," pursuant to N.J.A.C. 6A:26-5.4(b)2, the Division shall forward the release form to the Department of Community Affairs for its action.**

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[See POLICY ALERT Nos. 131, 159 and 213]

7102 SITE SELECTION AND ACQUISITION

The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with the requirements of N.J.A.C. 6A:26-7.1 et seq. The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit information to the Division of Administration and Finance (Division) to obtain approval for land in connection with a school facilities project in accordance with the provisions of N.J.A.C. 6A:7.1(b).

In the event the school district intends to acquire land not in connection with a school facilities project, the district shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the exceptions outlined above shall no longer apply.

In accordance with the provisions of N.J.A.C. 6A:26-7.1(d), school site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

All school sites shall have sufficient acreage for the placement of the school facility; expansion of the building to its maximum potential enrollment; the placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon; multi-purpose physical education fields and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school



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facility pursuant to the facilities efficiency standards and the approved programmatic model; disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building; public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and a thirty-foot wide access around the entire building.

Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented pursuant to the requirements of N.J.A.C. 6A:26-7.1(f).

Pursuant to N.J.A.C. 6A:26-7.1(g), the Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved Long Range Facilities Plan (LRFP). For such school districts, the New Jersey Department of Education shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7. The Development Authority may submit the required information on behalf of such school districts.

In accordance with N.J.A.C. 6A:7.3, the Board of Education may acquire an existing facility through purchase, gift, lease, or otherwise provided the Board complies with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2 and the Board has the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

N.J.A.C. 6A:26-3.12; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

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[See POLICY ALERT No. 213]

R 7102 SITE SELECTION AND ACQUISITION

The school district may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

A. Acquisition of Land by School Districts - N.J.A.C. 6A:26-3.12

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with N.J.A.C. 6A:26-7 and receive approval.

B. Approval of the Acquisition of Land - N.J.A.C. 6A:26-7.1

1. Voter Approval - N.J.A.C. 6A:26-7.1(a)

The school district may obtain voter approval for funding of land acquisition prior to the Division of Administration and Finance (Division) approval of the land acquisition. The school district shall not take any action to acquire the land prior to obtaining Division approval.

2. Submission to the Division of Administration and Finance - N.J.A.C. 6A:26-7.1(b)

The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit to the Division the following information to obtain approval under B.1. above for land in connection with a school facilities project. The following requirements do not address requirements of other State agencies having approval or permitting jurisdiction over land acquisition:

- a. The following information shall be provided by the school district:



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- (1) A written request that shall include a statement, signed by the Board President and the Superintendent, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization, and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;
- (2) A map of the school district showing the location of the land, the location of existing schools in the school district, the attendance area to be served by the school, and the number of students who reside within the attendance area;
- (3) Data regarding the impact of the acquisition upon racial balance within the school district's public schools;
- (4) A full, detailed appraisal of the market value of the property prepared by a licensed professional;
- (5) A title report on the property produced by any reputable title insurer licensed in the State of New Jersey evidencing that title is good and marketable;
- (6) A feasibility study evidencing that school district-owned land within the attendance area to be served by the school is not available, suitable, or sufficient to be used for school purposes, but only if the school district is required to use the Development Authority and seeking approval for a new acquisition of land and not merely a new use for already school district-owned land; and
- (7) For a school district required to use the Development Authority and seeking approval for the acquisition of land, evidence that the school district has not indemnified the seller of the land for



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the costs arising from the environmental remediation required for the property to be used for school purposes; acquired the land in its "as is" condition; or acquired the land under terms and conditions that would invalidate the statutory immunity of the school district from liability for the remediation costs associated with pre-existing contamination, whether discovered pre-closing or post-acquisition, under the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq.

- b. The following information shall generally be provided by a licensed architect, professional engineer, or professional planner in accordance with N.J.A.C. 6A:26-7.1(b)(2):
 - (1) A statement from the licensed architect, professional engineer, or professional planner indicating whether the land is subject to regulation under the Coastal Wetlands Act - N.J.S.A. 13:9A-1 et seq.; the Freshwater Wetlands Act - N.J.S.A. 13:9B-1 et seq.; the Pinelands Protection Act - N.J.S.A. 13:18A-1 et seq.; the Waterfront Development Act - N.J.S.A. 12:5-3; the Green Acres Acts - N.J.S.A. 13:8A-1 et seq., N.J.S.A. 13:8A-19 et seq., N.J.S.A. 13:8A-35 et seq., and N.J.S.A. 13:8C-1 et seq.; or other statutes, regulations or executive orders administered by agencies of State or Federal government;
 - (a) If so subject, the statement shall address the steps necessary to obtain approval from the agencies, and include adequate documentation to demonstrate to the Division the approvals will be obtained and not affect the educational adequacy of the site, as set forth in B.4. and B.5. below.



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- (2) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating whether the proposed use of the land to be acquired is consistent with the goals and strategies of the New Jersey State Development and Redevelopment Plan (State Plan). If inconsistent with such goals and strategies, the statement shall include adequate documentation to demonstrate to the Division there are no alternative suitable sites available in the school district that are consistent with the State Plan's goals and strategies;
- (3) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating the land to be acquired is suitable for the proposed use;
- (4) A completed, signed, and sealed plot plan of the land to be acquired showing topographical and contour lines; adjacent properties indicating current land uses; access roads; deed restrictions; easements; protective covenants; right of ways; and environmentally sensitive areas such as waterways and wetlands. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in B.4. below;
- (5) If existing buildings or structures are located on the land to be acquired, the intended use, and/or disposition of these buildings. Any building to be acquired and used shall comply with the requirements of the Uniform Construction Code (UCC) for educational occupancy and N.J.A.C. 6A:26-5 that apply to the construction of a new building;
- (6) Adequate documentation to demonstrate to the Division that soil conditions for structural integrity and drainage have been examined by the New Jersey licensed architect or professional engineer; and



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- (7) Adequate documentation to demonstrate to the Division that soil and groundwater conditions have been examined by a New Jersey licensed architect or professional engineer for suitability for septic systems, if applicable.
- c. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)3:
 - (1) A statement from a local or regional water purveyor or alternatively, a statement from a geologist or professional engineer if the source of water is groundwater, certifying that:
 - (a) The land can be adequately provided with the necessary water for the proposed maximum enrollment, and if the source of water is groundwater, that there will be sufficient groundwater available for the proposed maximum enrollment; and
 - (b) Potable water infrastructure is, or is not, in place to service the site.
 - (2) A statement from a local or county sewerage agency certifying that:
 - (a) The land can be adequately provided with the necessary and acceptable sewage disposal system for the proposed maximum enrollment, as evidenced, for example, by consistency with the locally approved wastewater management plan; and
 - (b) Sewer infrastructure is, or is not, in place to service the site. If such infrastructure is not in place, adequate documentation from a professional engineer or licensed geologist to demonstrate that soil and groundwater conditions are suitable for a septic system or discharge to groundwater.



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- (3) Recommendations from the New Jersey Department of Environmental Protection (NJDEP) that there are no substantial reasons why the land acquisition should not proceed within forty-five days of its receipt of an environmental site report submitted by the school district or the Development Authority on behalf of the school district addressing the items below, or evidence that forty-five days have passed since the NJDEP's receipt of the environmental site report, whichever is earlier:
- (a) A sewer service consistency determination;
 - (b) Potable water supply;
 - (c) Coastal and freshwater wetlands;
 - (d) Green Acres land;
 - (e) Stream encroachment;
 - (f) Historical or archeological resources;
 - (g) Endangered plant species;
 - (h) Threatened or endangered animal species; and
 - (i) An environmental site assessment to determine whether there is potential contamination on the land, submitted on a form provided by the New Jersey Department of Education (NJDOE).
- d. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)4:
- (1) Recommendations of the planning board or the municipality in which the land is situated, and that has an approved master plan as required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, or evidence that the applicable forty-five days or fifty-five days



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have passed, whichever is earlier, from the planning board's receipt of the land acquisition application. The recommendations shall be sent to the Division of Administration and Finance, Office of School Facilities, PO Box 500, Trenton, NJ 08625-0500, and forwarded promptly to the Division at the above address if received by the school district or its architect;

- (2) The recommendation of the Executive County Superintendent based on the requirements specified in N.J.A.C. 6A:26-7; and
- (3) Prior approvals of other agencies, such as the New Jersey Department of Agriculture, NJDEP, and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition.

3. Land Acquisition for Non-School Facility Project - N.J.A.C. 6A:26-7.1(c)

- a. A school district that intends to acquire land not in connection with a school facilities project shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the aforementioned exceptions shall no longer apply.

4. School Site Size - N.J.A.C. 6A:26-7.1(d)

School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.



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5. School Site Size Requirements - N.J.A.C. 6A:26-7.1(e)

All school sites require sufficient acreage for the following:

- a. The placement of the school facility;
- b. Expansion of the building to its maximum potential enrollment;
- c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon;
- d. Multi-purpose physical education and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model;
- e. Disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building;
- f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and
- g. A thirty-foot wide access around the entire building.

6. Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if it is formally leased on a long-term basis to the Board for exclusive use during school hours and there are no deed restrictions that prohibit school district use.



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7. The Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.
- C. Approval of the Acquisition of Land in Certain School Districts Under the Development Authority's Auspices - N.J.A.C. 6A:26-7.2
1. The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved LRFP. For such school districts, the NJDOE shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7.1. The Development Authority may submit the required information on behalf of such school districts.
- D. Approval for the Acquisition of Existing Facilities - N.J.A.C. 6A:26-7.3
1. The Board planning to acquire an existing facility through purchase, gift, lease, or otherwise shall comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2. The school district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility.
 2. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

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[See POLICY ALERT Nos. 159 and 213]

7130 SCHOOL CLOSING

The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, **and/or** other good cause may require the use of one or more district facilities for educational purposes be abandoned.

~~The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding student enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.~~

~~The Board must receive a letter of approval from the Department of Education before making a final determination to close a school. To receive the letter of approval from the Department of Education, the Board must provide the Division of Facilities and Transportation and the County Superintendent of Schools assurances as required in N.J.A.C. 6A:26-7.5.~~

To receive approval for the closing of a school The proposed closing the Board shall provide the Division of Administration and Finance (Division) and the Executive County Superintendent with the following assurances:

1. **The proposed closing is must be consistent with the district's approved LRFP because:**
 - a. **The school district has demonstrated demonstrating that sufficient school building capacity exists to house district students for the five years following such the closing; or**
 - b. **The school district has demonstrated through a feasibility study for the succeeding five years that the benefits of undertaking new construction outweigh those of rehabilitating the school proposed for closure.**



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2. The use of **temporary facilities** ~~substandard spaces~~ in the remaining schools ~~within the district must~~ **does** not result or increase from an overall facilities shortage caused by the school closing;- **and**
3. The re-assignment of students to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation, or isolation of student populations on the basis of race or national origin.

A request for approval from the Division for the school closing shall include the recommendation of the Executive County Superintendent. A letter of approval from the Division based on the information in N.J.A.C. 6A:26-7.5(a) and as listed above shall be required before the school's closing.

The Division shall notify the school district in writing of its determination with respect to the requested school closing, with a copy provided to the Executive County Superintendent.

N.J.S.A. ~~18A:11-1~~; 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5 ~~et seq.~~

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Disposition of Property
Jul 17

[See POLICY ALERT Nos. 154, 159 and 213]

7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this Policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 **through 18A:20-7** and N.J.A.C. 6A:26-7.4. If an approved site, **or interest therein**, is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the ~~Department of Education~~ **Division of Administration and Finance (Division)** in accordance with the requirements of N.J.A.C. 6A:26-7.4 et seq. The ~~Division~~ **Department of Education** will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes, **and disposal of any property declared scrap or waste**. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase. **In the event no bids are received for personal property or the personal property is not sold at private sale pursuant to, N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.**

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.



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Disposition of Property

Notwithstanding anything to the contrary in this Policy, property acquired with federal funds for use in a Federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-56; **through 18A:20-7 et seq.**
N.J.A.C. 6A:26-7.4

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7300.1 DISPOSITION OF INSTRUCTIONAL PROPERTY

ABOLISHED

A. Definition

“Instructional property” means textbooks as defined in Policy No. 2510 and resource materials as defined in Policy No. 2530, excluding textbooks and resource materials purchased with federal funds.

B. Review

1. The Principal shall appoint committees comprised of teachers, administrators, and librarians, as appropriate to the grade level and subject matter to assess periodically the continuing usefulness of instructional property in the school or program.
2. The committees will recommend for removal or replacement instructional property that:
 - a. Is so worn and/or damaged as to preclude effective use and economical repair or restoration,
 - b. Is so outdated as to no longer serve as worthy instructional tools,
 - c. Violates federal, state, or district affirmative action standards for nondiscriminatory materials, pursuant to Policy No. 2260, or
 - d. Although still useful, has been superseded by superior replacement materials.
3. The Principal will receive and review the committee’s recommendations. A list of textbooks and materials approved for disposal will be sent to the Superintendent.
4. Approval by the Board of Education is required for disposing of instructional property. Any such recommendation must comply with Policy Nos. 2530 and 9130, which require that the reason for disposal accompany the recommendation. No material may be removed and disposed of solely because it presents ideas that may be unpopular or offensive to some.

C. Disposal

1. Instructional property approved for disposal will be offered at no cost to any educational institution, public or private, willing to accept the property and pay the costs of packing and delivery.
2. Any remaining instructional property will be offered for sale to pupils, parent(s) or legal guardian(s), and community residents. Prices will reflect the reduced value of the property to the district by covering only the cost to the district of conducting the sale.

3. Any property remaining after offer of sale has been made will be donated to the parent-teacher organization or other community organization for sale in a book fair.
4. Any property remaining after offer of sale and donation has been made will be sold for scrap or, if unsalable, offered for recycle.

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Disposition of **Land Real Property**

Jul 17

[See POLICY ALERT Nos. 159 and 213]

R 7300.2 DISPOSITION OF LAND REAL PROPERTY

A. Definition

~~“Real property” means land and the structures upon the land and all immovable equipment and fixtures attached to the land or its structures, excluding property purchased with Federal funds.~~

B. Review

The Board of Education by a recorded roll call majority vote of its full membership may dispose, by sale or otherwise, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes, whether acquired through purchase or through condemnation proceedings and the purchaser shall acquire title free from any use of purpose for which it may have been acquired by the Board ~~The decision to dispose of the real property of the district that is no longer suitable or convenient for the use for which it was acquired or is no longer needed for school purpose will be made by the Board of Education in accordance with N.J.S.A. 18A:20-5 through 18A:20-7 et seq., N.J.A.C. 6A:26-7.4, and Policy No. 7100.~~

~~CA.~~ Department of Education Review and Approval Written Request for Approval for Disposal – N.J.A.C. 6A:26-7.4(a)

The district shall make to the Division of Administration and Finance (Division) a written request for school district-owned land to be altered or disposed of through sale, transfer, or exchange of all or part of the total acreage, including rights or interest therein and/or improvements thereon, such as facilities, if applicable.

1. ~~If the Board desires to have an approved site altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Division of Facilities and Transportation, Department of Education.~~ 2. The district will send a copy of the request to the **Executive** County Superintendent of Schools who ~~will~~ **shall** make recommendations to the Division. The **Executive** County Superintendent ~~will~~ **shall** provide a copy of the recommendations to the Board of Education.



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Disposition of **Land Real Property**

32. The request ~~will~~ **shall** indicate whether the district intends to convey the site, **rights, or interest therein, and/or improvements thereon**, under an exception to the public **sale** requirements of N.J.S.A. 18A:20-96.
3. The request **shall** indicate whether the school district intends to convey the site, **rights, or interest therein, and/or improvements thereon** that had been conveyed to the school district from the New Jersey Schools Development Authority (Development Authority) or funded in whole or in part by the State share under Educational Facilities Construction and Financing Act (EFCFA).
4. ~~The Division will determine whether the disposal is consistent with the district's approved Long Range Facility Plan, or whether it has a negative impact on the educational adequacy of an individual site.~~ **If the land, rights, or interest therein, and/or improvements thereon have been conveyed to the school district from the Development Authority, the request shall provide evidence acceptable to the New Jersey Department of Education that the property has not reverted to the Development Authority as authorized under N.J.A.C. 19:34-3.6.**
5. ~~The Department of Education will notify the district of its approval or disapproval.~~ **If a school district seeks to dispose of land, rights, or interest therein, and/or improvements thereon funded in part with debt service aid pursuant to N.J.S.A. 18A:7G-9 or 10, and the land and/or improvements are either not needed or not being used for the purposes for which the bonds were issued, any proceeds from the disposal shall be used by the school district first to reduce the outstanding principal amount at the earliest call date or to annually reduce the debt service principal payments. The Board may request approval from the Commissioner to apply the proceeds over the term of the outstanding debt or by some other distribution mechanism if, for example, it is beneficial to stabilizing the school district's debt service tax levy.**



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Disposition of **Land** Real Property

DB. Disposal – N.J.A.C. 6A:26-7.4(b)

1. ~~If the Department of Education approves the Board's request, the Board by the affirmative votes of a majority of its full number of members, may alter or dispose of through sale, transfer or exchange of all or part of the total acreage of an approved school site, including facilities if applicable. The Division shall determine whether the disposal is consistent with the district's approved Long-Range Facilities Plan (LRFP) or has a negative impact on the educational adequacy of an individual site.~~

C. Notification of Approval – N.J.A.C. 6A:26-7.4(c)

The Division shall notify the school district of its approval or disapproval and send a copy to the Executive County Superintendent. If the disposal includes a site, rights, or interest therein and/or improvements thereon conveyed to the school district from the Development Authority, is funded in whole or in part by State share under EFCFA, or is in a school district that is required to use the Development Authority, the Division shall also notify the Development Authority.

D. Sale at Public Sale; Exceptions – N.J.S.A. 18A:20-6

Any lands, rights, or interests therein sold by the Board, except lands conveyed as part of a lease purchase agreement pursuant to N.J.S.A. 18A:20-4.2(f), shall be sold at public sale, to the highest bidder, after advertisement of the sale in a newspaper published in the district, or if none is published therein, then in a newspaper circulating in the district, in which the same is situated, at least once a week for two weeks prior to the sale, unless:

1. The same are sold to the State, or a political division thereof, in which case they may be sold at private sale without advertisement; or
2. The sale or other disposition thereof in some other manner is provided for in N.J.S.A. 18A. ~~Any such real property will be sold at public sale, in accordance with N.J.S.A. 18A:20-5 et seq., unless it is sold at private sale without advertisement to the State of New Jersey or a political subdivision of the State or otherwise conveyed or transferred as provided by statute.~~



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Disposition of **Land** Real Property

3. ~~The public sale will be advertised at least once a week for two weeks prior to the sale in the newspapers in which official announcements of this district are made.~~

E. Sales at Fixed Minimum Prices – N.J.S.A. 18A:20-7

4. ~~After advertisement, the property will be sold to the highest bidder, except that:~~
- a1. **In the case of public sales** ~~The Board may by resolution fix a minimum price with or without the reservation of the right, upon the completion of the said public sale, to accept or reject the highest bid made which reservation, a statement whereof shall be included in the advertisement of sale of the lands and given as public notice at the time of the sale, or b. The Board may by resolution provide without fixing a minimum price, that upon the completion of the public sale, the Board may accept or reject the highest bid received. If the Board fails to accept or reject the highest bid by the second regular Board meeting following the sale, the bid will be deemed to have been rejected.~~
52. If no bid is received or if the bids that are received are rejected by the Board in the public interest, the Board may enter into negotiations with any interested party or parties for the sale or other disposal of the property, but shall offer a bidder a hearing upon the bidder's request before entering into such negotiations.
63. The acceptance or rejection of a negotiated price shall be by the affirmative votes of a majority of the full number of Board members at a regularly scheduled meeting.

F. Sewer Lines - N.J.A.C. 6A:26-7.4(d)

The district may convey and transfer, without consideration, its right, title, and interest in and to any trunk or other sewer lines to a municipality, without requiring approval from the Division.

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Revised (Second Reading): September 28, 2017



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[See POLICY ALERT Nos. 154 and 213]

R 7300.3 DISPOSITION OF PERSONAL PROPERTY

A. Definitions

1. "Personal property" means all **Board of Education** property other than real property, as defined in Regulation No. 7300.2; ~~instructional property, as defined in Regulation No. 7300.1; and~~ federal property, as defined in Regulation No. 7300.4.
2. "Excess property" means personal property that is ~~still usable but~~ is no longer needed in a school building or instructional program ~~or administrative office~~ and is not required as a trade-in on a replacement purchase.
3. ~~"Estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.~~

B. Review Master List of Excess Property

1. Upon request of the School Business Administrator/Board Secretary or designee, a The _____ **Principal or other administrator** will compile a list of excess property in ~~his/her~~ a school district building or program at the close of a school year.
2. The _____ **School Business Administrator/Board Secretary** will receive lists prepared in accordance with paragraph B.1. and will maintain a master, district-wide list of excess property.
3. ~~The master list of excess property will be periodically distributed to all school facilities.~~
43. **A Principal or other administrator** ~~Any school or office may request transfer of excess property on the proper form, submitted by submitting a request to the School Business Administrator/Board Secretary~~ _____ Requests will be granted in the order in which they are received.



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Disposition of Personal Property

54. An item transferred to another **location in the school district or office** will be removed from the district-wide list of excess property.

65. An item of personal property that has remained on the district-wide master list of excess property ~~for thirty working days or more will be considered to be unusable and will~~ **may** be disposed of in accordance with Policy No. 7300 and this ~~R~~regulation.

C. Disposal at Public Sale – **N.J.S.A. 18A:18A-45**

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes.

1. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale to the highest bidder.

2. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in the official newspaper.

Such sale shall be held not less than seven nor more than fourteen days after the publication of the notice thereof.

3. Personal property may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.

4. If no bids are received the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the Board may if it so elects, to reoffer the property at public sale.

As used herein, “estimated fair value” means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any personal property not needed for school purposes to be sold pursuant to **N.J.S.A. 18A:18A-45** ~~this section~~.



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5. The Board may reject all bids if it determines such rejection to be in the public interest.
 - a. In any case in which the Board has rejected all bids, it may readvertise such personal property for a subsequent public sale.
 - b. If it elects to reject all bids at a second public sale, pursuant to **N.J.S.A. 18A:18A-45** ~~this section~~, it may then sell such personal property without further publication or notice thereof at private sale, provided that in no event shall the negotiated price at private sale be less than the highest price of any bid rejected at the preceding two public sales and provided further that in no event shall the terms or conditions of sale be changed or amended.
- 6.e. If the estimated fair value of the property to be sold does not exceed the applicable bid threshold established pursuant to section C.1. above in any one sale or is either livestock or perishable goods, it may be sold at private sale without advertising for bids.
- 7.6. Notwithstanding the provisions of **N.J.S.A. 18A:18A-45** and this Regulation, by resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

D. Discarding of Textbooks – N.J.S.A. 18A:34-3

1. Prior to discarding textbooks, the School Business Administrator/Board Secretary or designee shall notify the New Jersey Department of Education (NJDOE) of any textbooks the school district intends to discard.
2. In accordance with the provisions of N.J.S.A. 18A:34-3, the NJDOE shall within fourteen days of receiving notification from the school district of the intent to dispose of textbooks, list the textbooks in a textbook database.



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3. The School Business Administrator/Board Secretary or designee shall retain the textbooks to be discarded for a period of one hundred and twenty days after the district has notified the NJDOE.

E. Scrap and Waste Property

1. In the event no bids are received for personal property or the personal property is not sold at public or private sales pursuant to N.J.S.A. 18A:18A-45, the Board may declare the personal property as scrap or waste and dispose of it locally.
2. Personal property declared scrap or waste with no recyclable or usable value may be discarded.
3. Personal property declared scrap or waste may not be given or sold to employees, private citizens, local governments, non-profit organizations, etc.

F. Board of Education Approval

1. The Board of Education will approve, by resolution of the Board, the negotiated price of personal property offered at private sale and any personal property declared scrap or waste.

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[See POLICY ALERT Nos. 154 and 213]

R 7300.4 DISPOSITION OF FEDERAL PROPERTY

A. Definitions

1. **"Awarding agency"** means with respect to this Regulation and a Federal grant, the Federal agency awarding the grant.
2. **"Uniform Grant Guidance"** means a set of Federal grant regulations that combines several previous Federal cost principles, administrative requirements, and audit requirement circulars into a single, comprehensive document.
- 3.1. **"Federal property"** means all **equipment, supplies, or real property**, ~~real or personal or otherwise,~~ purchased with ~~F~~federal grant funds, ~~including instructional materials.~~
2. ~~"Excess property" means personal property that is still usable but is no longer needed in a school building or instructional program or administrative office and is not required as a trade in on a replacement purchase.~~
3. ~~"Estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.~~
4. **"Equipment"** means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000, as defined in the Uniform Grant Guidance – 2 CFR Part 200.
5. **"Real property"** means land, including land improvements structures and appurtenances thereto, but excludes moveable machinery and equipment, as defined in the Uniform Grant Guidance – 2 CFR Part 200.



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6. **"Supplies" means all tangible personal property other than those described in "Equipment", as defined in the Uniform Grant Guidance – 2 CFR Part 200.**
7. **"Federal property no longer needed" for the purposes of this Regulation means property acquired under a Federal award that is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions.**

B. Periodic Review

1. The School Business Administrator/Board Secretary will compile a list of physical inventory of ~~excess~~ Federal property in the district at the close of each school year. **This physical inventory must be taken and the results reconciled with the property records at least once every two years.**
2. ~~A~~ The list of ~~excess~~ Federal property **no longer needed** will be periodically distributed to all school facilities **in the district.**
3. Any school may request the _____ to transfer ~~excess~~ Federal property to a currently or previously funded Federal project or arrange a shared-time use with other such projects. ~~Requests will be granted in the order in which they are received.~~
4. ~~Property transferred to another school or office will be removed from the district wide list of excess property.~~
45. **Federal pProperty no longer needed in the school district will be considered for disposition that has remained on the list of excess federal property for thirty working days or more will be considered to be unusable and will either be traded in or reported to the State Department of Education with a request for disposal.**



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Disposition of Federal Property

C. ~~Trade in~~

~~Federal property no longer usable may be traded in or sold and the proceeds are to be used to offset the cost of replacement equipment with the approval of the New Jersey Department of Education. The additional cost to acquire a replacement shall be charged directly to the federal program, if the program budget permits, and provided the Board of Education has approved the transaction by resolution.~~

CD. Disposal Disposition of Federal Property - Equipment

1. The School Business Administrator/Board Secretary will request disposition instructions from the awarding agency for Federal equipment no longer needed.

a1. If the awarding agency fails to provide requested disposition instructions within one hundred and twenty days, items of Federal equipment no longer needed with a current per-unit fair-market value in excess of \$5,000 may be retained or sold by the school district or more may be retained for other uses provided compensation is made to the United States Department of Education. If the equipment is sold by the school district, the awarding agency is entitled to proceeds in accordance with 2 CFR 200.313(e)(2). The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the equipment. Payments shall be made to Treasurer, State of New Jersey-New Jersey Department of Education.

2. The _____ will request disposition instructions from the Secretary of the United States Department of Education for equipment no longer wanted by the school district.

If so instructed or if the disposition instructions are not issued in one hundred twenty calendar days after the request is received by the Secretary, the equipment will be sold in accordance with No. 3 below.



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Disposition of Federal Property

- b3. **Federal eEquipment no longer needed and/or wanted with a current per-unit fair-market value of less than \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency. and more than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, shall be disposed of with no further obligation of the school district and as follows:**
- a. ~~Notice of the date, time, and place of public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in a legal newspaper. (N.J.S.A. 18A:18A-45b)~~
 - b. ~~A sale shall be held not less than seven nor more than fourteen days after publication of the newspaper notice. (N.J.S.A. 18A:18A-45b)~~
 - c. ~~If no bids are received, the Board may readvertise the public sale or sell the property at private sale without public notice. Any such property sold at private sale cannot be sold for less than the estimated fair value of the property. (N.J.S.A. 18A:18A-45d)~~
 - d. ~~The Board may reject all bids if it determines that such rejection is in the public interest. If all bids are rejected, the Board may readvertise the property for a second public sale. (N.J.S.A. 18A:18A-45e)~~
 - e. ~~If the Board rejects all bids at the second public sale, the Board may sell the property at private sale without public notice, provided the selling price at private sale is at least as high as the highest bid received at the two preceding public sales, and the terms and conditions announced at the public sales are unchanged. (N.J.S.A. 18A:18A-45e)~~
4. ~~Federal property with a unit value of less than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, may be disposed of at private sale with no further obligation of the school district and as follows:~~



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Disposition of Federal Property

- a. ~~The _____ shall establish the sale price and make reasonable efforts to find private buyers. The price charged shall be fair in value, but in no case can it be less than the costs incurred by the Board in arranging the sale and maintaining and delivering the property.~~
- b. ~~Property that remains unsold after thirty working days shall be given without cost to another school district or a charitable organization or institute within the school district.~~
- c. ~~Property that has not been claimed after thirty working days shall be offered for scrap or, if that is not feasible, discarded.~~
5. ~~If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the Federal project or program, the school district shall retain the supplies for use on non-Federal activities or sell them, but shall, in either case, compensate the Federal government for its share. The amount of compensation shall be computed in the same manner as for equipment.~~

~~The supplies acquired with Federal funds may not be used to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute.~~
2. **If the awarding agency fails to provide disposition instructions, the sale of Federal equipment no longer needed will be sold and/or disposed of in accordance with the provisions of N.J.S.A. 18A:18A-45 and Regulation 7300.3.**

D. Disposal of Federal Property – Supplies

1. **Title to supplies will vest in the school district upon acquisition.**



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2. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program, and the supplies are not needed for any other Federal award, the school district shall retain the supplies for use on other activities or sell them, but must in either case, compensate the awarding agency for its share. The amount of compensation shall be computed in the same manner as for Federal equipment in accordance with 2 CFR 200.313(e)(2).

E. Disposal of Federal Property – Real Property

1. The School Business Administrator/Board Secretary or designee shall request disposition instructions from the United States Department of Education for real property equipment no longer needed for the original purpose.
2. The instructions must provide for one of the following alternatives: retain title after compensating the awarding agency; sell the property and compensate the awarding agency; transfer title to the awarding agency; or third party designated/approved by the awarding agency.

~~34 CFR Subtitle A Section 74.34, 74.35 and 80.32~~

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District Regulation

5600 - STUDENT DISCIPLINE/CODE OF CONDUCT (M)

Section: Students
Date Created: November, 2014
Date Edited: September, 2017

M

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause

for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;

3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success.
2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.
3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:
 - a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
 - b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
 - c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
 - d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
8. Suspension from School
 - a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
 - b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
9. Expulsion
 - a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
 - b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

Pupil Discipline/Code of Conduct – Grades Six through Twelve

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to comply with Board of Education Policy & Regulation 5600 – STUDENT DISCIPLINE/CODE OF CONDUCT. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in the chart of Student Discipline.

Chart of Student Discipline

Student Infraction	Offense	Action
INSUBORDINATION- Examples of this type of conduct include, but are not limited to:		
Tardiness to Class Students are expected to be in class on time.	1 st offense 2 nd offense & Subsequent offenses	Teacher's Discretion Teacher's Discretion
	Excessive offenses	Issue referred to Administration – Central Detention(s), Saturday Detention(s) and/or Removal of Privileges
Tardiness to School	1-3 offenses 4 th 5 th 6 th 7 th 8 th - 15 th >15	Excused Central Detention Central Detention Central Detention 2 Central Detentions Saturday school for every late Loss of 1 st period credit
Failure to Report to Late Sign-In Table and/or Main Office When Late to School If for any reason you are late to school and arrive after the first period bell, you are to report directly to the <i>Late Sign-In Table</i> for an admit-to-class slip.	Any offense	Depending on Circumstance: May accrue an unexcused absence from class if not in class for a minimum of 30 minutes

<p>If you arrive after the first period bell, you are to bring one slip to the Main Office for an admittance.</p> <p>Failure to Attend Teacher Detention</p>	1st offense	May be deemed to be <i>Cutting Class</i> and subjected to disciplinary action
	2nd offense	Teacher's Discretion
	Subsequent offenses	Issue referred to Administration - Central Detention
		Issue referred to Administration - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Failure to Attend Saturday Detention	Any offense	1 Day of In-School Suspension
Saturday Detention will only be rescheduled with prior Administrative Approval		
Chronic Failure to Attend Detention	Any offense	Removal of privileges and/or removal from extra-curricular activities outside the school day (including but not limited to sports, field trips, chorus/band concerts, dances and proms). Length/type of removal to be determined by Administrator. Coach and/or advisors will be notified.
Left Class Without Permission (less than 10 minutes)	1st offense	Teacher's Discretion
	2nd offense & Subsequent offenses	Refer Issue to Administration - Central Detention; Saturday Detention; and/or Removal of Privileges may occur
Left class without permission (more than 10 minutes)	Any offense	Refer to Administration as Cutting Class
<p>Cutting Class</p> <p>Students are expected to be present for every class in their academic program/schedule.</p> <p>If a pupil misses 10 minutes or more from a class without authorization, this will be considered as a cut. Any cutting in excess of two (2) classes on a given day will be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up. If a student loses course credit for cutting, the student must remain in the course to be eligible to make-up credit in summer school. If a student misbehaves he/she will be removed from the course and will have to make it up during the following school year, as summer school credit will not be accepted.</p>	1st offense	Saturday Detention
	2nd offense	1-Day In-School Suspension (loss of credit if same course)
	3rd offense	1-Day Out-of-School Suspension (if same course, loss of credit, removal from course, and loss of summer school credit recovery option)
	4th offense	Mandatory 5 day SAP referral (SAP refusal results in OSS)
	Subsequent	Mandatory 10 day SAP referral (SAP refusal results in OSS)
Truancy and/or Leaving School Grounds	1st offense	1- Day In-School Suspension; Removal of Privileges may occur

Students are required by law to attend school regularly. By statute, any child who repeatedly is absent without providing proper documentation for an excused absence from school or is found away from school without authorization during school hours and/or whose parent or guardian is unable to cause him/her to attend school shall be deemed to be a juvenile disorderly person and shall be proceeded against as such. A truancy report may be filed with the Bergen County Juvenile Family Crisis Intervention Unit.

Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.

2nd offense

Subsequent offenses

2- Days In-School Suspension; Removal of Privileges may occur (Loss of credit if same course)

2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program)

(SAP refusal results in OSS)

Using a Cell Phone, IPOD or any other Electronic Devices (Policy 2363)

Intentionally/unintentionally using an electronic device when not permitted. Cell phones may not be used at any time in locker rooms and/or bathrooms. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.

The Administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, distractions (phone ringing or vibrating) to the quality of the educational program will not be tolerated. Parents and Guardians are reminded to call the school for any emergency situation and should not attempt to reach students by cell phone during the school day.

No student shall bring or possess a remotely activated paging device on school property without the written permission of the Principal and is only granted to student members of a volunteer fire company or first aid, ambulance or rescue squad on a case-by-case basis.

*Students may use Electronic Devices before the start of school (prior to 7:55 A.M.), after school ends (2:39 P.M.), or during Lunch Periods, and/or Study Halls with Teacher Permission.

Middle School

1st offense

2nd offense

3rd offense

Student must surrender the device to the school authorities as outlined in BOE Policy 5516. As explained in BOE Policy 5516, the device will be given to the Main Office and will be released to the parent/guardian of the student.

Issue referred to Administration – Central Detention (phone returned to student at end of the day)
Saturday Detention (phone returned to student at end of the day)

Saturday Detention

High School

1st offense

2nd offense

Subsequent

1-Day In-School Suspension (phone returned to parent; meeting with VP/Principal to discuss phone privilege in school)

Saturday School (electronic device(s) returned to student at end of the day)

1 Day In-School Suspension (electronic device(s) returned to student at the end of the day)

1 Day Out- of- School Suspension (electronic device(s) returned to parent; meeting with VP/Principal to discuss phone privilege in school)

<p>Defying the Authority of a School Administrator</p> <p>Examples may include but are not limited to:</p> <p>Refusal to hand over an electronic device; a hat; or any personal property not permitted in school and/or change clothing when deemed a violation of District's dress code.</p>	Any offense	Minimum 2-Days Out-of-School Suspension and 1-Day In-School Suspension may result
<p>Dress Code Violation (Policy 5511)</p> <p>The Board of Education understands that dress is a reflection of individual taste, and is often part of a person's identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the Board of Education must establish guidelines that govern the wearing of any item that materially and substantially interferes with the operation of the school. The Board of Education promulgates the following rules not to produce conformity, but to insure a safe and effective learning environment. At the Hasbrouck Heights High School District, students are expected to be neat and clean in appearance and to dress in good taste. The following guidelines should be followed:</p> <ol style="list-style-type: none"> 1. For health and safety, footwear must be worn at all times. 2. Garments designed to be worn as underwear may not be worn as outerwear. 3. Hats, bandanas, visors, and all other head coverings are prohibited in the school building (except for religious and medical reasons as approved by the administration). 4. Heavy chains, spiked collars or bracelets, and choke collars are not permitted. 5. Bare midriffs, strapless or backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited. 6. Skirts, dresses, and shorts should not end higher than mid-thigh. 7. Any clothing or patches that have writing or pictures that include the following are not permitted: <ul style="list-style-type: none"> • References to violence and weapons; • Racist comments; • Anti-religious references; 	Any offense	<p><i>Student will change clothing. If no clothes available, the parent will be called to provide appropriate clothing.</i></p> <p>Administration's Discretion</p>

<ul style="list-style-type: none"> • Sexual connotations; • References to tobacco, alcohol or drugs. <p>8. Clothing, apparel and/or accessories that may be construed as gang-related are strictly prohibited.</p> <p>9. Clothing should not be worn that interferes with or disrupts the operation of the school.</p> <p>No restrictions on student freedom of dress and adornment which are contrary to law and which might violate the rights of an individual student will be imposed.</p>		
Eating/Drinking in unauthorized areas (i.e. classroom)	Any offense	Teacher's Discretion
Students in the Hasbrouck Heights High School District are prohibited from bringing food, coffee, tea, soda, juice, or any other drink to school except for bag lunches brought to school in the morning to be consumed during the lunch periods. At no time should food or drink containers be carried around the building during the school day or taken to the classroom, except to be brought to the cafeteria during lunch periods.	Chronic offenses	Refer to Administration
Using an Outside Vendor to Make Deliveries to School	1st offense Subsequent offenses	Confiscation of delivery – Warning Issued Confiscation of delivery – Administrative Discretion - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Not Following Procedures when on Restricted Bathroom/Locker Room & Hallway Status Using the bathroom without a security escort while on restricted bathroom/locker room status or moving about the building without a security escort will be deemed a form of insubordination and subjected to disciplinary action as noted.	1st offense 2nd offense	Renew length of current restriction Restricted status for the remainder of the school year and/or Removal of Privileges
CONDUCT THAT IS DISRUPTIVE AND/OR DISORDERLY-Examples of this type of conduct include, but are not limited to:		
Minor Disruptive/Inappropriate Behavior Behavior that disrupts the learning/school environment	Any offense	Teacher's Discretion

<p>Major Disruptive/Inappropriate Behavior Behavior that may warrant removal from class</p> <p>The Hasbrouck Heights High School District believes students are entitled to an education free from undue disruption. Students who are willfully disrupting the educational program of others will not be tolerated.</p>	Any offense	Refer to Administration - Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-School Suspension(s); Out-of-School Suspension(s) and/or Removal of Privileges
<p>Disrespect toward School Personnel</p>	Any offense	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense:</p> <p>Saturday Detention(s) to Out-of-school Suspension</p>
<p>Disorderly Behavior in Cafeteria</p> <p>Use of the cafeteria is a privilege and is to be considered as such by all who use it. Each student is responsible for keeping the area clean and neat. Students shall discard all leftovers in the proper receptacles. Students are encouraged to recycle and support our school-wide recycling program.</p>	Any offense	<p>Teacher's Discretion and/or Administration's Discretion – One period and/or up to one week or more of Lunch Detentions</p> <p><i>Students will eat lunch in assigned location.</i></p>
<p>Use of Offensive Language (verbal/written/gestures)</p>	Any offense	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense:</p> <p>Admonishment/Reprimand to Out-of-school Suspension and Counseling</p>
<p>Inappropriate Use of Computer</p> <p>Unacceptable behavior includes, but is not limited to, falsifying credentials; using someone else's credentials; tampering with hardware, software, or supplies; plagiarism of work or files; software piracy; pornographic pictures or messages; any form or act of harassment.</p>	Any offense	<p>Penalties may vary according to the severity and frequency of the offense.</p> <p>Violations shall be subject to the consequences as indicated in Reg. 2361 and other appropriate discipline which includes but are not limited to: Supervised computer/network privileges Suspension/revocation of computer/network privileges Saturday Detention; In-school Suspension and/or Out-of-School Suspension Expulsion from school and/or legal action</p>

Misuse of Social Media	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense: In-school suspension to Out-of-school suspension 1-10 days
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ACADEMIC DISHONESTY-Examples of such conduct include, but are not limited to:

Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.	Any offense	Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is recorded via discipline referral
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Examples of Academic Dishonesty include, but are NOT limited to:

- Copying and submitting work without identifying the source of that work (this is called plagiarism, and includes using material from the Internet without citing the source of the material)
- Providing answers or receiving answers from another student
- Downloading and printing out essays, research papers or "notes" from Internet websites without citing the source
- Copying short response or homework exercises
- Copying another student's work during a test or quiz
- Using unauthorized notes, electronic devices or other aids during a test or quiz
- Translating text using an electronic language translation program
- Submitting another person's work as one's own

Students are expected to complete various assignments in order to demonstrate their mastery of the material being studied. Claiming ownership of another person's work by submitting that work with your name on it is academically dishonest; it is

. A copy of the plagiarized work will be placed in the student's file. Refer to counselor.

Parent/Student conference with Teacher and Supervisor if warranted.

cheating. Continued instances of cheating may result in a failing grade for the marking period or for the course.

SCHOOL VEHICLE MISCONDUCT & CAMPUS DRIVING MISCONDUCT- Examples of such conduct include, but are not limited to:

Bus Misconduct	1st offense	Discretion of the Administration; Admonishment/Reprimand to Out-of-School Suspension
	Subsequent offenses	Bus suspension (length to be determined-marking period, semester, year) <i>Police may be notified. The school may file a complaint with the Police. Restitution of damages if warranted.</i>
Driving Dangerously on School Grounds	Any offense	Penalties may vary according to the severity and frequency of the offense Suspension of driving privileges on campus/revocation of parking may occur (length to be determined-marking period, semester, year) and disciplinary action <i>Police notified. The school may file a complaint with the Police.</i>
Parking a Vehicle in an Unauthorized Space	1st offense	Suspension of driving privileges on campus/revocation of parking (length to be determined-marking period, semester, year) and Saturday Detention
	2nd offense & Subsequent offenses	Removal of Privileges and Police notified to issue summons
Possession or Use of Tobacco Products and/or Possession or Use of Electronic Smoking Devices (Vaping)	1st offense	<i>Any student involved in vaping may be subjected to a diagnostic substance screening.</i>
Smoking or use of tobacco products, including electronic cigarettes in school buildings, on school grounds, or on school buses by any student enrolled in the district schools, or any guest of an enrolled student, shall not be permitted. Penalties will be enforced for all violators and apply to all forms of tobacco.	2nd offense	2 Days Out-of-School Suspension, 1-Day In-School Suspension and restricted bathroom privileges for a marking period. May result in court referral for legal action, which includes monetary fine
*If a fire alarm is set off because of smoking or vaping, the school will file a complaint with Police.	Subsequent offense	4 Days Out-of-School Suspension, 1-Day In-School Suspension and restricted bathroom privileges for a semester. Mandatory court referral for legal action, which includes a monetary fine

This will result in legal action, which includes a court appearance and monetary fine.

4 Days Out-of-School Suspension, 1-Day In-School Suspension or 5- 10 days SAP (Suspension Alternative Program) and restricted bathroom privileges for the remainder of the school year. Mandatory court referral for legal action, which includes a monetary fine. (SAP refusal results in OSS).

*Activating Fire Alarm or Extinguisher

Any offense

4 Days Out-of-School Suspension 1-day In-School Suspension

Police notified. Mandatory Court referral for legal action, which includes a monetary fine.

ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE- Examples of such conduct include, but are not limited to:

Arson

Any offense

Out-of-School Suspension pending a BOE Suspension Hearing

Police notified. May require mental health screen for re-entry to school. Mandatory court referral for legal action, which includes a monetary fine.

Vandalism
Damaging school property

Any offense

Penalties may vary according to the severity and frequency of the offense

Saturday Detention; In-school Suspension and/or Out-of-School Suspension

Police notified. The school may file a complaint with Police. Restitution of damages.

Fighting and/or Assault

Any offense

Penalties may vary according to the severity and frequency of the offense

3- Days or up to 10-days Out-of-School Suspension

The Hasbrouck Heights High School District can neither condone the use of violence in any situation, nor be responsible for determining if a violent response was appropriate. Listed below are definitions of specific behaviors that will result in disciplinary action.

Fighting: Mutual engagement in a physical confrontation that may result in bodily injury to either party

Assault: A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another.

Possession of Weapons/Firearms

Any dangerous weapons or instrument are prohibited from being brought onto school property. Possession of any kind of weapon or instrument that may be used as a weapon will be addressed appropriately.

Any offense

Out-of-School Suspension up to 10-Days and may Incur a Longer-term Suspension Pending a BOE Suspension Hearing Police notified. The school may file a complaint

		with Police. May require mental health screen for re-entry to school.
CUMULATIVE CODE OF CONDUCT INFRACTIONS		
10 Total Discipline Infractions		<p>Mandatory SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS)</p> <p>May include loss of grade level privileges pending nature and severity of infractions, to be determined by VP/Principal</p>
15 Total Discipline Infractions		<p>Mandatory SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS)</p> <p>Results in loss of all grade level privileges for the year</p>
ISS/OSS for the year (total incidents)	1st offense 2nd offense 3rd offense 4th offense 5th offense	1 Day Suspension from any intra/extra-curricular activities 3 Day Suspension from any intra/extra-curricular activity 5 Day Suspension from any intra/extra-curricular activities 10 Day Suspension from any intra/extra-curricular activities Indefinite Suspension from any intra/extra-curricular activities, loss of all grade level privileges, possible SAP referral

ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS-
Examples of such conduct include, but are not limited to:

<p>Breach of Security Procedures</p> <p>For example: Any student causing a breach of security by allowing non-students or visitors into the school building via an exterior doorway will be subject to disciplinary action.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In- School Suspension(s); and/or Removal of Privileges</p>
<p>Violation of Harassment, Intimidation, and Bullying (HIB) Policy</p> <p>Definition from NJSA: 18A:37-14: "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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, that takes place on school property, at any school- sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:</p> <ul style="list-style-type: none"> • A reasonable person should know, under the circumstances, 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 person or damage to his property; Has the effect of insulting or demeaning any student or group of students; or • 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. 	<p>1st offense & Subsequent offenses</p>	<p>Determined by the outcome of the investigation. Disciplinary action may include but not limited to: Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p> <p><i>Police may be notified. The school may file a complaint with the Police. Mandate in-school counseling. May require psychiatric screen for re-entry to school.</i></p>
<p>Gambling</p> <p>Card playing, dice throwing or any similar activity is prohibited on school grounds.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion -</p>

Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may request a security escort for any student and direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a referral and disposition form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

1. Moving freely about the school building;
2. Approved late arrival to school and early dismissal from schools;
3. On-campus Parking;
4. Senior/Junior proms;
5. Utilizing bathroom and locker room facilities freely;
6. Spending free time in the cafeteria during lunch;
7. Participation in extra-curricular or inter/intra-scholastic activities;
8. Attendance at a school-related social or sports activity;
9. Participation in a graduation ceremony;
10. Transportation to and from school on a school bus; or
11. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the student/parent.
- c. A student may be excused from detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
- d. Types of detentions include, but are not limited to:
 1. Teacher's Detention (length of time to be determined by teacher). Detention is served with the teacher.
 2. Central Detention (2:45 PM – 3:15 PM) High School, (2:45 PM – 3:30PM) Middle School
 3. Morning Detention (7:20 AM – 7:50 AM) High School

6. Lunch Detention

- a. A student may be required to report directly to an assigned location for his/her entire lunch period. The Building Principal or designee may assign this lunch detention.
- b. A student assigned to lunch detention may be required to bring his/her lunch to school.
- c. A student will not be permitted in the cafeteria while serving a lunch detention.

7. Saturday Detention

- a. A Saturday detention is held in an assigned area at the high school from 8:00 – 11:00 A.M.
- b. A student may be required to report to school on Saturday for a detention. The Building Principal or designee may assign this Saturday detention.
- c. Transportation to Saturday detention will be the responsibility of the student/parent.
- d. A student may be excused from Saturday detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another Saturday.

8. In-School Suspension & Intervention Program (ISSIP)

- a. A student may be removed from his/her regular classes and required to report to the In-school Suspension & Intervention Program.
- b. The purpose of this Program is to provide a level of discipline and intervention to address violations of behavioral expectations, which do not warrant an out-of-school suspension. The intervention development activities, counseling, and discussions with staff members that may include teachers, administrators, guidance counselors, student assistance coordinator, and Child Study Team personnel.
- c. ISSIP will begin promptly for all students; including seniors with late arrival and early dismissal at 7:55 A.M. and conclude at 2:39 P.M.
- d. A student assigned to lunch ISSIP may be required to bring his/her lunch to school.
- e. A student will not be permitted in the cafeteria while on ISSIP without staff supervision.

9. Grade Adjustment

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

10. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

11. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

Pupil Discipline/Code of Conduct – Grades Pre-Kindergarten through Five

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Detention is a consequence issued by the Principal for grades 3, 4, and 5 only.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

Student Infraction	Offense	Action	Comments
Disruptive Behavior	1 st offense	Teacher warning	Subsequent offense may include: ISS/OSS or Alternate Placement
	2 nd offense	Teacher must notify parent	
	3 rd offense	Referral to the Principal/Parent Notification	
	4 th offense	Referral to the Principal/Parent Notification/	
	5 th offense	Principal's Detention	

		Referral to the Principal/ Principal's Detention/ Parent Conference	
Littering on School Property	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/Warning Referral to the Principal/ Parent Notification Referral to the Principal/Parent Notification/ Principal's Detention	
Offensive Language/Written/Gestures	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/ Parent Notification Referral to the Principal/Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention/ Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
Inappropriate Physical Contact	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/ Parent Notification Referral to the Principal/Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention Parent Conference	Subsequent offense may include: Referral to the Guidance Counselor
Insubordination - Refusal to Hand Over Unauthorized Device to School Personnel/Electronics/cell phone	1 st offense 2 nd offense Subsequent	Referral to the Principal/ Parent Notification/ Principal's Detention Referral to the Principal/ Principal's Detention/ Parent Conference	

		Referral to the Principal/ISS Parent Conference	
Forging an Official Document	1 st offense	Referral to the Principal/ Parent Notification/ Principal's Detention	
	2 nd offense		
	3 rd offense	Referral to the Principal/ Principal's Detention/ Parent Conference	
		Referral to the Principal/ISS/ Parent Conference	
Theft Personal/School Property	1 st offense	Referral to the Principal/ Parent Notification/ Principal's Detention	Police may be notified at any level of offense
	2 nd offense		
	Subsequent	Referral to the Principal/Principal's Detention/ Parent Conference	
		Referral to the Principal/ISS/ Parent Conference	
Destruction of Property/ Stealing/Arson/False Alarm	1 st offense	Up to 5 Days OSS and Restitution for Damages	Police Contacted/Parent Notification
	2 nd and subsequent offense	Up to 10 Days OSS and restitution for damages	
Vandalism/Graffiti	1 st offense	Referral to the Principal/ Parent Notification/ Principal's Detention	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal/ISS/ Parent Conference	Possible Restitution.
Verbally Threatening a Staff Member	1 st offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	Police may be notified at any level of offense
	2 nd offense	Referral to the Principal and Guidance Counselor/OSS/ Parent Conference	Subsequent offense may include: Alternate Placemen
Fighting	Any offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	If definite self-defense is proven, only the instigator may be punished. Police may be notified.

			Subsequent offense may include: OSS or Alternative Placement
Possession of CDS	Any offense	Indefinite suspension pending assessment and referral to S.A.C.	Police will be notified. Subsequent offense may include: Alternative Placement
Sale and Distribution of CDS	Any offense	May include: 10 Day OSS/ Expulsion Referral to S.A.C. Referral to Community Agency Referral to CST Police will be notified	Seller of drugs and/or controlled dangerous substances while on school property or at school-sponsored events, are to be suspended immediately pending an expulsions hearing.
Use of Controlled Substance/Possession/Alcohol	1 st offense 2 nd offense	Suspended pending assessment and Referral to S.A.C. 10 Days OSS and Referral to S.A.C.	Police will be notified Subsequent offense may include: Alternative Placement
Dress Code Violation (Making appropriate changes may require students to leave school with parental consent)	All 1 st offense Subsequent	Referral to the Principal/ Parent Notification/ Removal from class until change of clothes is available Warning Principal's Detention	
Smoking	1 st offense 2 nd offense 3 rd offense	Referral to the Principal/Parent Notification/Principal's Detention Referral to the Principal/Principal's Detention/Parent Conference Referral to the Principal/ISS/Parent Conference	Police may be notified. Possible referral to the SAC
Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/ISS Parent Conference	Subsequent offense may include: Alternative Placement
Weapons/Fire-arms/Zero Tolerance	Any offense	Up to 10 Days OSS/ Parents notification/ Police complaint filed	Police charges may be filed. Possible Alternative Placement
Tardy for School		Please refer to the Elementary School K – 5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee
Cutting Detention	1 st offense	Referral to the Principal/Parent Notification/2 Principal's Detentions	Subsequent offense may include: ISS and/or OSS

	2 nd offense	Referral to the Principal/ 2 Principal's Detentions/Parent Conference	
Harassment/Intimidation/Bullying (HIB)		As indicated in Policy	

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
 - a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
 - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
 - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C. 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.

- a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 20 November 2014
Revised: November 17, 2016
Revised: February 16, 2017
Revised: August 24, 2017
Revised (First Reading): September 28, 2017

District Policy

2480.1- STRUCTURED LEARNING EXPERIENCES

Structured learning experiences (internships) are an integral component of all our educational programs.

Definition – Structured Learning Experience

A structured learning experience (SLE) is an experiential, supervised, in-depth learning experience aligned to the Core Curriculum Content Standards that is designed to offer a student the opportunity to more fully explore career interests within one or more of the Career Clusters. SLEs are designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to demonstrate and apply a high level of academic and/or technical skills, and develop personal, academic, and career goals.

These internship experience give students the opportunity to learn about careers and apply academic, vocational and technical skills in business and industry. Structured learning experiences exist within the business and industrial communities. They are interactive partnerships through which students increase the scope and depth of their knowledge and abilities, identify areas of career interest and develop a more comprehensive understanding of the linkages between that which is learned in school and its application in the workforce. Each adult student/intern or student/intern and his or her parent(s) or legal guardian(s), approve of the internship and sign appropriate participation permission slips for all students under 18. All student/interns are strongly encouraged to become actively engaged in securing an internship site based on interests and abilities and availability of transportation, including, but not limited to NJ Transit, Access Link, etc., to and from the site. All students involved in the SLE program will be able to leave the school building to independently commute to their approved site.

The Board authorizes the School Business Administrator to report all business/industry partners to the District insurance carrier for the purpose of adding them to our insurance rider.

The Board authorizes each school to use a set of evaluation/assessment protocols and to establish guidelines for parameters of internship experiences in accordance with Board policies and regulations.

This structured learning experience is created in accordance with N.J.A.C. 6A:19 (Career and Technical Education Programs and Standards).

N.J.A.C. 6A:19 (Career and Technical Education Programs and Standards)

First Reading: September 28, 2017

Hasbrouck Heights Board of Education

District Policy

5111- ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Section: Students
Date Created: November, 2014

M

The Hasbrouck Heights Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1 if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the

United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1 if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions

of N.J.A.C. 6A:22-3.4 The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to

further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

During the first year of a student's enrollment in the District, the District's Attendance Officer will be assigned to conduct a residency investigation, confirming the student's residency. The completion of a residency investigation during a student's first year of attendance shall not preclude the District from conducting additional residency checks should the District acquire new information regarding the student's residency, nor shall it preclude the District from conducting full residency checks on every child during the summer which the student enters grades three, six and nine, as outlined in R 5111.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the

discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy or build a residence in this school district may be enrolled without payment of tuition for a period of time not greater than 90 days prior to the anticipated date of residency. If any such student does not become a resident of the school district within 90 days after admission to school, the parents will be required to pay, to the Board of Education, 1/10 of the established rate for any portion of the month in which the children attend the schools. The parents will be responsible for transporting the students to and from school. The Superintendent of Schools will ensure that the appropriate contract is executed by the parents and that the required documentation is provided prior to enrolling the children in school.

Enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the school year without payment of tuition, provided that the parents/guardians move from the district during the sixty day period immediately previous to the end of the school year, or the pupil is in the fifth, eighth or twelfth grade and the parents/guardians move from the district. No transportation costs will be approved by the Board of Education. An enrolled student who is subsequently adopted by a new family that resides outside of the school district, may be permitted to continue as an enrolled student without payment of tuition, providing that the adoptive parents can demonstrate that it is critical to the adoption process to provide for such continuity for a period of one year, at the sole discretion of the Superintendent of Schools. If approved, the district will not be responsible for any transportation or out-of-district educational costs.

On a case by case basis, upon the sole discretion of the Superintendent of Schools, seniors who attend school for at least three complete high school prior years in this district and who move out of the district after the close of the Junior Year, will be permitted to continue their education at our high school without tuition payment. No transportation costs will be approved by the Board of Education. Students who are admitted under this provision must have attended Hasbrouck Heights High School for a minimum of three years to qualify for valedictorian selection.

Children of District Employees

Full time employees, (certificated and non-certificated staff members), shall enjoy the privilege of having their children, of eligible school age, attend at an annual fee of \$2,500 per student, in those classes operated directly by the school district. In such cases, the employee concerned shall arrange and be responsible for any necessary transportation for his/her child. Application for admission must be made to the office of the Superintendent of Schools on or before January 31, with the admission date limited to September 1 of each school year. The Board of Education reserves the right to review the annual fee, as necessary.

Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district with payment of tuition and Board approval.

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1
N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: 20 November 2014

Revised: May 26, 2016

Revised (First Reading): September 28, 2017

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

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A. Definitions

1. "Affidavit pupil" means a pupil attending, or seeking to attend, school pursuant to N.J.S.A. 18A:38-1(b) and N.J.A.C. 6A:22-3.1(a)2.
2. "Commissioner" means the Commissioner of Education or his/her designee.
3. "Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, and person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.

B. Eligibility to Attend School – Pupils Domiciled in the District

1. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the pupil is domiciled within the district:
 - a. A pupil is domiciled in the district when he or she is living with a parent(s) or legal guardian(s) whose permanent home is located within the district. A home is permanent when the parent(s) or legal guardian(s) intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.
 - (1) Where a pupil's parent(s) or legal guardian(s) are domiciled within different districts, and where there is no court order or written agreement between the parent(s) or legal guardian(s) designating the district for school attendance, the pupil's domicile is the district of the parent with whom the pupil lives for the majority of the school year, regardless of which parent has legal custody.
 - (2) Where a pupil's physical custody is shared on an equal-time, alternating week/month or other similar basis such that the pupil is not living with one parent for a majority of the school year, and where there is no court order or written agreement between the parents designating the district for school attendance, the pupil's domicile is the present domicile of the parent with whom the pupil resided on the last school day prior to October 16 preceding the date of the application.
 - (a) If a pupil resided with both parents, or with neither parent, on the last school day prior to the preceding October 16, the pupil's domicile is the domicile of the parent with whom the parents indicate the pupil will be residing on the last school day prior to the

ensuing October 16. Where the parents do not designate, or cannot agree upon, the pupil's likely residence as of that date, or if on that date the pupil is not residing with the parent previously indicated, the pupil will attend school in the district where the parent with whom the pupil is actually living as of the last school day prior to October 16 is domiciled.

- (b) The district shall not be required to provide transportation for a pupil residing outside the district for part of the school year, other than that based upon the home of the parent domiciled within the district to the extent required by law, as a result of being the district of domicile for school attendance purposes pursuant to the provisions of this section.
 - b. A pupil is domiciled in the district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or legal guardian and has established a permanent home within the district. A home is permanent when the pupil intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.
 - c. A pupil is domiciled in the district when the pupil has come from outside the state and is living with a person domiciled in the district who will be applying for legal guardianship of the pupil upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-30(e) and N.J.S.A. 2A:34-31. However, any such pupil may later be subject to removal proceedings if application for legal guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period.
 - d. A pupil is domiciled in the district when his or her parent(s) or legal guardian(s) resides within the district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A pupil is domiciled in the district if the Division of Child Protection and Permanency in the Department of Human Services is acting as the pupil's legal guardian and has placed the pupil in the district.
2. When a pupil's dwelling is located within two or more local school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes will be that of the municipality to which the resident pays the majority of his or her property tax, or to which the majority of property tax for the dwelling in question is paid by the owner of a multi-unit dwelling.
- a. Where property tax is paid in equal amounts to two or more municipalities, and where there is no established assignment for pupils residing in the affected dwellings, the district of domicile for school attendance purposes will be determined through assessment of individual proofs as provided pursuant to

N.J.A.C. 6A:22-3.4 et seq. This provision shall not preclude the attendance of currently enrolled pupils who were permitted to attend school in the district prior to the provision's initial promulgation on December 17, 2001.

C. Eligibility to Attend School – Other Pupils Eligible to Attend School

1. A pupil is entitled by law to a free public education in the district if that pupil is kept in the home of a person other than the pupil's parent(s) or legal guardian(s), where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child;
 - a. A pupil is not eligible to attend school in this district pursuant to this provision unless:
 - (1) The pupil's parent(s) or legal guardian(s) has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and that the pupil is not residing with the other person solely for the purpose of receiving a free public education; and
 - (2) The person keeping the pupil has filed, when required by the district:
 - (a) A sworn statement that he or she is domiciled within the district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the pupil relative to school requirements; and
 - (b) A copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease.
 - b. A pupil shall not be deemed ineligible under this section because required sworn statements(s) cannot be obtained, where evidence is presented that the underlying requirements of the law are being met notwithstanding the inability of the resident or pupil to obtain the sworn statement(s).
 - c. A pupil shall not be deemed ineligible under this section where evidence is presented that the pupil has no home or possibility of school attendance other than with a non-parent district resident who is acting as the sole caretaker and supporter of the pupil.
 - d. A pupil shall not be deemed ineligible under this section solely because a parent(s) or legal guardian(s) gives gifts or makes limited contributions, financial or otherwise, toward the welfare of the pupil, provided the resident keeping the pupil receives no payment or other remuneration from the parent(s) or legal guardian(s) for regular maintenance of the pupil.

2. A pupil is entitled by law to a free public education in the district if the pupil is kept in the home of a person domiciled in the district, other than the parent(s) or legal guardian(s), where the parent(s) or legal guardian(s) is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent(s) or legal guardian(s) return from active military duty.
3. A pupil is entitled by law to a free public education in the district if the pupil's parent(s) or legal guardian(s) temporarily resides within the district, notwithstanding the existence of a domicile elsewhere:
 - a. The parent or legal guardian, when required by the district, shall demonstrate that such temporary residence is not solely for purposes of a pupil's attending school within the district of temporary residence;
 - b. Where one of a pupil's parents temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school will be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no pupil shall be eligible to attend school based upon a parent's temporary residence in a district unless the parent(s) or legal guardian(s) demonstrates, when required by the district, that such temporary residence is not solely for purposes of a pupil's attending school within the district.
4. A pupil is entitled by law to a free public education in the district:
 - a. If the pupil's parent(s) or legal guardian(s) moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children;
 - b. If the pupil is placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2;
 - c. If the pupil previously residing in the district parent(s) or legal guardian(s) is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to N.J.S.A. 18A:38-3(b); and
 - d. If the pupil resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

D. Housing and Immigration Status

1. The physical condition of an applicant's housing, or an applicant's compliance with local housing ordinances or terms of lease will not affect eligibility to attend school.

2. Immigration/visa status shall not affect eligibility to attend school for a pupil who is domiciled in the district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6:22-3.2 and the pupil shall be enrolled without regard to, or inquiry concerning, immigration status. However, the provisions of N.J.S.A. 18A:38-1 shall not apply to pupils who have obtained or are seeking to obtain a Certificate of Eligibility for Nonimmigrant Status (INS form I-20) from the district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1 Visa").

E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-1.1 et seq. will be construed to limit the discretion of the Board to admit nonresident pupils, or the ability of a nonresident pupil to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3(a).

F. Proof of Eligibility

1. The district shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a pupil's eligibility for enrollment in the district:
 - a. Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency;
 - b. Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location;
 - c. Court orders, State agency agreements and other evidence of court or agency placements or directives;
 - d. Receipts, bills, cancelled checks, insurance claims or payments, and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the pupil;
 - e. Medical reports, counselor or social worker assessments, employment documents, unemployment claims, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit pupil," adult pupil, person(s) with whom a family is living, or others as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.

2. The district may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by a person seeking to enroll a pupil.
3. The district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.
4. The district shall not require or request, as a condition of enrollment in school, any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. These include:
 - a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
5. Documents or information of the type referenced in paragraph 4 above, or pertinent parts thereof, may be voluntarily disclosed by the person seeking enrollment. However, the district may not, directly or indirectly, require or request such disclosure as a condition of enrollment.

G. Initial Assessment and Enrollment

1. The district shall use registration forms provided by the Commissioner, or locally developed forms that:
 - a. Are consistent with the forms provided by the Commissioner;
 - b. Do not seek information prohibited by any provision of statute, Code or rule;
 - c. Summarize the criteria for attendance set forth in N.J.S.A. 18A:38-1 for applicant reference, and specify the nature and form of any sworn statements to be filed;
 - d. Clearly state the purpose, in relation to such criteria, for which requested information is being sought; and
 - e. Provide notice to applicants that any initial determination of eligibility is subject to a more thorough review and re-evaluation, and that there is a potential for

assessment of tuition in the event that an initially admitted applicant is later found ineligible.

2. The district shall ensure that sufficient numbers of registration forms, and sufficient numbers of trained registration staff, are available to ensure prompt determinations of eligibility and enrollment.
 - a. If the district uses separate forms for "affidavit pupil" applications, rather than a single form for all types of application for enrollment, such forms shall comply in all respects with the provisions of G.1. above. Where such forms are used, the district shall provide them to any person attempting to register a pupil of whom he or she is not the parent(s) or legal guardian(s), whether or not they are specifically requested. The district shall not demand or suggest that legal guardianship or custody shall be obtained before enrollment will be considered for a pupil living with a person other than the parent(s) or legal guardian(s), nor shall they demand or suggest that "affidavit pupil" proofs be produced by an applicant seeking to enroll a pupil of whom the applicant has legal guardianship or custody.
 - b. The district level school administrator designated by the Superintendent shall be available, and clearly identified to applicants, to assist persons who are experiencing difficulties with the enrollment process.
3. Initial determinations of eligibility shall be made upon presentation of an application for enrollment, and enrollment shall take place immediately in all cases except those of clear, uncontested denials.
 - a. Where an applicant has provided incomplete, unclear or questionable information, enrollment shall take place immediately, but the applicant shall be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.
 - b. Where an applicant appears ineligible based on information provided in the initial application, a preliminary written notice of ineligibility shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner.
 - (1) A pupil enrolled pursuant to this provision will be notified that he or she will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
4. Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws and shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement indicating the pupil will be attending school in another district, attending a nonpublic school, or

receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement from the parent or legal guardian, the district level school administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Division of Child Protection and Permanency based on "neglect" pursuant to N.J.S.A. 9:6-1, with the pupil's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission to the district based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere, for purposes of ensuring compliance with such laws.

5. Where enrollment is denied and an intent to appeal is indicated, or where enrollment is provisional subject to further review or information, enrollment or attendance at school will not be conditioned on advance payment of tuition in whole or part.

6. The Superintendent or designee, shall ensure that information suggesting an applicant may be homeless is identified during the registration process, so that, where appropriate, procedures may ensue in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.

7. Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil's identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A: 36-25.1.

8. Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.

9. Enrollment in the district, attendance at school, or educational services where attendance in the regular education program appears inappropriate, shall not be denied based upon absence of a pupil's prior educational record. However, the applicant shall be advised that the initial educational placement of the pupil may be subject to revision upon receipt of records or further assessment of the pupil by the district.

H. Notice of Ineligibility

1. If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the application initially submitted is found to be deficient upon subsequent review or investigation, notice shall immediately be provided to the applicant consistent with sample form(s) to be provided by the Commissioner. Notices shall be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:

- a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made, sufficient to allow the applicant to understand the basis

for the decision and determine whether to appeal. Such description shall identify the specific section of N.J.S.A. 18A:38-1 under which the application was decided;

- b. In cases of provisional eligibility, a clear description of the missing documents or information that shall be provided in order to attain final eligibility status under the applicable provision of N.J.S.A. 18A:38-1;
- c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the date of the notice, along with an informational document provided by the Commissioner describing how to file an appeal;
- d. A clear statement that the pupil is entitled to attend school for the twenty-one day period during which an appeal can be made to the Commissioner, but that, if missing information is not provided or an appeal is not filed, the pupil shall not be permitted to attend school beyond the 21st day following the date of the notice;
- e. A clear statement that the pupil is entitled to continue attending school during the pendency of an appeal to the Commissioner;
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating entitlement to attend the schools of the district, or the applicant abandons the appeal through withdrawal, failure to prosecute or any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal;
 - (1) If removal is based on the pupil having moved from the district, the notice of ineligibility shall also provide information as to whether district policy permits continued attendance, with or without tuition, for pupils who move from the district during the course of the school year.
- h. The name of a contact person in the district who can provide assistance in explaining the contents of the notice; and
- i. Notice that, where no appeal is filed, the parent(s) or legal guardian(s) must still comply with compulsory education laws, and that, in the absence of a written statement from the parent(s) or legal guardian(s) that the pupil will be attending school in another district, attending a nonpublic school, or receiving instruction elsewhere than at a school, the district level administrator designated by the Superintendent shall notify the school district of actual domicile/residence, or the Division of Child Protection and Permanency based on "neglect" pursuant to

N.J.S.A. 9:6-1, of the pupil's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission to the district based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere, for purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25).

Disputes Over Residency:

When the residency of a pupil is in dispute, the pupil shall be permitted to attend school in the district until the matter is resolved. The matter must be resolved within 30 calendar days. The burden of providing proof of residence shall rest with the parent or guardian.

Pupils declared as non-residents shall be given a period of time (30 calendar days) to withdraw and enroll in the new school depending on the age and circumstances of the child, on a case by case basis determined by the Building Principal in concert with the Superintendent.

The Residency Officer will send the Notice of Initial Determination of Ineligibility Letter to the parent(s) or legal guardian(s) or adult pupil informing the parties of their rights and outlining the procedures that the Board of Education will follow. If the parent(s) or legal guardian(s) or adult pupil does not accept the reasons for denial of eligibility the Board of Education will conduct a Due Process hearing at which time the parent(s) or legal guardian(s) or adult pupil may present his/her case to the full Board of Education. If the Board of Education upholds the initial determination of ineligibility the pupil will be removed from the rolls and tuition will be assessed for the days the pupil was enrolled.

Residency Investigations:

1. An "Application for Residency Investigation" form must be submitted for any pupil suspected to be a non-resident. The form must be completed, signed and submitted to the Superintendent of Schools in a sealed enveloped marked confidential. The form will be made available in the Superintendent's Office, the Office of the School Business Administrator/Board Secretary and the Principal's office of the four schools. All information included in this form will remain confidential, to the extent allowed by law.
 - a. **An "Application for Residency Investigation" form shall also be generated anytime a student registers with the District for the first time, regardless of whether or not the student is suspected of being a non-resident.**
2. Upon receipt of the "Application for Residency Investigation" form, the Superintendent will review the request and contact the Attendance Officer who will be assigned the case.
3. The Superintendent's office will complete the "Request for Residency Investigation Form, and forward it to the Attendance Officer for investigation.

4. The Attendance Officer will complete the "Disposition of Investigation" form and submit the findings to the Superintendent in a timely fashion.
5. The Superintendent will review all material and send the individual originating the request, a copy of the original "Application for Residency Investigation" form which will indicate the status of the pupil's residency. Copies of the report of the Attendance Officers findings will be forwarded to other buildings where siblings are in attendance.
6. The Superintendent or designee shall contact the parent/guardian directly to inform him/her of the decision, giving a specific amount of time for the family to initiate a transfer. A registered letter shall be forwarded to the new district indicating that it was determined that the pupil has been declared a resident of that school district and has been/will be transferred.
7. The Superintendent shall present to the Board the name(s) of the individuals found to be non-residents of the school district. The Board will then discuss the possibility of entering into litigation to recover the lost tuition.
8. The individual who completed the investigation shall be entitled to up to \$250 payment if the pupil is found to be a non-resident of the school district. In the case of an infant pupil, payment will be made to the infant pupil and legal guardian. If more than one individual submits an "Application for Residency Investigation" form for the same pupil, partial payment will be made to each individual making the request if the pupil is found to be a non-resident. All payments will be made by the Board Secretary from the Board of Education petty cash account.
9. Yearly residency checks will be performed according to the following guidelines:
 - A full residency check will be completed on every child during the summer for children entering grades three, six and nine.
 - This residency check will include:
 1. Proof of residence;
 2. Attachment to the address;
 3. Photo ID;
 4. Proof of custodial relationship (Birth certificate, custodial papers, etc.)
 - The four Building Principals are responsible for this residency check. The Director of Special Services will do a residency check on all pupils placed in out-of-district placements for children either in grades three, six and nine or of equivalent age.

- This process will start with a letter sent to parent(s) or legal guardian(s) on the last day of school from the Superintendent of Schools. The Principals will process all submissions and report to the Superintendent of Schools by September 30th of each year.
10. The person(s) responsible for registration in each school will follow the following protocols:
- Register all pupils who provide sufficient documentation for residency.
 - Register all pupils who provide proof of residency (lease, mortgage statement, tax bill, etc.) but have not provided the necessary documents for attachment to address. In these cases the intake person will provide the parent(s) or legal guardian(s) or adult pupil with a Notice of Defect in Application/Potential Ineligibility letter and inform them that they have thirty days to provide the school with the required documents.
 - Pass on all registration documents to the Principal to review who will in turn send to the Superintendent for his/her review.
 - Forward all questionable cases to the residency officer for review including:
 - All cases in which the parent(s) or legal guardian(s) or adult pupil does not provide proof of residency.
 - All cases regarding custody including all affidavit cases.
 - All cases in which the Notice of Defect in Application/Potential Ineligibility letter has been presented and the requirements have not been met within the thirty day time period.
11. See the following subsections of NJ 6A chapter 22:
- 6A:22-3.1 Pupils domiciled within the school district
 - 6A:22-2.2 Discretionary admission of nonresident pupil
 - 6A:22-3.2 Other pupils eligible to attend school
 - 1. Pursuant to N.J.S.A. 18A:38-1(c) any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.
 - 6A:22-3.3 Housing and immigration status

- 6A:22-3.4 Proof of eligibility
- 6A:22-4.1 Registration forms and procedures for initial assessment
- 6A:22-4.2 Notices of ineligibility
- 6A:22-4.3 Removal of currently enrolled pupil
- 6A:22-5.1 Appeal to the Commissioner
- 6A:22-6.1 Assessment of tuition where no appeal is filed
- 6A:22-6.2 Assessment of tuition where appeal is filed
- 6A:22-6.3 Calculation of tuition

12. Custody/ Affidavit Pupils- Other pupils eligible to attend school

- a. A pupil over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to free public education, is eligible to attend school in the school district if that pupil is kept in the home of a person other than the pupil's parent or legal guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child.

A pupil is not eligible to attend school in a school district pursuant to this provision unless:

- (1) The pupil's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and that the pupil is not residing with the other person solely for the purpose of receiving a free public education; and
- (2) The person keeping the pupil has filed, if so required by the district Board of Education:
 - i. A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the pupil relative to school requirements; and

- ii. A copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without written lease.
- b. A pupil shall not be deemed ineligible under this provision because required sworn statements(s) cannot be obtained, where evidence is presented that the underlying requirements of the law are being met notwithstanding the inability of the resident or pupil to obtain the sworn statement(s).
- c. A pupil shall not be deemed ineligible under this provision where evidence is presented that the pupil has no home or possibility of school attendance other than with a non-parent district resident who is acting as the sole caretaker and supporter of the pupil.
- d. A pupil shall not be deemed ineligible under this subsection solely because a parent or legal guardian gives gifts or makes limited contributions, financial or otherwise, toward the welfare of the pupil, provided that the resident keeping the pupil receives no payment or other remuneration from the parent or guardian for regular maintenance of the pupil.
- e. Pursuant to N.J.S.A. 18A:38-1(c) any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

I. Removal of Currently Enrolled Pupils

1. Nothing in N.J.A.C. 6A:22-1.1 et seq. and this Regulation shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.
2. When a pupil, enrolled and attending school in the district, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the pupil.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, such notice shall also provide for a hearing before the Board prior to a final decision on removal.
3. No pupil shall be removed from school unless the parent, legal guardian, adult pupil or resident keeping an "affidavit pupil," as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education.

4. Once the hearing is held, or if the parent, legal guardian, adult pupil or resident keeping an "affidavit pupil," as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for hearing, the Board shall make a prompt determination of the pupil's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by a committee, at the discretion of the full Board, which will make a recommendation to the full Board for action. No pupil may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

J. Appeal to the Commissioner

1. A district determination that a pupil is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, legal guardian, adult pupil or resident keeping an "affidavit pupil," as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. Appeals of "affidavit pupil" eligibility determinations shall be filed by the resident keeping the pupil.

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. The district may obtain an order of the Commissioner of Education for tuition, enforceable pursuant to N.J.S.A. 2A:58-10 through recording on the judgment docket of the Superior Court, Law Division, by filing a petition of appeal pursuant to N.J.A.C. 6A:3.
2. If an appeal to the Commissioner is filed, where the appellant does not sustain the burden of demonstrating entitlement to attend the schools of the district, or abandons the appeal through withdrawal, failure to prosecute or any means other than settlement agreeing to waive or reduce tuition, the Commissioner may order assessment of tuition for any period of a pupil's ineligible attendance in a district, including the twenty-one day period for filing of an appeal and the period during which the hearing and decision on appeal were pending.
 - a. An order of the Commissioner is enforceable through recording on the judgment docket of the Superior Court, Law Division, pursuant to N.J.S.A. 2A:58-10.

3. Tuition assessed pursuant to the provisions of this section shall be calculated on a per pupil basis for the period of a pupil's ineligible enrollment, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23-3.1. The individual pupil's record of daily attendance shall not impact on such calculation.
4. Nothing in N.J.A.C. 6A:22-1.1 et seq. precludes an equitable determination, by the Board or the Commissioner, that, when the particular circumstances of a matter so warrant, tuition shall not be assessed for all or part of any period of a pupil's ineligible attendance in the district.

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