

HASBROUCK HEIGHTS BOARD OF EDUCATION
Thursday, SEPTEMBER 27, 2018
Regular Meeting Agenda (Final)
Time: 7:30 p.m.

I. A. Meeting called to order at:

B. Announcement of adequate meeting:

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

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

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

C. Roll Call

II. Flag Salute

III. Presentations

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

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

affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

- V. Approval of Minutes: 08/16/18
- VI. Correspondence and Report of School Business Administrator/Board Secretary
- VII. Report of the Board President
- VIII. Report of the Superintendent
- IX. Committee and Liaison Reports:
 - A. Education/Curriculum
 - B. Special Education
 - C. Technology
 - D. Facilities
 - E. Recreation
 - F. Finance
 - G. Personnel
 - H. Policy
 - I. NJ/BCSBA
 - J. Borough Council Liaison
 - K. Faculty Liaison
 - L. PTA Liaison

X. Resolutions:

Special Resolutions:

Resignation of BOE Member

Education /Curriculum Committee

E09-01-19 Approve Monthly Superintendent Discipline Report

E09-02-19 Approve Monthly Superintendent HIB Report

E09-03-19 Approve Monthly District Calendar

E09-04-19 Approve Workshops

E09-05-19 Approve Articles in Electronic Newspaper

E09-06-19 Approve Presentation

E09-07-19 Approve Speaker

E09-08-19 Approve Program

E09-09-19 Approve Grant Writer

E09-10-19 Approve Comprehensive Equity Plan & Statement of Assurance
E09-11-19 Approve Enrollment in Spelling Bee
E09-12-19 Approve Seniors to Arrive Late
E09-13-19 Approve MS/HS Bus Evacuation Drills
E09-14-19 Approve Programs
E09-15-19 Approve Donation of Constitution Booklets
E09-16-19 Approve Education Movie
E09-17-19 Approve NJDOE School Assessment for Determining Grades

Special Education Committee

S09-01-19 Approve Contracted Services
S09-02-19 Approve Parent Transportation Contracts
S09-03-19 Approve Special Services
S09-04-19 Approve Contracted Services
S09-05-19 Approve Partnership with Rutherford Life Skills Program
S09-06-19 Approve Contract for Replacement Service Provider
S09-07-19 Approve Membership
S09-08-19 Approve OOD Placements
S09-09-19 Approve Amendment to Resolutions

Technology Committee

None

Facilities Committee

B09-01-19 Approve Facilities Use

Recreation Committee

R09-01-19 Approve Field Trip Calendar
R09-02-19 Approve Fundraisers
R09-03-19 Approve Boys & Girls Swimming Coop

Finance Committee

F09-01-19 Approve Financial Certification
F09-02-19 Approve Actual Payroll for August
F09-03-19 Approve Estimated Payroll for September
F09-04-19 Approve Bill Authorization – September
F09-05-19 Approve Actual Bills List – July & Aug
F09-06-19 Approve Board Secretary's Report – July & Aug
F09-07-19 Approve Line Item Transfers – July & Aug
F09-08-19 Approve Purchases
F09-09-19 Approve Convention
F09-10-19 Approve Purchases

Personnel

P09-01-19 Approve Personnel Action
P09-02-19 Approve Personnel Action
P09-03-19 Approve Personnel Action
P09-04-19 Approve Personnel Action
P09-05-19 Approve Personnel Action
P09-06-19 Approve Personnel Action
P09-07-19 Approve Personnel Action
P09-08-19 Approve Personnel Action
P09-09-19 Approve Personnel Action
P09-10-19 Approve Personnel Action
P09-11-19 Approve Personnel Action
P09-12-19 Approve Personnel Action
P09-13-19 Approve Personnel Action
P09-14-19 Approve Personnel Action
P09-15-19 Approve Personnel Action
P09-16-19 Approve Personnel Action
P09-17-19 Approve Personnel Action
P09-18-19 Approve Personnel Action
P09-19-19 Approve Personnel Action
P09-20-19 Approve Personnel Action
P09-21-19 Approve Personnel Action
P09-22-19 Approve Personnel Action
P09-23-19 Approve Personnel Action
P09-24-19 Approve Personnel Action
P09-25-19 Approve Personnel Action
P09-26-19 Approve Personnel Action
P09-27-19 Approve Personnel Action
P09-28-19 Approve Personnel Action
P09-29-19 Approve Personnel Action
P09-30-19 Approve Personnel Action
P09-31-19 Approve Personnel Action

Policy Committee:

PL09-01-19 Approve Policy/Regulations

XI. Old Business

XII. New Business

XIII. Open Public Hearing

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

XIV. Private Session (If necessary)

XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION
RESOLUTIONS – September 27, 2018 (Final)**

SPECIAL RESOLUTIONS:

RESIGNATION:

**RESOLUTION ACCEPTING THE RESIGNATION OF ALAN BAKER AS
A MEMBER OF THE BOARD OF EDUCATION FOR THE HASBROUCK
HEIGHTS SCHOOL DISTRICT AND AUTHORIZING THE ADVERTISEMENT OF A
VACANCY ON THE HASBROUCK HEIGHTS SCHOOL DISTRICT**

WHEREAS, the Secretary of the Board of Education received correspondence on **August 31, 2018** from Alan Baker, Board of Education Member, Hasbrouck Heights School District, resigning his position as a Board Member; and the Secretary notified the Board through the Superintendent of Schools and the Board President on **September 5, 2018** of said resignation;

NOW, THEREFORE, BE IT RESOLVED by the Hasbrouck Heights Board of Education, that the resignation of Alan Baker is hereby accepted as of August 31, 2018; and

BE IT FURTHER RESOLVED that the advertisement of the vacancy is hereby authorized pursuant to the Hasbrouck Heights Board of Education Policy # 0143;

BE IT FURTHER RESOLVED that the Board Secretary is hereby directed to advertise the vacancy as follows:

The Board of Education for the city of Hasbrouck Heights is accepting recommendations for qualified candidates to fill a vacancy on the Board of Education.

LEGAL REQUIREMENTS:

To become a member of a local board of education in New Jersey you must:

- ☐ Be able to read and write;
- ☐ Hold U.S. citizenship and one year's residency in Hasbrouck Heights;
- ☐ Have no interest in any contract with, or claim against, the Board;
- ☐ Not hold office as mayor or member of the municipal governing body;
- ☐ Be registered to vote and not be disqualified as a voter under N.J.S.A. 19:4-1; and
- ☐ Satisfy a criminal history background check pursuant to N.J.S.A. 18A:12-1.

Interested parties are requested to submit a Letter of Interest and Resume to:
Hasbrouck Heights Public Schools
c/o Dina Messery, Board Secretary/Business Administrator
379 Boulevard
Hasbrouck Heights, NJ 07604

The letter of interest must be received by October 19, 2018. Candidates for the vacancy will be interviewed at a Meeting of the Board to be held at 7:00 P.M. on October 25, 2018. The Board intends to take action to fill the vacancy.

BE IT FURTHER RESOLVED that the Board Secretary is hereby directed to ensure publication of this advertisement is submitted to the two designated newspapers, no later than Tuesday, October 2, 2018 at 10:00 a.m.

BE IT FURTHER RESOLVED that the Board Secretary is hereby directed to advise this Board, via email to the President, immediately after the publication has been submitted of the dates of publication for the vacancy advertisement, and confirmation that the directives in this Resolution have been followed.

EDUCATION/CURRICULUM COMMITTEE:

RESOLUTIONS:

E09-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Accept Monthly Discipline Report

E09-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

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

2018 – HS – 0

2018 – MS - 0

2018 – LS – 0

2018 – ES - 0

Listed above are the number of investigations from August 16, 2018

E09-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

The monthly district calendar

E09-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2018-2019 school year:

10/24/18 – J. Schmarak – heat guidelines trainer’s forum at Emerson High School @ no cost to district

11/12/18 – D. Reynolds – “Mindfulness in the Classroom” – grades K-5” – Garfield, NJ @ no cost to district

9/28/18 – D. Reynolds – “Crash Course in Methods & Curriculum” – Edison, NJ @ \$165

F. D’Amico – School Liaison Training to Law Enforcement at the SRO school – Mahwah, NJ @ \$350 cost to district

10/2/18 – C. Capozzi – Special Area Round Table: Media Specialist – Carlstadt @ no cost to district

9/28/18 - K. Crescenzi – Classroom Management Tricks of the Trade, grades K-12 – SBJC @ no cost to district

12/3/18 – F. Avella – Utilizing Desmos to Strengthen Classroom Instruction, grades 6 -12 @ SBJC @ no cost to district

12/17/18 – J. Schmarak – Google Suite in the Health & Physical Education Classroom – Wallington, NJ @ no cost to district

9/27/18 – K. O’Hagan & L. Gesell – Bergen County Technical High School information session – Hackensack, NJ @ no cost to district

11/2/18 – B. Christianson – 2018 Alcohol, Tobacco, & Other Drugs – Teaneck, NJ @ a \$50 cost to district

E09-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Approve TAPinto, electronic newspaper, to publish Pilot’s Log articles on a monthly basis

- E09-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- 10/22/18 – M. Stillman to present to South Bergen Jointure at the HSMS – “The Critical Shift: A Practical Look at Active Shooter Responses – grades k-12
- E09-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- 10/4/18 or 10/5/18 – Holocaust speaker for HS Assembly
- E09-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2018-2019 school year:
- PIYoga certification program for 10 Physical Education staff and 10 coaches
@ a cost of \$2,190 includes curriculum and all resources
To be funded thru Title IV - Account #20-280-100-300-00-01-00
- E09-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Approve Engage Momentum, LLC to write grants not to exceed \$5,000
- E09-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Amend Resolution #E08-12-19 to read Approve Comprehensive Equity Plan & Statement of Assurance
- E09-11-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Approve enrollment into the Scripps Spelling Bee at a cost of \$167.50

E09-12-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Allow seniors to arrive at 10:30 am on 10/10/18 due to PSAT administration for grades 8 – 11

E09-13-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

In accordance with NJAC 6A:27-11.2 (d) Emergency bus evacuation drills were performed by the following school as per Reg. #8630

Approve Bus Evacuation Drill for HS/MS on 9/20/18

E09-14-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following programs for the 2018-2019 school year:

Heroes and Cool Kids @ \$4,500

Side Kicks at MS @ \$2,500

10/10/18 – M. Spence - Speaker for Character Ed Day @ \$600

E09-15-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Approve donation of the US Constitution booklets from the VFW to Lincoln/Euclid 5th grade students

E09-16-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

10/16/18 – Angst Movie – coping with anxiety presented through Minding your Mind – no cost to district but a suggested donation for their organization

E09-17-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Approve the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for 2017 – 2018 **(on file in board office)**

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S09-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted services for the 2018 – 2019 school year:

Approve contract for Suspension Alternative Program to be used as needed – BCSS **(Attachment A)**

Approve West Bergen Mental Health – to use as needed **(Attachment B)**

Approve Supreme Consultants to be used as needed for bilingual evaluations **(Attachment C)**

S09-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted services for 2018 – 2019 school year:

Approve Parent Transportation Contracts **(Attachment D)**

S09-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following special services for ESY for 2018 – 2019 school year:

Student #1001883 – OT evaluation @ \$300 – CCL Therapy

Student #1001452 – translation of evaluation not to exceed 5 hrs @ \$47/hr

Student #100417 – home instruction for 4 hrs/wk plus prep @ \$40/hr

Student #20642 – OT evaluation @ \$300 – CCL Therapy

Student #5873 – teacher collaboration – 2 times per month @ loss of prep @ \$25/per prep - F. Avella

- S09-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted services for the 2018 – 2019 school year:
- Student #1000074 – teacher of the deaf – 3 times per week not to exceed \$19,800
Student #1000417 –PT for three hours per week plus report writing - BCSS not to exceed \$15,250
Student #20287 – PT as needed – Fun Fit Therapy @ \$200 for 90 minutes sessions and \$150 for 60 minute sessions
- S09-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:
- Approve Partnership with Rutherford HS Life Skills Program @ no cost to district
- S09-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:
- 9/13/18 -11/10/18 - approve contract with Invo for E. Stewart to be leave replacement social worker for K. Baptista at LS @ \$63/hr not to exceed 7 hrs/day
- S09-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:
- Approve NJSEAA Membership for J. Gribbin @ \$250 cost to district
- S09-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD placements for the 2018 – 2019 school year:
- OOD Placements (**Attachment E**)

S09-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Amend Resolution #S08-02-19 – student ID #5873 – Reading Specialist – 2 times per week for 2 hrs each (4 hrs) @ \$75/hr - SBJC

Amend Resolution #S08-03-19 – student ID #5873 – Reading Specialist ESY – 5 times per week plus 1 hr travel @ \$75/hr not to exceed 19 sessions - SBJC

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B09-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Facilities Use (**Attachment F**)

RECREATION COMMITTEE:

RESOLUTIONS:

R09-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

District Field Trip Calendar

R09-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following fundraisers for the 2018 – 2019 school year:

10/15-11/2/18 - Yankee Candle Sale – Junior Class – K. MacDonald
Athletic Apparel Sales

3/1/19 -3/22/19 – Chocolate Bar Sale – Senior Class – K. MacDonald, J. Lustmann & K. Doyle

10/30/18 – 11/27/18 – David’s Cookie Dough – Sophomore Class – C. Cassidy
 MS Treps Club – Rubber Duckie Sale for Breast Cancer Awareness @ \$1/each
 10/13/18 – Car Wash – Senior Class – K. MacDonald, J. Lustmann & K. Doyle
 9/30/18 – Cross Country Car Wash – M. Ryan
 10/1/18 – 10/29/18 – Varsity Softball - Coffee Tumbler Sale – J. Ferranti
 December & February – Holiday Grams – Junior Class – K. MacDonald & C. Cassidy
 11/1/18 – 11/28/18 – Senior Class popcorn sale – K. MacDonald, J. Lustmann, & K. Doyle

R09-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Approve Boys & Girls Swimming Coop with Garfield High School. Cost to be determined.

FINANCE COMMITTEE:

RESOLUTIONS:

F09-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district’s needs.

F09-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of Aug 2018 in the amount of \$ 345,313.28 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F09-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of September 2018 at \$1,400,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,400,000.

F09-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of Sept 2018.

F09-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

| Bills List for the month of | | <u>July 2018</u> | <u>Aug 2018</u> |
|------------------------------------|------------------|-------------------------|------------------------|
| Fund 10 | General Fund | \$ 736,776.09 | \$1,576,490.30 |
| Fund 20 | Special Revenue | \$ 23,806.61 | \$ 174.46 |
| Fund 30 | Capital Projects | \$ 0.00 | \$ 130,141.25 |
| Fund 40 | Debt Service | \$ 0.00 | \$ 781,087.50 |
| Fund 60 | Enterprise | \$ 75,097.30 | \$ 68,923.62 |
| Fund 95 | Student Activity | \$ 1,310.12 | \$ 14,103.42 |
| Total | | \$ 836,990.12 | \$2,570,920.55 |
| Fund 10 | Voided Checks | \$ 4,323.48 | \$ 50.00 |
| Fund 20 | Voided Check | \$ 0.00 | 0.00 |
| Fund 95 | Voided Checks | \$ 400.00 | 0.00 |

(Attachment G)

F09-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report
Cash Report
Monthly Fund Transfer Report
July 2018 & Aug 2018

(Attachment H)

F09-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the monthly line item transfers for July 2018 and Aug 2018
(Attachment I)

F09-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2018 – 2019 school year:

Quotes Attached:

PO #900932 – Richard M. Kiker, LLC – Professional Development for Google @ \$19,250

PO #900929 – Newsela, Inc – On line library subscription @ \$9975

*PO #900937 – Cifelli & Son General Construction @ \$45,500 – Ed Data Bid #8550

*PO #900936 – Challenger Fence @ \$17,132

Purchases to be funded by Hitchcock Field Soccer Renovation shared services agreement with the Borough

PO #900931 – Elementary World Language Program – Middlebury Interactive Languages @ \$7,000

NJ State Contract:

PO #900704 – Gov. Connection – software @ \$5,880

ESCNJ-MCESCCPS Bid #16/17-19

PO #900614 – Magic Touch Plumbing @ \$1669.22

PO #900634 – Magic Touch Plumbing @ \$3,920.07

PO #900691 – Magic Touch Plumbing @ \$3,822.04

PO #900676 – Magic Touch Plumbing @ \$2,013.43

PO #900726 – Magic Touch Plumbing @ \$3,054.18

PO #900863 – Magic Touch Plumbing @ \$1,832.61

F09-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

10/22/18 – 10/25/18 – NJ School Boards Convention – Atlantic City, NJ @ a cost not to exceed \$3,500

F09-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2018 – 2019 school year:

Renew the Professional Development program with “The Reader & Writing Project Network – Sole Vendor

PO #900930 – The Reading & Writing Project @ \$70,000 for LS & ES

Account #11-1900-100-320-00-01-00 for \$45,000 and \$25,000 funded through Title II Account #20-270-100-300-00-01-46

PERSONNEL COMMITTEE:

RESOLUTIONS:

- P09-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Long Term Replacement:

J. Cole HS Math for A. Minervini @ \$150/day through 11/21/18

- P09-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend Resolution #08-07-19 – to read 4 additional SAT Prep hours per week for B. Trexler @ \$37/hr

- P09-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Subs Keys Assistant:

L. Ludwig @ \$16/hr

L. Giaquinto @ \$16/hr

Sub Keys Visitor Monitor:

L. Ludwig @ \$15/hr

Sub Keys Teacher:

C. Jarosiewicz @ \$31/hr

- P09-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Keys Visitor Monitor:

D. Dejudicibus @ \$15/hr @ LS

Keys Student Helper:

P. Rosario @ \$8.60/hr

Sub Keys Student Helper:

G. Callen @ \$8.60/hr

P09-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Extra Pay:

S. Brander, M. Pagano, M. Cebula @ \$32/hr to serve on the Physical Education hiring committee for 4 hrs each

P09-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend P04-18-18 – P. Montanez & J. Olivo to be included with the tenured staff

P09-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend P06-06-18 – Salary to be \$22,813 for:

C. Altamore

D. Innis

G. Riccobono

C. Riordan

J. Warren

K. Parise

P09-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Resignation:

E. DeSantis as ES lunch aide effective 8/27/18

P09-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Certified:

D. Arthur – HS Special Ed @ BA +15 Step 2 @ \$52,715 plus benefits

T. Condal – Physical Ed Teacher @ LS – MA Step 3 @ \$57,635 + MIF @ \$700 plus benefits

- P09-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Amend Resolution #P07-12-19 to include an additional 21 hours for C. Tacinelli @ \$56.91
- P09-11-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Amend all previous coaching resolutions for 2018 – 2019 (**Attachment J**)
- P09-12-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Paraprofessionals:**
K. Freschi @ \$22,831/yr
- P09-13-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Amend P08-20-19 – V. Tsakelova to \$65,615 + MIF @ \$700
- P09-14-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Approve the Athletic Trainer Contractual Agreement (**on file in business office**)
Approve Athletic Trainer Contractual Amendments (**on file in business office**)
Approve the sidebar to the Athletic Trainer Job Agreement (**on file in the business office**)
- P09-15-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- 6th Period Stipend:**
D. Cassiere for RTK @ \$3,500

P09-16-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Paraprofessional:

A. Bove 1:1 para @ \$22,831

P09-17-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend Resolution P07-06-19 – Rescind M. Pagano as Teacher-in-Charge and Safety Patrol for LS

P09-18-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Leave of Absence:

Employee #0166 – paid sick leave - 9/4/18 – 10/12/18

Employee #0001 – paid sick leave – 10/8/18 – 10/19/18

P09-19-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Amend P08-19-19 – guide movement for M. Neumann from BA +15 to MA
Step 10 plus MIF @ \$61,735 plus \$700 MIF = \$62,435

P09-20-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Lunch Aide:

L. Giaquinto @ \$16.59

P09-21-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Home Instruction:

M. Binazeski – 4 hrs/wk plus prep @ \$40/hr – student #1000417

- P09-22-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Amend Resolution P08-20-19 to include MIF for M. Pagano @ \$700
- P09-23-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Amend P08-02-19 – D. Johnson from 100 hrs to 106 hrs for summer child study team
- P09-24-18 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2017 – 2018 school year:
- 11/10/18 – 6/10/19 – A. Chaves – Seton Hall University – with C. Tacinelli & K. Costello
Elgin Horton practicum observations for two days in October from Kutztown University, PA in R. Shannon's classroom
- P09-25-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Amend all previous resolutions and approve 18-19 Stipend Appointments **(Attachment K)**
- P09-26-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:
- Amend P08-22-19 to include K. Cali as sub lunch Aide @ \$10/hr

P09-27-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Substitutes:*

A. Delrosso @ \$16 (S)
M. Bischoff @ \$15/hr (C)
E. Grahl @ \$16/hr (S)
J. Perez @ \$15/hr (C)
P. Acurol @ \$15/hr (C)
T. Edwards @ \$15/hr (C)
E. Menendez @ \$15/hr (C)
G. Kaicaty @ \$15/hr (C)
*Pending Paperwork

P09-28-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Custodian:

R. Cuya – Step 1 @ \$41,712 + night differential of \$2,919.84 plus benefits to be prorated as of 10/2/18

P09-29-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Retirement:

L. Tomesco effective 1/1/19

P09-30-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

A provisional contract not to exceed 90 days pending receipt of all data per NJSA 18A:6-7.7. If criteria is met full contract will be offered

To be funded through Title I – Account #20-231-100-101-00-05-00
M. Schaffer – Lincoln School Basic Skills -BA Step 14 @ \$64,875 plus benefits – pro-rated as of 11/28/18

P09-31-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Leave of Absence:

Employee ID #0014 – unpaid FMLA – 10/10/18 – 10/16/18

POLICY COMMITTEE:

RESOLUTIONS:

PL09-01-19 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:
(Attachment L)

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

Policy/Regulation #5512 – HIB **(Second Reading)**

Policy/Regulation #1613 – Disclosure and Review of Applicant's Employment History **(Second Reading)**

Policy/Regulation #R5512 – Harassment, Intimidation, or Bullying

Investigation Procedure **(Second Reading)**

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

Policy/Regulation #8561 - Procurement Procedures for School Nutrition Programs **(Second Reading)**

**MEMORANDUM OF AGREEMENT
SUSPENSION ALTERNATIVE PROGRAM (SAP)**

ATTACHMENT A

This Agreement for student participation in the Suspension Alternative Program ("SAP") is made for the **2018-2019** school year and is executed and entered into by and between **HASBROUCK HEIGHTS PUBLIC SCHOOL DISTRICT** with principal offices located at **379 Boulevard, Hasbrouck Heights, NJ 07604** and the BOARD OF EDUCATION OF THE BERGEN COUNTY SPECIAL SERVICES SCHOOLS DISTRICT ("BCSS") organized and existing pursuant to N.J.S.A. 18A:46-29 et seq., with principal offices located at 327 E. Ridgewood Avenue, Paramus, New Jersey.

BCSS represents that an additional Memorandum of Agreement is in effect for the SAP between the BCSS, the BERGEN COUNTY POLICE ATHLETIC LEAGUE ("PAL"), a not-for-profit organization, and the BERGEN COUNTY DIVISION OF FAMILY GUIDANCE, DEPARTMENT OF HUMAN SERVICES ("DFG"), a body corporate and politic of the State of New Jersey, with principal offices located at One Bergen County Plaza, Hackensack, New Jersey.

The parties hereto acknowledge and understand that the goal of this Program is to provide Bergen County students with alternatives to out-of-school suspension that address student's emotional, behavioral, and academic functioning.

**SECTION ONE
DURATION**

This Agreement shall be effective for a period beginning on the date of the parties' execution of this Memorandum of Agreement and terminating on June 30, 2019.

**SECTION TWO
SCOPE AND ADMINISTRATION OF PROGRAM**

1. Administration of Program

The SAP is administered by the BCSS in collaboration with the PAL and DFG. The SAP adheres to the BCSS school calendar and operates from 9:00 a.m. to 2:30 p.m. with five and one half (5.5) hours of student contact time per day for no less than five (5) consecutive school days.

The SAP is located in the PAL building at 284 Hackensack Avenue, Hackensack, New Jersey.

The PAL will, at its own cost and expense, provide a clean and safe environment for students to participate in the program. The program space shall include the following: one classroom, one office; one counseling/therapy room; one lunch room/kitchen; and a multipurpose gymnasium. The PAL maintains commercial property coverage insurance which includes Personal Injury Protection.

2. Criteria for Student Involvement in SAP

In order for a student to participate in SAP, the student must be in grade 7 through 12 and enrolled in a school district (in district or out of district placement) that has entered into and is party to this Agreement. The student must be considered by the principal or principal's designee of the school he or she attends to be "at risk of being suspended or in need of a suspension."

No student who is subject to expulsion on the basis of possession, distribution, or use of weapons of firearms or any other similar grounds or bases shall be eligible to participate in this program.

3. Referral Methods/Instruments

The principal or principal's designee of the school attended by the student who is identified as at risk of being suspended will refer the identified student to SAP in the following manner: The principal (or designee) will complete a referral packet (attachment A), obtain parental permission, and convey the completed referral packet to the SAP Coordinator. Additionally, the Principal or principal's designee is required to contact SAP by telephone to confirm receipt of information, obtain a start date and discuss any other details attendant or necessary to effect a seamless transition of the student from the school venue to the SAP.

4. Annual Membership Fee

A \$650.00 annual membership fee will be assessed to the local school district for its participation in SAP. The local school district shall be required to pay the full amount of the membership upon execution of this Agreement.

Upon payment of the annual membership fee, the local school district shall be entitled to receive up to five (5) weeks of services as set forth in this Agreement. Services requested by the local district to be provided by SAP beyond the basic level of service provided as set forth herein shall be billed at \$100.00 per each additional week of service.

5. Conveyance of Students To/From PAL-SAP Site

The participating local school district(s) shall be responsible for the daily conveyance of each student identified by the school district to participate in the SAP.

The local school district may elect to have the student use public transportation. Should the local school district elect to permit its student to utilize public transportation, the SAP program will provide public transportation information and NJ Transit bus tickets. The program will also provide a van and driver to pick up and drop off SAP students at the Hackensack Main Bus Terminal, located on River Road, Hackensack, New Jersey.

In the event the local school district elects to permit its student to utilize public transportation, the local school district understands and acknowledges that it does so at its and its student's own risk. To that end, it is understood, agreed and accepted by all parties that BCSS shall be held harmless by the local school district from and against any and all liability, claims, damages, expenses relating to student utilization of public transportation to and from the Hackensack Main Bus Terminal and any and all incidents, injuries and claims arising and/or occurring during such transportation.

The local school district agrees to maintain in full force and effect student liability insurance providing insurance coverage for all occurrences and/or incidents that may involve injury to each of the local school district's pupil's person or property during the student's enrollment in the SAP. The local school district understands and acknowledges that, should it fail to maintain appropriate insurance providing insurance coverage to and/or over its students who are enrolled in SAP, the school district may be individually liable to satisfy any and all claims of liability by BCSS, third parties or otherwise.

6. Suspension Alternative Sentence: Students' Daytime Schedule

Each student participating in the SAP program will arrive at the PAL-SAP site not later than 9:00 am and will be dismissed from the program at 2:30 p.m., the minimum length of time that a student may be

enrolled in the SAP is one (1) academic week, consisting of five (5) consecutive days. Students may be enrolled for longer periods of time in the sole discretion of BCSS.

A parent or guardian will be requested to bring the student to SAP on the first day of attendance and participate with a DFG clinician in a family and student assessment session. Families/Students will be referred to additional support services based on the results of this assessment.

The following activities will be provided to the student: academic remediation – consisting of five days of school work assigned by the school, critical personal reflections journaling assignments, self assessment, group and individual counseling sessions, team building, conflict resolution and anger management sessions, PAL physical activities, community services, and others. Students must remain on the PAL-SAP site during the lunch period. Students can purchase lunch from the SAP program at the full price prevailing on the day of purchase. If students are eligible for free or reduced lunch; please provide a copy of that student's approved lunch application. Those eligible students will receive free or reduced lunch as applicable. Please note that Bergen County Special Services will be claiming all lunches served during the student's participation in the SAP program.

7. Program Personnel Staffing

BCSS shall provide a SAP Coordinator, a Teacher for academic remediation, journaling, and direct student instruction. The local school district is responsible for providing five (5) days of academic work, textbooks, etc. for this purpose. BCSS will also provide Outreach services to follow up with students and families upon discharge from the SAP.

DFG will provide a clinical social worker to provide group and individual counseling, family support and outreach and referral to additional support services.

The PAL will provide law enforcement mentors from the Sheriff and County Prosecutors Office who provide students with physical activities geared towards learning personal responsibility and creating a climate of respect for themselves and others.

8. Criteria for Rejecting a Student from SAP

A student who has been identified and processed for participation in the SAP program shall not be rejected from nor in any way caused to not participate in the program by staff members of the PAL or the DFG without the explicit consent of Program Director, Mitchell S. Badiner.

A student who is considered to be expelled on the basis of possession, distribution, or use of weapons of firearms or any other consideration, which may cause expulsion from a school district, shall not be considered for participation in SAP.

9. Record keeping

Student attendance at SAP will be called into the student's local school on a daily basis. Students who participate in this program are counted as attending by the local school. The DFG will maintain case records according to best practice criteria and professional standards.

10. Follow Up

Students who successfully complete the program shall receive a one-year membership in PAL. DFG will establish a clear protocol to evaluate all student participants in accordance with federal guidelines for program evaluation. SAP will follow-up with each student upon completion of SAP.

SECTION THREE
ADDITIONAL TERMS

No parties shall have the right to assign this Agreement.

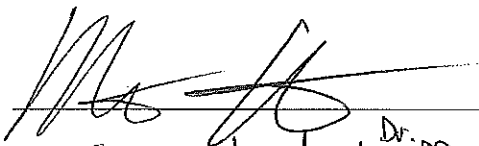
The **HASBROUCK HEIGHTS PUBLIC SCHOOL DISTRICT** agrees indemnify, defend and save harmless the PAL, the DFG and BCSS, its officers, agents, servants, and employees and each of them, against and from, any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death resulting from such injury, or any wrongful death, or any damage to any property, and all other claims based or asserted upon any act or omission of **HASBROUCK HEIGHTS PUBLIC SCHOOL DISTRICT** its officers, agents, servants, employees, and/or the act or omission of the student of **HASBROUCK HEIGHTS PUBLIC SCHOOL DISTRICT** which may arise or which may be alleged to have arisen out of or in connection with this Agreement whether or not such act or omission was actually in furtherance of the purpose of this Agreement.

BCSS agrees to indemnify, defend and save harmless **HASBROUCK HEIGHTS PUBLIC SCHOOL DISTRICT** its officers, agents, servants, and employees and each of them, against and from, any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death resulting from such injury, or any wrongful death, or any damage to any property, and all other claims based or asserted upon any act or omission of BCSS and their respective officers, agents, servants, employees which may arise or which may be alleged to have arisen out of or in connection with this Agreement whether or not such act or omission was actually in furtherance of the purpose of this Agreement.

The parties executed this Agreement on this 1st day of September, 2018.

By:

HASBROUCK HEIGHTS PUBLIC SCHOOL DISTRICT


Title: Superintendent Dr. Matthew Helfant

By:

Bergen County Special Services School District

Title: Business Administrator

West Bergen Mental Healthcare

| Where Health Comes to Mind

120 Chestnut Street, Ridgewood, New Jersey 07450 201.444.3550 Fax 201.652.1613 www.westbergen.org

Contract for Mental Health Assessment and Clearances with the Hasbrouck Heights Public School District

Whereas, the Hasbrouck Heights School District, also known as "the District" wishes to purchase services from West Bergen Mental Healthcare, Inc. with administrative offices located at 120 Chestnut Street, Ridgewood, NJ, 07450; and

Whereas, West Bergen Mental Healthcare, Inc. is licensed to provide the required services utilizing licensed, professional clinical staff; and

Whereas, the contract is for the period of September 1, 2018 through June 30, 2019;

The following scope of service and compensation schedule is agreed to:

Scope of Services – West Bergen Mental Healthcare, Inc.:

- Mental health assessments will be provided to students referred by the district's Crisis Intervention Team or other designated representative.
- A licensed, clinical professional such as a licensed clinical social worker, (LCSW), licensed professional counselor (LPC), advanced practice nurse, (APN) psychologist or psychiatrist at one of West Bergen's counseling centers will conduct the risk assessment.
- The assessment will be completed according to the attached "Guidance Document"/ protocols and School Clearance Draft Policy provided by Steven Fogarty, ESQ. A "school clearance" letter will be issued if applicable.
- Follow-up recommendations will be provided to the school separately from the clearance letter.
- In most situations, the student will be assessed on the same day as the referral is made. If this is not possible, the assessment will be conducted within 24 hours of referral or the district representative will be informed immediately as to the reason.

While unusual, if in the initial discussion with the school staff, the information provided regarding the severity of the risk warrants, West Bergen will consult with the district representative regarding the advisability of conducting the screening in a hospital setting.

School District:

West Bergen Mental Healthcare Inc., as a mental healthcare provider, is governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other state and federal laws regarding confidentiality of client health information. The school district shall obtain and provide a signed release for the student screenings and sharing of follow-up recommendations.

To insure that full communication between the agency and district staff can occur, both organizations will request from the parent or guardian, a signed Authorization for the Release of Information.

Indemnification of Both West Bergen Mental Healthcare and the Hasbrouck Heights School District

The Hasbrouck Heights School District agrees to hold harmless West Bergen, its trustees, directors, officers, employees or agents from and against any and all claims, losses and suites or liabilities, of any nature which may be asserted against them by third parties in conjunction with performance of West Bergen's and its Board, directors, officers, employees and agents under this agreement.

West Bergen Mental Healthcare, Inc. agrees to hold harmless The Hasbrouck Heights School District, its trustees, directors, officers, employees or agents from and against any and all claims, losses and suites or liabilities, of any nature which may be asserted against them by third parties in conjunction with performance of the District, and its Board, directors, officers, employees and agents under this agreement.

Compensation/Payment:

The fee for the school clearance process will depend on the licensing level of the clinician required by the school district. In most situations, an LCSW or LPC can conduct these assessments.

Within this contract, West Bergen's fees are as follows:

- For an assessment completed by a LCSW or LPC or psychologist the rate is \$157.00.
- For an assessment completed by an Advance Practice Nurse, Board Certified in Behavioral Health, the rate is \$210.00.
- For an assessment completed by a psychiatrist, the rate is \$329.00. (There are very limited clinical hours available from our child psychiatrist; he will complete the assessment only if it is required by the sending district and is able to do so in the expected time frame.)

West Bergen Mental Healthcare will submit individual invoices to the attention of the District designee:

Ms.
Supervisor of Special Services
Hasbrouck Heights Public Schools
365 Boulevard
Hasbrouck Heights, NJ 07604

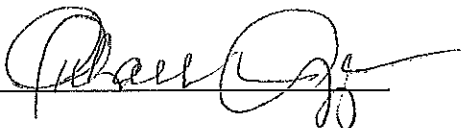
The District will provide West Bergen Mental Healthcare with a signed contract and Board of Education approval for the provision of agreed upon services as outlined herein. This Contract sent to the attention of Mary E. Davey, Outpatient Director and subsequent vouchers should be directed to the attention of:

The Billing Department
West Bergen Mental Healthcare
860 Wyckoff Avenue Second Floor
Mahwah NJ, 07430

In Witness Whereof, the parties have executed this Contract as of the date set forth below.

West Bergen Mental Healthcare

Hasbrouck Heights Public School District



Michael J. Tozzoli, LCSW, CEO

Print Name and Title

8/27/18
Date

Print Name and Title

Date

71 Union Ave., Suite 207
Rutherford, NJ 07070
www.supremeconsultants.com

T: (201) 372 – 9600
F: (201) 372 – 9550
E: admin@supremeconsultants.com

Letter of Agreement

September 14, 2018

Hasbrouck Heights Board of Education
Department of Special Services
379 Boulevard
Hasbrouck Heights, NJ 07609

Dear Hasbrouck Heights Board of Education,

This Letter of Agreement outlines the terms under which Supreme Consultants, LLC, will provide temporary, Child Study Team staffing services **Hasbrouck Heights Board of Education** on a temporary basis pending execution of a formal comprehensive agreement between Supreme Consultants and the Client. This Letter of Agreement shall commence on the date indicated below and continue in force and effect until modified by both parties in writing. This Letter of Agreement shall expire immediately upon execution of the Comprehensive Agreement. Any fees which remain due and owing to Supreme Consultants by the Client under this Letter of Agreement shall be governed by the Comprehensive Agreement.

It is understood and agreed that the temporary, professional health care staff provided by Supreme Consultants to the Client are Independent Contractor(s) (hereinafter, "Contractor(s)"). Supreme Consultants requires, as part of our arrangement with the Contractor(s), that they sign an operating agreement between the Contractor(s) and Supreme Consultants before they are contracted out to the Client.

Client 

Supreme Consultants _____

It is understood and agreed that the Client shall immediately notify Supreme Consultants of any and all job offer(s) made to Contractor(s) whom were provided to the Client through Supreme Consultants. Unless otherwise waived in writing by Supreme Consultants, it is required that all Contractor(s) must have worked for a minimum of five hundred (500) hours as a Contractor with the Client prior to accepting a position with the Client as the Client's employee. The five hundred (500) hours are counted from the time the Client notifies Supreme Consultants in writing of its intention to hire a Contractor.

This condition is and remains effective for six months beyond the last date of the Contractor's most recent assignment.

Non-Solicitation of Employees: The school will not, for a period of (3) years after termination of its contract, directly or indirectly approach, solicit, entice or attempt to approach, solicit or entice any of the Supreme Consultants Independent Contractors of the School or its Affiliates to work independently for the school.

Irreparable Harm: The School acknowledges that breach of these terms and conditions of this Agreement may cause irreparable harm to the Employer which may not be compensable by monetary damages. Accordingly, the school acknowledges that a breach by it of the terms and conditions of this Agreement shall be sufficient grounds for the granting of an injunction at the suit of the School by a court of competent jurisdiction.

The fees for the above staffing services for the contractor(s) are set out in Schedule A attached hereto and incorporated in its entirety herein. Schedule A shall not be modified unless agree to in writing by Supreme Consultants. Further, unless otherwise agree to in writing by Supreme Consultants, all invoices for services are due within sixty (60) calendar days from the School District receipt of the completed report and a sign District voucher. Receipt of the report, receipt of a sign voucher and invoice will be forwarded to the designated agent of Client as indicated on Schedule A. If payment is not made in accordance with the terms set forth herein, Supreme Consults will cease providing contractor (s) and the contractor(s) will not be release to any existing assignment until payment is received in full.

Supreme Consultants agrees to add the **Hasbrouck Heights Board of Education** on their insurance as an additional insured without fee to the District and will provide proof of same to the District.

If these terms are acceptable, please sign this Letter of Agreement and return it to our office at your earliest convenience.

Respectfully,

Gustavo Estrada

President,

Supreme Consultants, LLC

Understood and Agreed to by:


Signature of Client Agent or Officer

9.14.18
Date

Director of Spec. Serv.
Title of Officer

Supreme Consultants, LLC
71 Union Ave. Suite 207
Rutherford, NJ 07070
Ph. (201) 372-9600
Fax. (201) 372-9550

SCHEDULE A

As incorporated into the Letter of Agreement dated 9/14/2018, between Supreme Consultants and **Hasbrouck Heights Board of Education**. It is understood and agreed to by the Client that the Client shall pay to Supreme Consultants the following fees pursuant to the following schedule:

| | |
|--|--|
| Bilingual Psychological | \$750.00 per evaluation *plus mileage |
| Bilingual Educational | \$750.00 per evaluation *plus mileage |
| Bilingual Speech & Language Evaluation | \$750.00 per evaluation *plus mileage |
| Monolingual Evaluations/Assessments | \$600 per evaluation/assessment *plus mileage |
| Interpreting Services | \$47.00 per hour/minimum 2 hours *plus mileage |
| Home/Bed Side Instruction | \$45.00 per hour *plus mileage |

**Mileage is only included if evaluator/interpreter/teacher has to travel more than an hour away to provide the service. The school will be notified beforehand if mileage fee is to be included.*

The designated for receipt of this invoice is:

Supreme Consultants: Maria Estrada, Accounting Supervisor
MariaE@supremeconsultants.com

Client Initial SD

Supreme Consultants Initials _____

**Hasbrouck Heights Public Schools
Department of Special Services
365 Boulevard
Hasbrouck Heights, New Jersey 07604**

Student ID # 20287 – BCSS Bleshman, Paramus (201-343-6000 x 6441) \$60 per diem/NTE \$10,800

Student ID # 0000465 – BCSS Bleshman, Paramus (201-343-6000 x 6441) \$60 per diem/NTE \$10,800

Student ID # 1000004 – Ridgefield Memorial High School (STRIVE program)
(201-201-945-4455) - \$14.77 per diem /NTE \$2,700

Student ID # 122 – In-District \$30 per diem/NTE \$5,400

Student ID # - 20642 - Forum School, Waldwick (201-444-5882) - \$28.68 per diem/NTE \$6,022

| School | Local ID | Tuition 2018-2019 |
|--|-----------|-------------------|
| Other LEAs Within the State - Special | | |
| Ridgefield - Memorial HS - Strive | 1000004 | \$61,000.00 |
| Ridgefield - Memorial HS - Strive | 294 | \$45,800.00 |
| Ridgefield - Memorial HS - Strive | 1001669 | \$45,800.00 |
| Ridgefield - Memorial HS - Strive | 1106 | \$45,800.00 |
| | | |
| Leonia | 7006 | \$46,066.00 |
| Leonia | 6939 | \$46,066.00 |
| | | |
| Ringwood Board of Ed | 1000074 | \$60,211.00 |
| Ringwood Board of Ed | 1000485 | \$60,211.00 |
| | | |
| Bergenfield Board of Education | 4772 | \$13,966.00 |
| Bergenfield Board of Education | 1001531 | \$68,000.00 |
| Bergenfield Board of Education | 1001476 | \$68,000.00 |
| | | |
| SBJC | 1001875 | \$67,400.00 |
| SBJC | 1001874 | \$43,200.00 |
| SBJC - Lodi | 20354 | \$67,400.00 |
| SBJC - Lodi | 1001448 | \$67,400.00 |
| SBJC - South Hackensack | 1001365 | \$43,200.00 |
| SBJC - Lodi | 1000554 | \$57,500.00 |
| SBJC - Lodi | 20746 | \$67,400.00 |
| SBJC - Maywood | 1000620 | \$55,800.00 |
| SBJC - Moonachie | 1001944 | \$43,200.00 |
| | | |
| CSSD & Regional Day Schools | | |
| BCSS Bleshman | 20287 | \$75,420.00 |
| BCSS Bleshman | 465 | \$75,420.00 |
| | | |
| BCSS Hip | 1001241 | \$76,860.00 |
| BCSS - MD program | 1000008 | \$60,660.00 |
| | | |
| BCSS Project Search | | |
| | 4777 | \$34,920.00 |
| | 1,001,456 | \$34,920.00 |
| | | |
| Private Schools Disabled - In State | | |
| The Felician School for Exceptional Children | 1000710 | \$60,442.44 |
| Forum School | 20642 | \$70,984.98 |
| David Gregory School**Includes 1-1 aide | 1000806 | \$56,477.40 |
| Alpine Learning | 286 | \$103,582.50 |
| Windsor Learning Center | 1001609 | \$65,100.00 |
| Windsor Learning Center | 1000091 | \$65,100.00 |
| High Point | 990249 | \$70,568.00 |
| High Point | 1001705 | \$70,568.16 |
| Ho Ho Kus School of Trade \$55 per day * 180 | 1294 | \$9,900.00 |
| | | |

ATTACHMENT.

DATE REQUESTED

CONTACT

ORGANIZATION

FACILITY REQUEST

CONTACT

ORGANIZATION

FACILITY REQUEST

Starting date 7/1/2018

Ending date 7/31/2018

ATTACHMENT 

| Cknum | Date | Rec date | Vcode | Vendor name | Check amount |
|----------|----------|----------|-------|---|--------------|
| 020928 V | 07/03/18 | 07/03/18 | L069 | ANNIBAL; CHRIS | |
| 020929 | 07/03/18 | | 5583 | HASBROUCK HEIGHTS BOE REFUND/REIMBURSE | \$1,240.12 |
| 020938 | 07/17/18 | | 0776 | INSTRUMENTALIST AWARDS, LLC | \$70.00 |
| 060442 | 07/03/18 | | 2727 | FIRST STUDENT, INC. | \$225.00 |
| 060443 | 07/03/18 | | 2831 | POWERHOUSE STUDIO | \$850.00 |
| 060445 | 07/09/18 | | Y035 | JACKS PETTING FARM, INC | \$425.00 |
| 060447 H | 07/10/18 | | 6351 | COSTCO | \$461.17 |
| 060448 | 07/11/18 | | 2081 | BOWLER CITY, INC. | \$350.00 |
| 060449 | 07/11/18 | | 0934 | BURGER KING | \$475.44 |
| 060450 | 07/11/18 | | 2727 | FIRST STUDENT, INC. | \$225.00 |
| 060451 | 07/17/18 | | 2388 | 4 DIAMOND TRANSPORTATION LLC | \$2,281.00 |
| 060452 | 07/17/18 | | 0132 | A.N.D.SERVICES,INC. | \$1,078.10 |
| 060453 | 07/17/18 | | 0087 | APOLLO PRINT, INC. | \$2,495.00 |
| 060454 | 07/17/18 | | 1627 | BAYADA HOME HEALTH CARE, INC. | \$2,362.50 |
| 060455 | 07/17/18 | | 2347 | BEHAVIOR INTERVENTION RESOURCES | \$575.00 |
| 060456 | 07/17/18 | | 0222 | BOROUGH OF HASBROUCK HEIGHTS | \$180.00 |
| 060457 | 07/17/18 | | 1487 | CCL THERAPY, LLC | \$7,027.50 |
| 060458 | 07/17/18 | | 0343 | COMPLETE SAW SERVICE OF | \$30.50 |
| 060459 | 07/17/18 | | 0976 | DAMICO, FRANK | \$300.00 |
| 060460 | 07/17/18 | | 1455 | DEBONIS, NICOLE | \$350.00 |
| 060461 | 07/17/18 | | 1517 | DIRECT ENERGY BUSINESS (HESS) | \$1,787.11 |
| 060462 | 07/17/18 | | 9042 | GIANCASPRO, VALERIE | \$50.00 |
| 060463 | 07/17/18 | | 1506 | HERZ, MARDIA | \$4,040.00 |
| 060464 | 07/17/18 | | 0716 | HOME DEPOT | \$2,673.00 |
| 060465 | 07/17/18 | | C131 | IN-LINE AIR CONDITIONING CO, INC | \$2,761.16 |
| 060466 | 07/17/18 | | 0865 | INVO HEALTHCARE ASSOC, LLC | \$10,320.25 |
| 060467 | 07/17/18 | | 1608 | JOHNNY ON THE SPOT | \$485.00 |
| 060468 | 07/17/18 | | 4337 | JOSTENS, INC | \$3,830.32 |
| 060469 | 07/17/18 | | 0427 | KESSLER, DEIRDRE | \$630.00 |
| 060470 | 07/17/18 | | 7385 | MACHADO LAW GROUP, LLC | \$4,952.00 |
| 060471 | 07/17/18 | | 1958 | MAGIC TOUCH CONSTRUCTION CO., INC | \$5,864.11 |
| 060472 | 07/17/18 | | 3020 | MASCHIO'S FOOD SERVICE, INC. | \$25,271.10 |
| 060473 | 07/17/18 | | 0626 | MEDCO | \$764.11 |
| 060474 | 07/17/18 | | 1584 | NAPA AUTO PARTS | \$144.28 |
| 060475 | 07/17/18 | | 1004 | NASSOR ELECTRIC SUPPLY CO., INC. | \$443.24 |
| 060476 | 07/17/18 | | 2953 | NICKERSON CORPORATION | \$5,018.80 |
| 060477 | 07/17/18 | | 4369 | NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS | \$50.50 |
| 060478 | 07/17/18 | | 2476 | ORIENTAL TRADING CO. | \$748.28 |
| 060479 | 07/17/18 | | K881 | OVERDRIVE, INC. | \$33.00 |

Starting date 7/1/2018

Ending date 7/31/2018

| Cknum | Date | Rec date | Vcode | Vendor name | Check amount |
|----------|----------|----------|-------|---------------------------------------|--------------|
| 060480 | 07/17/18 | | 3158 | PITNEY BOWES PURCHASE POWER | \$1,074.42 |
| 060481 | 07/17/18 | | 2206 | REDMANN ELECTRIC AND COMM CO., INC | \$7,062.42 |
| 060482 | 07/17/18 | | 4956 | REGION V/RIVER EDGE BD. OF EDUCATION | \$3,127.08 |
| 060483 | 07/17/18 | | 1579 | SCHOOL SPECIALTY, INC. | \$942.48 |
| 060484 | 07/17/18 | | K223 | SHERWIN WILLIAMS | \$670.45 |
| 060485 | 07/17/18 | | 2606 | SICKELS; MICHAEL | \$300.00 |
| 060486 | 07/17/18 | | 2322 | SOUTH BERGEN JOINTURE COMM. | \$2,456.19 |
| 060487 | 07/17/18 | | 1879 | SUMMIT SPEECH SCHOOL | \$465.00 |
| 060488 | 07/17/18 | | 0950 | THE MAIN LOCK, INC. | \$310.00 |
| 060489 | 07/17/18 | | 2801 | TREE-LAND NURSERY | \$2,875.00 |
| 060490 | 07/17/18 | | 1217 | VENT TECH | \$1,250.00 |
| 060491 | 07/17/18 | | 2174 | WALLINGTON PLUMBING | \$596.08 |
| 060492 V | 07/17/18 | 07/17/18 | 1891 | BERGENFIELD BOARD OF EDUCATION | |
| 060493 | 07/17/18 | | 4338 | HIGH POINT SCHOOL OF BERGEN COUNTY | \$5,599.63 |
| 060494 | 07/17/18 | | 1390 | EASTWICK COLLEGE | \$550.00 |
| 060495 | 07/18/18 | | 0129 | ATRA JANITORIAL SUPPLY COMPANY INC. | \$2,808.76 |
| 060496 | 07/18/18 | | 2425 | BROWNS JANITORIAL SUPPLY | \$473.68 |
| 060497 | 07/18/18 | | 4316 | HEALY AWARDS, INC. | \$62.67 |
| 060498 | 07/18/18 | | 0874 | LEONIA BOARD OF EDUCATION | \$520.00 |
| 060499 | 07/18/18 | | 2066 | S & S ARTS & CRAFTS INC | \$4,313.76 |
| 060500 | 07/18/18 | | 2000 | SCHOOL HEALTH CORP. | \$137.90 |
| 060501 | 07/18/18 | | 2322 | SOUTH BERGEN JOINTURE COMM. | \$4,908.73 |
| 060502 | 07/18/18 | | 2070 | STANS SPORTS CENTER | \$70.00 |
| 060503 | 07/18/18 | | 2775 | STAPLES ADVANTAGE | \$438.60 |
| 060504 | 07/18/18 | | 7808 | TRUGREEN | \$1,511.85 |
| 060505 | 07/18/18 | | 2727 | FIRST STUDENT, INC. | \$300.00 |
| 060506 | 07/18/18 | | 0949 | CARRERA, ROSARIO | \$1,450.00 |
| 060509 | 07/19/18 | | 3180 | BOWCRAFT AMUSEMENT PARK/MARKE ENT INC | \$637.00 |
| 060510 | 07/19/18 | | 3137 | CARVEL | \$69.00 |
| 060511 | 07/19/18 | | 2727 | FIRST STUDENT, INC. | \$345.00 |
| 060512 | 07/19/18 | | 0924 | MCDONALDS | \$460.00 |
| 060513 | 07/19/18 | | 1859 | BENSI OF HASBROUCK HEIGHTS | \$78.86 |
| 060514 | 07/23/18 | | 9024 | CABLEVISION LIGHTPATH | \$5,670.98 |
| 060515 | 07/23/18 | | 2049 | ANDOLENA; CAROL | \$162.47 |
| 060516 | 07/23/18 | | 1496 | BANC OF AMERICA PUBLIC CAPITAL CORP | \$5,717.49 |
| 060517 | 07/23/18 | | 1524 | BH SECURITY | \$100.62 |
| 060518 | 07/23/18 | | 1216 | BISCHOFF; MICHELLE | \$120.00 |
| 060519 | 07/23/18 | | 4336 | CABLEVISION | \$89.90 |
| 060520 | 07/23/18 | | 9024 | CABLEVISION LIGHTPATH | \$7,236.98 |

Rec and Unrec checks

Hand and Machine checks

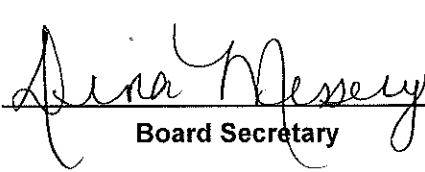

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| Cknum | Date | Rec date | Vcode | Vendor name | Check amount |
|----------|----------|----------|-------|-------------------------------------|--------------|
| 060521 | 07/23/18 | | 5400 | CNA SURETY | \$100.00 |
| 060522 | 07/23/18 | | 1033 | DELL FINANCIAL SERVICES | \$101,117.21 |
| 060523 | 07/23/18 | | 0426 | DINGERTOPADRE; MARIA | \$1,140.00 |
| 060524 | 07/23/18 | | 0446 | EDUCATIONAL DATA SERVICES, INC | \$1,135.00 |
| 060525 | 07/23/18 | | U270 | GRIBBIN, JANINE | \$50.00 |
| 060526 | 07/23/18 | | 2642 | KARL ENVIRONMENTAL GROUP | \$1,375.00 |
| 060527 | 07/23/18 | | 6697 | MASTBETH, JOSEPH | \$1,080.00 |
| 060528 | 07/23/18 | | 4644 | MESSERY, DINA | \$50.00 |
| 060529 | 07/23/18 | | 0514 | MIHALITSIANOS, GERASIMOS | \$50.00 |
| 060530 | 07/23/18 | | 3246 | MUNICIPAL CAPITAL CORP | \$9,788.00 |
| 060531 V | 07/23/18 | 09/05/18 | 1015 | NEUMAN, MARY | \$3,944.28 |
| 060532 | 07/23/18 | | 0227 | PITNEY BOWES | \$837.00 |
| 060533 | 07/23/18 | | 5556 | R&J CONTROL, INC. | \$175.00 |
| 060534 | 07/23/18 | | 0639 | SUEZ WATER OF NEW JERSEY | \$3,344.36 |
| 060535 | 07/23/18 | | 2048 | TURNITIN, LLC | \$2,947.50 |
| 060536 | 07/23/18 | | 0710 | TYCO INTERGRATED SECURITY LLC. | \$1,671.62 |
| 060537 | 07/23/18 | | 4454 | VERIZON | \$2,027.54 |
| 060538 | 07/23/18 | | 1627 | BAYADA HOME HEALTH CARE, INC. | \$648.00 |
| 060539 | 07/23/18 | | 2463 | CARE PLUS NJ, INC | \$200.00 |
| 060540 | 07/23/18 | | 4261 | COMPREHENSIVE SCHOOL TESTING, LLC | \$85.00 |
| 060541 | 07/23/18 | | 0237 | CONIGILIO, LISA | \$540.00 |
| 060542 | 07/23/18 | | Y552 | DUKE FARMS | \$150.00 |
| 060543 | 07/23/18 | | 2255 | FUN FIT THERAPY LLC | \$3,294.75 |
| 060544 | 07/23/18 | | 0874 | LEONIA BOARD OF EDUCATION | \$520.00 |
| 060545 | 07/23/18 | | 0089 | NO JERSEY ELKS DEVELOPMENTAL | \$242.00 |
| 060546 | 07/23/18 | | 2328 | PSE & GCO | \$40,439.21 |
| 060547 | 07/23/18 | | 1358 | RIDGEFIELD BOARD OF EDUCATION | \$720.00 |
| 060548 | 07/23/18 | | 2322 | SOUTH BERGEN JOINTURE COMM. | \$8,845.30 |
| 060549 | 07/23/18 | | 0180 | BERGEN COUNTY SPECIAL SERVICES | \$59,873.73 |
| 060550 | 07/25/18 | | 0643 | JUMP ON IN | \$482.00 |
| 060551 | 07/25/18 | | 6093 | LAKESHORE LEARNING MATERIALS | \$228.80 |
| 060552 | 07/25/18 | | 4835 | NEW JERSEY EZ PASS CUSTOMER SERVICE | \$500.00 |
| 060553 | 07/25/18 | | L374 | DOLAH; FALASTEEN | \$220.00 |
| 060554 | 07/25/18 | | 0153 | BARCIA BROS. FENCE CO. | \$525.00 |
| 073218 H | 07/31/18 | | 0271 | PRUDENTIAL RETIREMENT(DCRP) | \$1,791.03 |
| 731180 | 07/31/18 | | PAY | HASBROUCK HEIGHTS PAYROLL | \$401,396.05 |
| 732180 H | 07/31/18 | | 7269 | HASBROUCK HEIGHTS PR AGENCY | \$21,173.85 |
| 733180 H | 07/31/18 | | 7269 | HASBROUCK HEIGHTS PR AGENCY | \$8,452.30 |

| Fund Totals | | |
|-----------------------------|----------------------|--------------|
| 10 | General Funds | \$8,452.30 |
| 11 | GENERAL FUND | \$728,323.79 |
| 20 | Special Revenue Fund | \$23,806.61 |
| 60 | Enterprise Fund | \$75,097.30 |
| 95 | STUDENT ACTIVITY | \$1,310.12 |
| Total for all checks listed | | \$836,990.12 |

Prepared and submitted by:  
Board Secretary Date

Starting date 8/1/2018

Ending date 8/31/2018

ATTACHMENT 

| Cknum | Date | Rec date | Vcode | Vendor name | Check amount |
|--------|----------|----------|-------|---|--------------|
| 020939 | 08/02/18 | | J031 | ABDELGHANY, ZOUZOU | \$20.00 |
| 020940 | 08/02/18 | | B407 | BERASTAIN, GABY | \$40.00 |
| 020941 | 08/02/18 | | X725 | BOSCARINO, ROBERT | \$20.00 |
| 020942 | 08/02/18 | | C918 | CALVANICO, JONNA | \$20.00 |
| 020943 | 08/02/18 | | 2191 | CAPOZZI, CYNTHIA | \$20.00 |
| 020944 | 08/02/18 | | V539 | CIMINATA, MARIA | \$20.00 |
| 020945 | 08/02/18 | | N578 | CONDON, LISA | \$20.00 |
| 020946 | 08/02/18 | | L033 | DELFINO, DANIELLE | \$20.00 |
| 020947 | 08/02/18 | | E525 | DEROSA, APRIL | \$20.00 |
| 020948 | 08/02/18 | | 1942 | FARAG, NASHAAT | \$20.00 |
| 020949 | 08/02/18 | | P396 | FERRANTE, LISA | \$20.00 |
| 020950 | 08/02/18 | | I669 | GONZALEZ, CANDICE | \$20.00 |
| 020951 | 08/02/18 | | S907 | KENNEDY, RITA | \$20.00 |
| 020952 | 08/02/18 | | L401 | MANDZY, MICHELLE | \$20.00 |
| 020953 | 08/02/18 | | 5136 | MINICHIELLO, ROCCO | \$20.00 |
| 020954 | 08/02/18 | | 1133 | MORIN, ANTHONY | \$20.00 |
| 020955 | 08/02/18 | | R822 | PARODI, FAITH | \$20.00 |
| 020956 | 08/02/18 | | F530 | PELLEGRINO, SUSAN DR | \$20.00 |
| 020957 | 08/02/18 | | S470 | PEREZ, MILBERI | \$20.00 |
| 020958 | 08/02/18 | | F328 | QUIMBAYO, YANCY | \$20.00 |
| 020959 | 08/02/18 | | 1853 | ROBERTSON, DIANE | \$20.00 |
| 020960 | 08/02/18 | | F548 | THOOL, SEEMA | \$20.00 |
| 020961 | 08/02/18 | | F588 | TORNAMBE, LUCY | \$20.00 |
| 020962 | 08/02/18 | | 1014 | TREXLER, FRAN | \$40.00 |
| 020963 | 08/02/18 | | X688 | VELEZ, JOSE | \$20.00 |
| 020964 | 08/02/18 | | Z117 | VIOLA, VICTORIA | \$20.00 |
| 020967 | 08/06/18 | | W477 | VOLPE; MAUREEN | \$100.00 |
| 020968 | 08/08/18 | | 1874 | NORTH JERSEY RUNNING ASSOCIATION | \$4,000.00 |
| 020969 | 08/08/18 | | 0844 | HERFF JONES | \$4,901.42 |
| 020970 | 08/08/18 | | 2408 | FAN CLOTH | \$4,438.00 |
| 060555 | 08/02/18 | | 0003 | AGILE SPORTS TECNOLOGIES, INC. | \$1,600.00 |
| 060556 | 08/02/18 | | C585 | BUSCIGLIO; VERONICA | \$225.00 |
| 060557 | 08/02/18 | | I402 | PENA; NIURKA | \$120.00 |
| 060558 | 08/07/18 | | 7511 | BOW TIE CINEMA LLC | \$1,022.00 |
| 060559 | 08/07/18 | | 2727 | FIRST STUDENT, INC. | \$225.00 |
| 060560 | 08/07/18 | | 1864 | HEIGHTS PIZZA | \$220.00 |
| 060561 | 08/09/18 | | 4250 | NJ PRINCIPALS & SUPVSR'S ASSOC | \$8,100.00 |
| 060562 | 08/13/18 | | 1859 | BENSI OF HASBROUCK HEIGHTS | \$46.56 |
| 060563 | 08/14/18 | | 6020 | STATE OF NJ/BUREAU OF FIRE CODE ENFORCE | \$642.00 |

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| Cknum | Date | Rec date | Vcode | Vendor name | Check amount |
|----------|----------|----------|-------|--|--------------|
| 060564 | 08/14/18 | | 2572 | STATE OF NJ/ELEVATOR SAFETY UNIT | \$698.00 |
| 060567 V | 08/16/18 | 08/16/18 | 0382 | NEW JERSEY MOTOR VEHICLE COMMISSION | |
| 060575 | 08/16/18 | | 1859 | BENSI OF HASBROUCK HEIGHTS | \$78.86 |
| 060576 | 08/16/18 | | 1427 | COSKEYS ELECTRONIC SYSTEMS | \$31,041.25 |
| 060577 | 08/20/18 | | 3021 | A.T. &T | \$157.83 |
| 060578 | 08/20/18 | | Q108 | ADVANCED ASSESSMENT SYSTEMS, INC | \$24,225.00 |
| 060579 | 08/20/18 | | 0075 | AMERICAN PAPER & SUPPLY COMPANY | \$7,454.46 |
| 060580 | 08/20/18 | | U698 | ANASTASI, CANDICE | \$1,972.14 |
| 060581 | 08/20/18 | | 0087 | APOLLO PRINT, INC. | \$300.00 |
| 060582 | 08/20/18 | | 0240 | ARC SPORTS | \$716.40 |
| 060583 | 08/20/18 | | 2525 | AT HOME MEDICAL | \$20.00 |
| 060584 | 08/20/18 | | 5171 | ATLANTIC BUSINESS PRODUCTS | \$844.01 |
| 060585 | 08/20/18 | | 0129 | ATRA JANITORIAL SUPPLY COMPANY INC. | \$6,544.05 |
| 060586 | 08/20/18 | | 0617 | AVELLA, FRANK | \$1,699.65 |
| 060587 | 08/20/18 | | 0157 | BARNES & NOBLE | \$3,165.15 |
| 060588 | 08/20/18 | | 1627 | BAYADA HOME HEALTH CARE, INC. | \$432.00 |
| 060589 | 08/20/18 | | 0001 | BCCA | \$200.00 |
| 060590 | 08/20/18 | | 1244 | BCWCA | \$200.00 |
| 060591 | 08/20/18 | | J662 | BLACKBOARD INC | \$35,942.95 |
| 060592 | 08/20/18 | | T757 | BOROUGH OF HASBROUCK HEIGHTS FIRE PREVEN | \$140.00 |
| 060593 | 08/20/18 | | 1169 | BOWER, JUDITH | \$140.00 |
| 060594 | 08/20/18 | | 7703 | BRAIN POP LLC | \$5,225.00 |
| 060595 | 08/20/18 | | 4336 | CABLEVISION | \$195.45 |
| 060596 | 08/20/18 | | 9024 | CABLEVISION LIGHTPATH | \$7,236.98 |
| 060597 | 08/20/18 | | 4605 | CAMCOR, INC. | \$870.96 |
| 060598 | 08/20/18 | | 0949 | CARRERA, ROSARIO | \$1,400.00 |
| 060599 | 08/20/18 | | 5925 | CEBULA; MIKE | \$690.00 |
| 060600 | 08/20/18 | | 0432 | COLANGELO, JOSEPH | \$50.00 |
| 060601 | 08/20/18 | | 2878 | COLONIAL SPRINKLER & LIGHTING | \$444.75 |
| 060602 | 08/20/18 | | 0343 | COMPLETE SAW SERVICE OF | \$30.50 |
| 060603 | 08/20/18 | | 4261 | COMPREHENSIVE SCHOOL TESTING, LLC | \$2,485.00 |
| 060604 | 08/20/18 | | 1033 | DELL FINANCIAL SERVICES | \$9,711.38 |
| 060605 | 08/20/18 | | 1517 | DIRECT ENERGY BUSINESS (HESS) | \$304.69 |
| 060606 | 08/20/18 | | 2941 | DOUGLAS DEVELOPMENTAL | \$792.18 |
| 060607 | 08/20/18 | | 0981 | DRC/CTB | \$1,058.32 |
| 060608 | 08/20/18 | | 6005 | DUSSAULT; DONNA | \$59.49 |
| 060609 | 08/20/18 | | 0419 | EJG Sports, LLC | \$3,075.75 |
| 060610 | 08/20/18 | | 0515 | FEDERAL EXPRESS CORP. | \$16.85 |
| 060611 | 08/20/18 | | 0352 | FRIDMAN, ESTHER, M.D. | \$600.00 |

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| Cknum | Date | Rec date | Vcode | Vendor name | Check amount |
|----------|----------|----------|-------|--|--------------|
| 060612 | 08/20/18 | | 2805 | FROMUTH TENNIS | \$10.00 |
| 060613 | 08/20/18 | | 2255 | FUN FIT THERAPY LLC | \$1,934.00 |
| 060614 | 08/20/18 | | 1218 | GABRIELE, PATRICK | \$615.00 |
| 060615 | 08/20/18 | | 4693 | GENESIS EDUCATIONAL SERVICES INC | \$29,858.00 |
| 060616 | 08/20/18 | | O596 | GEORGATOS, AUNDREA | \$1,410.00 |
| 060617 | 08/20/18 | | U270 | GRIBBIN, JANINE | \$50.00 |
| 060618 | 08/20/18 | | W586 | HAMERAY PUBLISHING GROUP, INC | \$115.50 |
| 060619 | 08/20/18 | | 0656 | HANDI-LIFT INC. | \$950.00 |
| 060620 V | 08/20/18 | 08/20/18 | | 00.0 \$ Multi Stub Void | |
| 060621 | 08/20/18 | | 0716 | HOME DEPOT | \$7,752.60 |
| 060622 | 08/20/18 | | C131 | IN-LINE AIR CONDITIONING CO, INC | \$2,698.60 |
| 060623 | 08/20/18 | | 5602 | INSTITUTE FOR MULTI-SENSORY ED | \$58.96 |
| 060624 | 08/20/18 | | 1608 | JOHNNY ON THE SPOT | \$220.20 |
| 060625 | 08/20/18 | | W969 | KELLER, JENNIFER | \$1,410.00 |
| 060626 | 08/20/18 | | L596 | KIDA, THOMAS | \$1,740.00 |
| 060627 | 08/20/18 | | 0874 | LEONIA BOARD OF EDUCATION | \$455.00 |
| 060628 | 08/20/18 | | 8405 | LIFESAVERS, INC. | \$139.30 |
| 060629 | 08/20/18 | | Q904 | LUSTMANN, JESSICA | \$3,420.00 |
| 060630 | 08/20/18 | | I465 | MACDONALD, KAILEY | \$1,410.00 |
| 060631 | 08/20/18 | | 1958 | MAGIC TOUCH CONSTRUCTION CO., INC | \$3,510.89 |
| 060632 | 08/20/18 | | 3238 | MARCHESE; VINCENT | \$690.00 |
| 060633 | 08/20/18 | | 2497 | MASSAPEQUA SOCCER & SPORT SHOP | \$14.64 |
| 060634 | 08/20/18 | | H329 | MEDINA, BETTY | \$3,450.00 |
| 060635 | 08/20/18 | | 0589 | MERTZ, MICHAEL | \$1,410.00 |
| 060636 | 08/20/18 | | 4644 | MESSERY, DINA | \$50.00 |
| 060637 | 08/20/18 | | 1016 | METRO FIRE & SAFETY CO. | \$2,400.00 |
| 060638 | 08/20/18 | | 0514 | MIHALITSIANOS, GERASIMOS | \$60.36 |
| 060639 | 08/20/18 | | 1364 | MINDCROSS TRAINING AND CONSULTING, LLC | \$1,800.00 |
| 060640 | 08/20/18 | | F183 | MINERVINI, AMANDA | \$2,065.00 |
| 060641 | 08/20/18 | | 2564 | MONTE ELECTRIC, INC. | \$6,535.70 |
| 060642 | 08/20/18 | | 3246 | MUNICIPAL CAPITAL CORP | \$4,894.00 |
| 060643 | 08/20/18 | | 0752 | MUSKA, JAMES | \$1,410.00 |
| 060644 | 08/20/18 | | 8388 | NAVIANCE, INC. | \$8,857.50 |
| 060645 | 08/20/18 | | 1135 | NJ ASSOC SCH BUS OFFICIALS | \$990.00 |
| 060646 | 08/20/18 | | 1134 | NJ ASSOCIATION OF SCH ADMIN | \$1,000.00 |
| 060647 | 08/20/18 | | 0359 | NJ DEP/DIV OF REV/MED WASTE GEN | \$170.00 |
| 060648 | 08/20/18 | | 1147 | NJ SCHOOLS BOARDS ASSOC | \$11,987.10 |
| 060649 | 08/20/18 | | 6190 | NJASBO | \$800.00 |
| 060650 | 08/20/18 | | 4234 | NJIC | \$3,800.00 |

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| Cknum | Date | Rec date | Vcode | Vendor name | Check amount |
|--------|----------|----------|-------|--|--------------|
| 060651 | 08/20/18 | | 3096 | NJSIAA | \$2,150.00 |
| 060652 | 08/20/18 | | 3181 | NORTH JERSEY COFFEE, PAPER, AND BEVERAGE | \$631.50 |
| 060653 | 08/20/18 | | 1148 | NSBA NATIONAL SCHOOL BOARDS ASSOC | \$2,675.00 |
| 060654 | 08/20/18 | | G872 | OETTINGER, EILEEN | \$345.00 |
| 060655 | 08/20/18 | | 1228 | OTIS ELEVATOR COMPANY | \$11,969.29 |
| 060656 | 08/20/18 | | 1245 | PARAMOUNT EXTERMINATING | \$417.00 |
| 060657 | 08/20/18 | | 8977 | PATWOOD CONTRACTING CORP | \$1,650.00 |
| 060658 | 08/20/18 | | A123 | PUBLIC SEWER SERVICE | \$9,530.70 |
| 060659 | 08/20/18 | | 1512 | REALTIME INFORMATION TECHNOLOGY INC. | \$8,750.00 |
| 060660 | 08/20/18 | | 0684 | RED CIRCLE SOLUTIONS LLC | \$4,996.00 |
| 060661 | 08/20/18 | | 6325 | REGAN, DANA | \$345.00 |
| 060662 | 08/20/18 | | 5014 | RISPOLI, DAVID | \$345.00 |
| 060663 | 08/20/18 | | F838 | RUROEDE, LEIGHANN | \$3,540.00 |
| 060664 | 08/20/18 | | H022 | RUSO, ADRIANA | \$3,420.00 |
| 060665 | 08/20/18 | | 2370 | SADLIER - OXFORD | \$3,606.89 |
| 060666 | 08/20/18 | | 0830 | SCHMARAK, JUSTIN | \$690.00 |
| 060667 | 08/20/18 | | 2978 | SCHOOL ALLIANCE INSURANCE FUND, % PEGAS | \$67,117.00 |
| 060668 | 08/20/18 | | 2224 | SCIROCCO FINANCIAL GROUP INC | \$53,735.40 |
| 060669 | 08/20/18 | | 0313 | SERVPRO OF HACK/SECAS 5,LLC. | \$1,660.56 |
| 060670 | 08/20/18 | | 0800 | SHAW'S COMPLETE SECURITY | \$157.75 |
| 060671 | 08/20/18 | | 2024 | SHERWIN WILLIAMS CO. | \$8,157.53 |
| 060672 | 08/20/18 | | T571 | SHUA LIFE SKILLS | \$1,000.00 |
| 060673 | 08/20/18 | | 2234 | SOUTH BERG WORKERS COMP POOL | \$108,217.00 |
| 060674 | 08/20/18 | | 5000 | SPORTIME/SCHOOL SPECIALTY | \$373.74 |
| 060675 | 08/20/18 | | 6052 | SRA/MCGRAW HILL | \$3,742.14 |
| 060676 | 08/20/18 | | 2070 | STANS SPORTS CENTER | \$5,985.00 |
| 060677 | 08/20/18 | | 2775 | STAPLES ADVANTAGE | \$75.22 |
| 060678 | 08/20/18 | | 0372 | STATE OF NEW JERSEY | \$604.50 |
| 060679 | 08/20/18 | | 2572 | STATE OF NJ/ELEVATOR SAFETY UNIT | \$258.00 |
| 060680 | 08/20/18 | | 2086 | STRAUSS ESMAY ASSOC. INC. | \$4,635.00 |
| 060681 | 08/20/18 | | 1202 | TEACHERS CURRICULUM INSTITUTE, LLC | \$5,928.00 |
| 060682 | 08/20/18 | | 1717 | THE COLLEGE BOARD-MSRO | \$235.00 |
| 060683 | 08/20/18 | | 0749 | THORNE, WILLIAM | \$1,410.00 |
| 060684 | 08/20/18 | | 2801 | TREE-LAND NURSERY | \$5,925.00 |
| 060685 | 08/20/18 | | J477 | TREMAROLI, CRYSTAL | \$830.00 |
| 060686 | 08/20/18 | | 7808 | TRUGREEN | \$650.00 |
| 060687 | 08/20/18 | | 2563 | VALENTI, SHANNON | \$690.00 |
| 060688 | 08/20/18 | | 4454 | VERIZON | \$2,109.41 |
| 060689 | 08/20/18 | | 2588 | VERIZON WIRELESS | \$250.28 |

Starting date 8/1/2018

Ending date 8/31/2018

| Cknum | Date | Rec date | Vcode | Vendor name | Check amount |
|----------|----------|----------|-------|---|--------------|
| 060690 | 08/20/18 | | 9235 | WINNING TEAMS BY NISSEL, LLC | \$226.56 |
| 060691 | 08/20/18 | | 2229 | ZANER BLOSER PUBLISHERS INC | \$2,372.22 |
| 060692 | 08/20/18 | | P003 | ZUKATUS, JOHN | \$1,972.14 |
| 060693 | 08/22/18 | | 0016 | ACKERSON DRAPERY SERVICES & DRAPERY INC | \$3,929.87 |
| 060694 | 08/22/18 | | 2222 | AIR GROUP LLC | \$28,116.50 |
| 060695 | 08/22/18 | | M789 | CIFELLI & SON GENERAL CONSTRUCTION | \$42,850.00 |
| 060696 | 08/22/18 | | 2213 | CLASSIC FLOOR FINISHING, INC | \$55,401.20 |
| 060697 | 08/22/18 | | 1038 | HANNON FLOORS COVERING CORP | \$25,581.13 |
| 060698 | 08/22/18 | | 4037 | JOSTENS DIPLOMA PRODUCT COORDINATOR | \$9.07 |
| 060699 | 08/22/18 | | 1740 | RIDDEL/ALL AMERICAN SPORTS CORP | \$2,005.44 |
| 060700 | 08/22/18 | | I856 | ZOLNIER GRADUATE SUPPLY LLC | \$400.00 |
| 060701 | 08/22/18 | | 1835 | NATIONAL SCHOLASTIC PRESS ASSOC | \$30.00 |
| 060702 | 08/22/18 | | 1922 | OMAHA STANDARD, LLC | \$222.60 |
| 060703 | 08/22/18 | | 0432 | COLANGELO, JOSEPH | \$150.00 |
| 060704 | 08/22/18 | | 1013 | GLOBAL INDUSTRIAL | \$2,465.00 |
| 060705 | 08/22/18 | | 2155 | QUEST DIAGNOSTICS | \$607.67 |
| 060706 | 08/22/18 | | 1938 | RICHARD M KIKER, LLC | \$19,250.00 |
| 060707 | 08/22/18 | | 2775 | STAPLES ADVANTAGE | \$4,618.05 |
| 060708 | 08/22/18 | | 1144 | TROXELL COMMUNICATIONS, INC. | \$3,795.00 |
| 060709 | 08/22/18 | | M789 | CIFELLI & SON GENERAL CONSTRUCTION | \$76,120.00 |
| 060710 | 08/22/18 | | 0426 | DINGERTOPADRE; MARIA | \$600.00 |
| 060711 | 08/22/18 | | 6697 | MASTBETH, JOSEPH | \$600.00 |
| 060712 | 08/22/18 | | 0874 | LEONIA BOARD OF EDUCATION | \$11.00 |
| 060713 | 08/22/18 | | 2642 | KARL ENVIRONMENTAL GROUP | \$900.00 |
| 060714 | 08/27/18 | | 4625 | PETTY CASH/BOARD OF EDUCATION | \$500.00 |
| 060717 | 08/27/18 | | 1648 | PETTY CASH/CHILD STUDY TEAM | \$300.00 |
| 060718 | 08/27/18 | | 2620 | PETTY CASH/EUCLID SCHOOL | \$300.00 |
| 060719 | 08/27/18 | | 1240 | PETTY CASH/HIGH SCHOOL | \$500.00 |
| 060720 | 08/27/18 | | 1493 | PETTY CASH/LINCOLN SCHOOL | \$300.00 |
| 060721 | 08/27/18 | | 6758 | PETTY CASH/MIDDLE SCHOOL | \$300.00 |
| 060722 | 08/27/18 | | 0673 | HASBROUCK HEIGHTS ATHLETIC | \$10,000.00 |
| 060723 | 08/28/18 | | 2024 | SHERWIN WILLIAMS CO. | \$2,422.05 |
| 060729 | 08/30/18 | | 1427 | COSKEYS ELECTRONIC SYSTEMS | \$99,100.00 |
| 081518 H | 08/15/18 | | 2936 | DEPOSITORY TRUST COMPANY | \$781,087.50 |
| 106800 H | 08/08/18 | | 5122 | CARLIN; PATRICIA | \$104.00 |
| 802180 H | 08/02/18 | | 1159 | STATE OF NJ HEALTH BENEFITS | \$417,758.14 |
| 831180 | 08/31/18 | | PAY | HASBROUCK HEIGHTS PAYROLL | \$345,313.28 |
| 832180 H | 08/31/18 | | 7269 | HASBROUCK HEIGHTS PR AGENCY | \$16,880.54 |
| 833180 H | 08/31/18 | | 7269 | HASBROUCK HEIGHTS PR AGENCY | \$8,452.30 |

Starting date 8/1/2018

Ending date 8/31/2018

| Fund Totals | | |
|-----------------------------|-----------------------|----------------|
| 10 | General Funds | \$10,652.30 |
| 11 | GENERAL FUND | \$1,565,838.00 |
| 20 | Special Revenue Fund | \$174.46 |
| 30 | Capital Projects Fund | \$130,141.25 |
| 40 | Debt Service Fund | \$781,087.50 |
| 60 | Enterprise Fund | \$68,923.62 |
| 95 | STUDENT ACTIVITY | \$14,103.42 |
| Total for all checks listed | | \$2,570,920.55 |

Prepared and submitted by:


Board Secretary

9/24/18
Date

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

ATTACHMENT H

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

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|-----------------|
| 101 | Cash in bank | | \$5,293,389.46 |
| 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 | | \$26,778,174.00 |

Accounts Receivable:

| | | | |
|----------|---|----------------|----------------|
| 132 | Interfund | \$0.00 | |
| 141 | Intergovernmental - State | \$1,755,078.29 | |
| 142 | Intergovernmental - Federal | \$0.00 | |
| 143 | Intergovernmental - Other | \$0.00 | |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00 | \$1,755,078.29 |

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|-------------------|--------------|
| 301 | Estimated revenues | \$31,401,746.00 | |
| 302 | Less revenues | (\$30,771,678.96) | \$630,067.04 |

Total assets and resources

\$34,456,708.79

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

Liabilities and Fund Equity

Liabilities:

| | | | |
|-----|--|--|--------------------|
| 411 | Intergovernmental accounts payable - state | | \$0.00 |
| 421 | Accounts payable | | \$31,935.72 |
| 431 | Contracts payable | | \$0.00 |
| 451 | Loans payable | | \$0.00 |
| 481 | Deferred revenues | | \$0.00 |
| | Other current liabilities | | \$0.00 |
| | Total liabilities | | \$31,935.72 |

Fund Balance:

Appropriated:

| | | | |
|-------------|---|-------------------|-------------------------------|
| 753,754 | Reserve for encumbrances | | \$25,436,071.33 |
| 761 | Capital reserve account - July | \$1,459,006.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | (\$355,910.00) | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$1,103,096.00 |
| 764 | Maintenance reserve account - July | \$200,000.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$200,000.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$784,504.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$32,552,212.82 | |
| 602 | Less: Expenditures | (\$523,901.49) | |
| | Less: Encumbrances | (\$25,436,121.33) | (\$25,960,022.82) |
| | Total appropriated | | \$34,115,861.33 |
| | Unappropriated: | | |
| 770 | Fund balance, July 1 | | \$505,611.74 |
| 771 | Designated fund balance | | \$0.00 |
| 303 | Budgeted fund balance | | (\$200,000.00) |
| | Total fund balance | | \$34,421,473.07 |
| | Total liabilities and fund equity | | <u>\$34,453,408.79</u> |

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

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|-----------------------|-------------------------|-----------------------|
| Appropriations | \$32,552,212.82 | \$25,960,022.82 | \$6,592,190.00 |
| Revenues | (\$31,401,746.00) | (\$30,771,678.96) | (\$630,067.04) |
| Subtotal | <u>\$1,150,466.82</u> | <u>(\$4,811,656.14)</u> | <u>\$5,962,122.96</u> |
| Change in capital reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | (\$1,459,006.00) | \$1,459,006.00 |
| Less - Withdrawal from reserve | (\$355,910.00) | (\$355,910.00) | \$0.00 |
| Subtotal | <u>\$794,556.82</u> | <u>(\$6,626,572.14)</u> | <u>\$7,421,128.96</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | (\$200,000.00) | \$200,000.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$794,556.82</u> | <u>(\$6,826,572.14)</u> | <u>\$7,621,128.96</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$794,556.82</u> | <u>(\$6,826,572.14)</u> | <u>\$7,621,128.96</u> |
| Less: Adjustment for prior year | (\$594,556.82) | (\$594,556.82) | \$0.00 |
| Budgeted fund balance | <u>\$200,000.00</u> | <u>(\$7,221,128.96)</u> | <u>\$7,421,128.96</u> |

Prepared and submitted by :

Aina Messery 9/24/18
Board Secretary Date

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

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-----------|--|------------|-----------|------------|------------|------------|------------|
| 00370 | SUBTOTAL – Revenues from Local Sources | 29,586,648 | 0 | 29,586,648 | 29,249,493 | Under | 337,155 |
| 00520 | SUBTOTAL – Revenues from State Sources | 1,790,444 | 0 | 1,790,444 | 1,522,186 | Under | 268,258 |
| 00570 | SUBTOTAL – Revenues from Federal Sources | 24,154 | 0 | 24,154 | 0 | Under | 24,154 |
| 72180 | Interest Earned on Maintenance Reserve | 500 | 0 | 500 | 0 | Under | 500 |
| Total | | 31,401,746 | 0 | 31,401,746 | 30,771,679 | | 630,067 |

| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|--|--|------------|-----------|------------|----------|------------|-----------|
| (Total of Accounts W/O a Grid# Assigned) | | 355,910 | 0 | 355,910 | 0 | 0 | 355,910 |
| 03200 | TOTAL REGULAR PROGRAMS - INSTRUCTION | 9,592,526 | 166,721 | 9,759,247 | 117,073 | 9,389,670 | 252,504 |
| 10300 | Total Special Education - Instruction | 3,193,444 | 0 | 3,193,444 | 31,840 | 3,125,093 | 36,511 |
| 11160 | Total Basic Skills/Remedial – Instruct. | 209,561 | 0 | 209,561 | 0 | 209,561 | 0 |
| 12160 | Total Bilingual Education – Instruction | 140,512 | 0 | 140,512 | 0 | 139,308 | 1,204 |
| 17100 | Total School-Sponsored Co/Extra Curricul | 219,285 | 0 | 219,285 | 2,659 | 200,126 | 16,500 |
| 17600 | Total School-Sponsored Athletics – Instr | 495,892 | 15,691 | 511,583 | 0 | 396,490 | 115,093 |
| 29180 | Total Undistributed Expenditures - Instr | 2,546,265 | 0 | 2,546,265 | 0 | 0 | 2,546,265 |
| 29680 | Total Undistributed Expenditures – Atten | 114,824 | 0 | 114,824 | 4,945 | 109,879 | 0 |
| 30620 | Total Undistributed Expenditures – Healt | 292,677 | 173 | 292,850 | 0 | 247,537 | 45,313 |
| 40580 | Total Undistributed Expend – Speech, OT, | 1,251,626 | 850 | 1,252,476 | 0 | 248,977 | 1,003,499 |
| 41080 | Total Undist. Expend. – Other Supp. Serv | 491,626 | 0 | 491,626 | 0 | 386,626 | 105,000 |
| 41660 | Total Undist. Expend. – Guidance | 404,535 | 0 | 404,535 | 0 | 403,035 | 1,500 |
| 42200 | Total Undist. Expend. – Child Study Team | 817,645 | 0 | 817,645 | 34,743 | 780,663 | 2,239 |
| 43200 | Total Undist. Expend. – Improvement of I | 136,212 | 0 | 136,212 | 9,634 | 121,153 | 5,425 |
| 43620 | Total Undist. Expend. – Edu. Media Serv. | 354,216 | 0 | 354,216 | 13,487 | 320,539 | 20,190 |
| 44180 | Total Undist. Expend. – Instructional St | 8,000 | 0 | 8,000 | 0 | 435 | 7,565 |
| 45300 | Support Serv. - General Admin | 571,102 | 8,515 | 579,617 | 24,378 | 394,930 | 160,308 |
| 46160 | Support Serv. - School Admin | 1,144,199 | 0 | 1,144,199 | 95,782 | 1,011,707 | 36,711 |
| 47200 | Total Undist. Expend. – Central Services | 386,500 | 0 | 386,500 | 30,674 | 346,397 | 9,428 |
| 47620 | Total Undist. Expend. – Admin. Info. Tec | 168,193 | 0 | 168,193 | 9,568 | 86,703 | 71,922 |
| 51120 | Total Undist. Expend. – Oper. & Maint. O | 2,519,324 | 304,427 | 2,823,751 | 88,489 | 2,187,727 | 547,534 |
| 52480 | Total Undist. Expend. – Student Transpor | 814,888 | 0 | 814,888 | 5,590 | 59,649 | 749,650 |
| 71260 | TOTAL PERSONNEL SERVICES –EMPLOYEE | 5,638,070 | 0 | 5,638,070 | 55,039 | 5,168,436 | 414,595 |
| 75880 | TOTAL EQUIPMENT | 20,466 | 41,480 | 61,946 | 0 | 41,480 | 20,466 |
| 76260 | Total Facilities Acquisition and Constr | 66,858 | 60,000 | 126,858 | 0 | 60,000 | 66,858 |
| Total | | 31,954,356 | 597,857 | 32,552,213 | 523,901 | 25,436,121 | 6,592,190 |

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

| Revenues: | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|--|-------------------|-----------|-------------------|-------------------|------------|----------------|
| 00100 10-1210 Local Tax Levy | 29,408,865 | 0 | 29,408,865 | 29,237,025 | Under | 171,840 |
| 00260 10-1910 Rents and Royalties | 48,000 | 0 | 48,000 | 0 | Under | 48,000 |
| 00300 10-1___ Unrestricted Miscellaneous Revenues | 126,983 | 0 | 126,983 | 12,468 | Under | 114,515 |
| 00340 10-1___ Interest Earned on Capital Reserve Funds | 2,800 | 0 | 2,800 | 0 | Under | 2,800 |
| 00420 10-3121 Categorical Transportation Aid | 143,130 | 0 | 143,130 | 143,130 | | 0 |
| 00430 10-3131 Extraordinary Aid | 268,258 | 0 | 268,258 | 0 | Under | 268,258 |
| 00460 10-3176 Equalization Aid | 327,579 | 0 | 327,579 | 327,579 | | 0 |
| 00470 10-3177 Categorical Security Aid | 53,561 | 0 | 53,561 | 53,561 | | 0 |
| 00500 10-3___ Other State Aids | 997,916 | 0 | 997,916 | 997,916 | | 0 |
| 00540 10-4200 Medicaid Reimbursement | 24,154 | 0 | 24,154 | 0 | Under | 24,154 |
| 72180 10-606- - Interest Earned on Maintenance Reserve | 500 | 0 | 500 | 0 | Under | 500 |
| Total | 31,401,746 | 0 | 31,401,746 | 30,771,679 | | 630,067 |

| Expenditures: | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---|------------|-----------|------------|----------|-----------|-----------|
| | 355,910 | 0 | 355,910 | 0 | 0 | 355,910 |
| 02080 11-110-___-101 Kindergarten – Salaries of Teachers | 445,740 | 0 | 445,740 | 0 | 445,740 | 0 |
| 02100 11-120-___-101 Grades 1-5 – Salaries of Teachers | 2,981,048 | 0 | 2,981,048 | 0 | 2,981,048 | 0 |
| 02120 11-130-___-101 Grades 6-8 – Salaries of Teachers | 1,939,073 | 0 | 1,939,073 | 0 | 1,939,073 | 0 |
| 02140 11-140-___-101 Grades 9-12 – Salaries of Teachers | 3,384,169 | 0 | 3,384,169 | 101 | 3,384,068 | 0 |
| 02160 11-140-___-101 Salaries of Teachers | 31,500 | 0 | 31,500 | 0 | 31,500 | 0 |
| 03000 11-190-1__-106 Other Salaries for Instruction | 0 | 0 | 0 | 0 | 2,613 | (2,613) |
| 03020 11-190-1__-320 Purchased Professional – Educational Ser | 99,000 | 0 | 99,000 | 0 | 2,800 | 96,200 |
| 03040 11-190-1__-340 Purchased Technical Services | 230,380 | 45,038 | 275,418 | 15,855 | 250,979 | 8,584 |
| 03060 11-190-1__-[4-5] Other Purchased Services (400-500 series | 226,616 | 0 | 226,616 | 101,117 | 117,081 | 8,418 |
| 03080 11-190-1__-610 General Supplies | 188,000 | 145,682 | 333,682 | 0 | 234,567 | 99,115 |
| 03100 11-190-1__-640 Textbooks | 60,000 | (25,000) | 35,000 | 0 | 0 | 35,000 |
| 03120 11-190-1__-8__ Other Objects | 7,000 | 1,000 | 8,000 | 0 | 200 | 7,800 |
| 04500 11-204-100-101 Salaries of Teachers | 131,618 | 0 | 131,618 | 0 | 131,618 | 0 |
| 04520 11-204-100-106 Other Salaries for Instruction | 90,790 | 0 | 90,790 | 0 | 90,790 | 0 |
| 04600 11-204-100-610 General Supplies | 1,000 | 0 | 1,000 | 0 | 0 | 1,000 |
| 04620 11-204-100-640 Textbooks | 500 | 0 | 500 | 0 | 0 | 500 |
| 07000 11-213-100-101 Salaries of Teachers | 2,161,745 | 0 | 2,161,745 | 0 | 2,161,745 | 0 |
| 07020 11-213-100-106 Other Salaries for Instruction | 388,159 | 0 | 388,159 | 0 | 388,159 | 0 |
| 07100 11-213-100-610 General Supplies | 8,000 | 0 | 8,000 | 0 | 1,421 | 6,579 |
| 07140 11-213-100-8__ Other Objects | 500 | 0 | 500 | 0 | 0 | 500 |
| 08500 11-216-100-101 Salaries of Teachers | 166,152 | 0 | 166,152 | 0 | 166,152 | 0 |
| 08520 11-216-100-106 Other Salaries for Instruction | 113,488 | 0 | 113,488 | 0 | 113,488 | 0 |
| 08600 11-216-100-6__ General Supplies | 4,000 | 0 | 4,000 | 0 | 323 | 3,677 |
| 09260 11-219-100-101 Salaries of Teachers | 55,000 | 0 | 55,000 | 2,720 | 52,280 | 0 |
| 09500 11-221-100-101 Salaries of Teachers | 28,325 | 0 | 28,325 | 19,213 | 9,112 | 0 |
| 09540 11-221-100-106 Other Salaries for Instruction | 18,667 | 0 | 18,667 | 9,482 | 9,186 | 0 |
| 09560 11-221-100-320 Purchased Professional-Educational Servi | 25,000 | (1,245) | 23,755 | 0 | 0 | 23,755 |

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

| Expenditures: | | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|------------------|--|------------|-----------|------------|----------|----------|-----------|
| 09620 | 11-221-100-610 | General Supplies | 500 | 0 | 500 | 0 | 0 | 500 |
| 09660 | 11-221-100-8__ | Other Objects | 0 | 1,245 | 1,245 | 425 | 820 | 0 |
| 11000 | 11-230-100-101 | Salaries of Teachers | 209,561 | 0 | 209,561 | 0 | 209,561 | 0 |
| 12000 | 11-240-100-101 | Salaries of Teachers | 139,212 | 0 | 139,212 | 0 | 139,212 | 0 |
| 12100 | 11-240-100-610 | General Supplies | 1,100 | 0 | 1,100 | 0 | 96 | 1,004 |
| 12120 | 11-240-100-640 | Textbooks | 200 | 0 | 200 | 0 | 0 | 200 |
| 17000 | 11-401-100-1__ | Salaries | 202,785 | 0 | 202,785 | 2,659 | 200,126 | 0 |
| 17040 | 11-401-100-6__ | Supplies and Materials | 12,000 | 0 | 12,000 | 0 | 0 | 12,000 |
| 17060 | 11-401-100-8__ | Other Objects | 4,500 | 0 | 4,500 | 0 | 0 | 4,500 |
| 17500 | 11-402-100-1__ | Total Vocational Programs – Local -Instr | 332,768 | 0 | 332,768 | 0 | 332,768 | 0 |
| 17520 | 11-402-100-[3-5] | Purchased Services (300-500 series) | 45,000 | 2,185 | 47,185 | 0 | 2,185 | 45,000 |
| 17540 | 11-402-100-6__ | Supplies and Materials | 86,124 | 13,506 | 99,630 | 0 | 53,587 | 46,043 |
| 17560 | 11-402-100-8__ | Other Objects | 32,000 | 0 | 32,000 | 0 | 7,950 | 24,050 |
| 29020 | 11-000-100-562 | Tuition to Other LEAs within the State - | 731,245 | 0 | 731,245 | 0 | 0 | 731,245 |
| 29040 | 11-000-100-563 | Tuition to County Voc. School District-R | 450,359 | 0 | 450,359 | 0 | 0 | 450,359 |
| 29060 | 11-000-100-564 | Tuition to County Voc. School District-S | 224,991 | 0 | 224,991 | 0 | 0 | 224,991 |
| 29080 | 11-000-100-565 | Tuition to CSSD & Regular Day Schools | 558,645 | 0 | 558,645 | 0 | 0 | 558,645 |
| 29100 | 11-000-100-566 | Tuition to Priv. School for the Disabled | 503,572 | 0 | 503,572 | 0 | 0 | 503,572 |
| 29160 | 11-000-100-569 | Tuition – Other | 77,453 | 0 | 77,453 | 0 | 0 | 77,453 |
| 29500 | 11-000-211-1__ | Salaries | 114,824 | 0 | 114,824 | 4,945 | 109,879 | 0 |
| 30500 | 11-000-213-1__ | Salaries | 243,177 | 0 | 243,177 | 0 | 243,177 | 0 |
| 30540 | 11-000-213-3__ | Purchased Professional and Technical Ser | 35,000 | 0 | 35,000 | 0 | 216 | 34,784 |
| 30580 | 11-000-213-6__ | Supplies and Materials | 11,000 | 173 | 11,173 | 0 | 3,405 | 7,768 |
| 30600 | 11-000-213-8__ | Other Objects | 3,500 | 0 | 3,500 | 0 | 740 | 2,761 |
| 40500 | 11-000-216-1__ | Salaries | 234,626 | 0 | 234,626 | 0 | 234,626 | 0 |
| 40520 | 11-000-216-320 | Purchased Professional – Educational Ser | 1,010,000 | 850 | 1,010,850 | 0 | 13,376 | 997,474 |
| 40540 | 11-000-216-6__ | Supplies and Materials | 7,000 | (1,000) | 6,000 | 0 | 183 | 5,817 |
| 40560 | 11-000-216-8__ | Other Objects | 0 | 1,000 | 1,000 | 0 | 792 | 208 |
| 41000 | 11-000-217-1__ | Salaries | 386,626 | 0 | 386,626 | 0 | 386,626 | 0 |
| 41020 | 11-000-217-320 | Purchased Professional – Educational Ser | 105,000 | 0 | 105,000 | 0 | 0 | 105,000 |
| 41500 | 11-000-218-104 | Salaries of Other Professional Staff | 403,035 | 0 | 403,035 | 0 | 403,035 | 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 | 708,466 | 0 | 708,466 | 25,783 | 682,683 | 0 |
| 42020 | 11-000-219-105 | Salaries of Secretarial and Clerical Ass | 104,679 | 0 | 104,679 | 8,961 | 95,718 | 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 | 1,441 | 559 |
| 42180 | 11-000-219-8__ | Other Objects | 2,000 | 0 | 2,000 | 0 | 820 | 1,180 |
| 43020 | 11-000-221-104 | Salaries of Other Professional Staff | 130,712 | 0 | 130,712 | 9,634 | 121,078 | 0 |
| 43160 | 11-000-221-6__ | Supplies and Materials | 3,000 | 0 | 3,000 | 0 | 75 | 2,925 |

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

| Expenditures: | | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|------------------|--|------------|-----------|------------|----------|----------|-----------|
| 43180 | 11-000-221-8__ | Other Objects | 2,500 | 0 | 2,500 | 0 | 0 | 2,500 |
| 43500 | 11-000-222-1__ | Salaries | 333,516 | 0 | 333,516 | 13,487 | 320,029 | 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 | 510 | 13,490 |
| 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) | 8,000 | (235) | 7,765 | 0 | 200 | 7,565 |
| 44160 | 11-000-223-8__ | Other Objects | 0 | 235 | 235 | 0 | 235 | 0 |
| 45000 | 11-000-230-1__ | Salaries | 279,211 | 0 | 279,211 | 21,195 | 258,016 | 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 | 8,515 | 27,565 | 0 | 8,515 | 19,050 |
| 45140 | 11-000-230-530 | Communications/Telephone | 61,242 | 0 | 61,242 | 3,104 | 58,121 | 16 |
| 45160 | 11-000-230-585 | BOE Other Purchased Services | 2,500 | 0 | 2,500 | 0 | 0 | 2,500 |
| 45180 | 11-000-230-590 | Misc Purch Services (400-500 series, O/T | 65,000 | 0 | 65,000 | 0 | 47,914 | 17,086 |
| 45200 | 11-000-230-610 | General Supplies | 7,000 | 0 | 7,000 | 0 | 177 | 6,823 |
| 45260 | 11-000-230-890 | Miscellaneous Expenditures | 18,849 | 0 | 18,849 | 79 | 10,200 | 8,570 |
| 45280 | 11-000-230-895 | BOE Membership Dues and Fees | 13,250 | 0 | 13,250 | 0 | 11,987 | 1,263 |
| 46000 | 11-000-240-103 | Salaries of Principals/Assistant Princip | 745,411 | 0 | 745,411 | 63,659 | 681,752 | 0 |
| 46020 | 11-000-240-104 | Salaries of Other Professional Staff | 126,548 | 0 | 126,548 | 10,562 | 115,986 | 0 |
| 46040 | 11-000-240-105 | Salaries of Secretarial and Clerical Ass | 214,240 | 0 | 214,240 | 21,561 | 192,679 | 0 |
| 46120 | 11-000-240-6__ | Supplies and Materials | 38,000 | 0 | 38,000 | 0 | 14,829 | 23,171 |
| 46140 | 11-000-240-8__ | Other Objects | 20,000 | 0 | 20,000 | 0 | 6,460 | 13,540 |
| 47000 | 11-000-251-1__ | Salaries | 357,196 | 0 | 357,196 | 29,539 | 327,657 | 0 |
| 47040 | 11-000-251-340 | Purchased Technical Services | 14,804 | (5,000) | 9,804 | 1,135 | 4,505 | 4,164 |
| 47100 | 11-000-251-6__ | Supplies and Materials | 10,000 | 5,000 | 15,000 | 0 | 12,196 | 2,804 |
| 47180 | 11-000-251-890 | Other Objects | 4,500 | 0 | 4,500 | 0 | 2,040 | 2,460 |
| 47500 | 11-000-252-1__ | Salaries | 95,193 | 0 | 95,193 | 9,568 | 85,625 | 0 |
| 47540 | 11-000-252-340 | Purchased Technical Services | 4,000 | 0 | 4,000 | 0 | 0 | 4,000 |
| 47560 | 11-000-252-[4-5] | Other Purchased Services (400-500 series | 34,250 | 0 | 34,250 | 0 | 0 | 34,250 |
| 47580 | 11-000-252-6__ | Supplies and Materials | 34,250 | 0 | 34,250 | 0 | 1,078 | 33,172 |
| 47600 | 11-000-252-8__ | Other Objects | 500 | 0 | 500 | 0 | 0 | 500 |
| 48500 | 11-000-261-1__ | Salaries | 101,903 | 0 | 101,903 | 6,797 | 95,106 | 0 |
| 48520 | 11-000-261-420 | Cleaning, Repair, and Maintenance Servic | 250,000 | 41,182 | 291,182 | 0 | 86,892 | 204,290 |
| 48540 | 11-000-261-610 | General Supplies | 15,000 | 0 | 15,000 | 0 | 264 | 14,736 |
| 48560 | 11-000-261-8__ | Other Objects | 500 | 0 | 500 | 0 | 0 | 500 |
| 49000 | 11-000-262-1__ | Salaries | 1,008,702 | 0 | 1,008,702 | 58,770 | 949,932 | 0 |
| 49060 | 11-000-262-420 | Cleaning, Repair, and Maintenance Svc. | 90,761 | 176,884 | 267,645 | 0 | 201,223 | 66,422 |
| 49120 | 11-000-262-490 | Other Purchased Property Services | 33,000 | 0 | 33,000 | 3,344 | 29,656 | 0 |
| 49140 | 11-000-262-520 | Insurance | 131,572 | 8,480 | 140,052 | 0 | 140,052 | 0 |
| 49160 | 11-000-262-590 | Miscellaneous Purchased Services | 100,728 | (8,480) | 92,248 | 9,888 | 48,940 | 33,420 |
| 49180 | 11-000-262-610 | General Supplies | 150,000 | 180 | 150,180 | 0 | 45,325 | 104,855 |

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

| Expenditures: | | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|------------------|--|------------|-----------|------------|----------|------------|-----------|
| 49200 | 11-000-262-621 | Energy (Natural Gas) | 128,500 | 0 | 128,500 | 0 | 128,500 | 0 |
| 49220 | 11-000-262-622 | Energy (Electricity) | 264,200 | 0 | 264,200 | 0 | 252,200 | 12,000 |
| 49280 | 11-000-262-8__ | Other Objects | 15,104 | 900 | 16,004 | 1,550 | 4,400 | 10,054 |
| 50040 | 11-000-263-420 | Cleaning, Repair, and Maintenance Svc. | 45,700 | 60,785 | 106,485 | 650 | 72,780 | 33,055 |
| 50060 | 11-000-263-610 | General Supplies | 1,000 | 0 | 1,000 | 0 | 0 | 1,000 |
| 50080 | 11-000-263-8__ | Other Objects | 250 | 0 | 250 | 0 | 0 | 250 |
| 51000 | 11-000-266-1__ | Salaries | 77,672 | 0 | 77,672 | 0 | 77,672 | 0 |
| 51020 | 11-000-266-3__ | Purchased Professional and Technical Ser | 63,000 | 0 | 63,000 | 0 | 0 | 63,000 |
| 51040 | 11-000-266-420 | Cleaning, Repair, and Maintenance Svc. | 40,482 | 12,915 | 53,397 | 7,490 | 42,262 | 3,645 |
| 51060 | 11-000-266-610 | General Supplies | 1,000 | 11,582 | 12,582 | 0 | 12,523 | 59 |
| 51080 | 11-000-266-8__ | Other Objects | 250 | 0 | 250 | 0 | 0 | 250 |
| 52020 | 11-000-270-160 | Sal. For Pupil Trans (Bet Home & Sch) - | 32,025 | 0 | 32,025 | 2,278 | 29,747 | 0 |
| 52060 | 11-000-270-162 | Sal. For Pupil Trans (Other than Bet. Ho | 30,211 | 0 | 30,211 | 309 | 29,902 | 0 |
| 52140 | 11-000-270-420 | Cleaning, Repair, & Maint. Services | 14,000 | 0 | 14,000 | 500 | 0 | 13,500 |
| 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) - | 70,000 | 0 | 70,000 | 0 | 0 | 70,000 |
| 52300 | 11-000-270-513 | Contr Serv (Bet. Home & Sch) - Joint Agr | 55,000 | 0 | 55,000 | 2,502 | 0 | 52,498 |
| 52340 | 11-000-270-515 | Contract Serv. (Sp Ed Stds) - Joint Agre | 600,000 | 0 | 600,000 | 0 | 0 | 600,000 |
| 52440 | 11-000-270-615 | Transportation Supplies | 10,000 | 0 | 10,000 | 0 | 0 | 10,000 |
| 52460 | 11-000-270-8__ | Other objects | 1,000 | 0 | 1,000 | 0 | 0 | 1,000 |
| 71020 | 11-000-291-220 | Social Security Contributions | 347,285 | 0 | 347,285 | 18,565 | 328,720 | 0 |
| 71060 | 11-000-291-241 | Other Retirement Contributions - PERS | 287,257 | 0 | 287,257 | 1,791 | 30,209 | 255,257 |
| 71140 | 11-000-291-250 | Unemployment Compensation | 30,000 | 0 | 30,000 | 0 | 0 | 30,000 |
| 71160 | 11-000-291-260 | Workmen's Compensation | 150,000 | (30,100) | 119,900 | 0 | 0 | 119,900 |
| 71180 | 11-000-291-270 | Health Benefits | 4,772,528 | (15,000) | 4,757,528 | (15,336) | 4,772,528 | 336 |
| 71200 | 11-000-291-280 | Tuition Reimbursement | 50,000 | 0 | 50,000 | 3,944 | 36,979 | 9,077 |
| 71220 | 11-000-291-290 | Other Employee Benefits | 1,000 | 45,100 | 46,100 | 46,075 | 0 | 25 |
| 73080 | 12-140-100-73__ | Grades 9-12 | 0 | 24,707 | 24,707 | 0 | 24,707 | 0 |
| 75800 | 12-000-270-733 | School Buses - Regular | 20,466 | 0 | 20,466 | 0 | 0 | 20,466 |
| 75860 | 12-___-__00-73__ | Special Schools (All Programs) | 0 | 16,773 | 16,773 | 0 | 16,773 | 0 |
| 76080 | 12-000-400-450 | Construction Services | 60,000 | 60,000 | 120,000 | 0 | 60,000 | 60,000 |
| 76200 | 12-000-400-800 | Other Objects | 6,858 | 0 | 6,858 | 0 | 0 | 6,858 |
| Total | | | 31,954,356 | 597,857 | 32,552,213 | 523,901 | 25,436,121 | 6,592,190 |

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

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|----------|
| 101 | Cash in bank | | \$369.51 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$0.00 |

Accounts Receivable:

| | | | |
|----------|---|--------------|--------------|
| 132 | Interfund | \$0.00 | |
| 141 | Intergovernmental - State | \$0.00 | |
| 142 | Intergovernmental - Federal | \$118,599.00 | |
| 143 | Intergovernmental - Other | \$0.00 | |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00 | \$118,599.00 |

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|---------------|--------------|
| 301 | Estimated revenues | \$939,400.00 | |
| 302 | Less revenues | (\$27,178.00) | \$912,222.00 |

Total assets and resources

\$1,031,190.51

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

Liabilities and Fund Equity

Liabilities:

| | | | |
|-----|--|--|--------------------|
| 411 | Intergovernmental accounts payable - state | | \$84,344.64 |
| 421 | Accounts payable | | \$0.00 |
| 431 | Contracts payable | | \$0.00 |
| 451 | Loans payable | | \$0.00 |
| 481 | Deferred revenues | | \$575.91 |
| | Other current liabilities | | \$6,869.96 |
| | Total liabilities | | \$91,790.51 |

Fund Balance:

Appropriated:

| | | | |
|-------------|---|----------------|----------------|
| 753,754 | Reserve for encumbrances | | \$189,951.92 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$939,400.00 | |
| 602 | Less: Expenditures | \$0.00 | |
| | Less: Encumbrances | (\$189,951.92) | (\$189,951.92) |
| | Total appropriated | | \$939,400.00 |

Unappropriated:

| | | | |
|-----|--|--|------------------------------|
| 770 | Fund balance, July 1 | | \$0.00 |
| 771 | Designated fund balance | | \$0.00 |
| 303 | Budgeted fund balance | | \$0.00 |
| | Total fund balance | | \$939,400.00 |
| | Total liabilities and fund equity | | <u>\$1,031,190.51</u> |

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

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|-----------------|---------------------|-----------------------|
| Appropriations | \$939,400.00 | \$189,951.92 | \$749,448.08 |
| Revenues | (\$939,400.00) | (\$27,178.00) | (\$912,222.00) |
| Subtotal | <u>\$0.00</u> | <u>\$162,773.92</u> | <u>(\$162,773.92)</u> |
| Change in capital reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$162,773.92</u> | <u>(\$162,773.92)</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$162,773.92</u> | <u>(\$162,773.92)</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$162,773.92</u> | <u>(\$162,773.92)</u> |
| Less: Adjustment for prior year | \$0.00 | \$0.00 | \$0.00 |
| Budgeted fund balance | <u>\$0.00</u> | <u>\$162,773.92</u> | <u>(\$162,773.92)</u> |

Prepared and submitted by :


Board Secretary


Date

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

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|---------------|--|------------|-----------|------------|----------|------------|------------|
| 00770 | Total Revenues from State Sources | 295,600 | 0 | 295,600 | 27,178 | Under | 268,422 |
| 00830 | Total Revenues from Federal Sources | 643,800 | 0 | 643,800 | 0 | Under | 643,800 |
| Total | | 939,400 | 0 | 939,400 | 27,178 | | 912,222 |
| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
| | (Total of Accounts W/O a Grid# Assigned) | 39,200 | 0 | 39,200 | 0 | 0 | 39,200 |
| 88000 | Nonpublic Textbooks | 16,300 | 0 | 16,300 | 0 | 0 | 16,300 |
| 88020 | Nonpublic Auxiliary Services | 110,100 | 0 | 110,100 | 0 | 0 | 110,100 |
| 88040 | Nonpublic Handicapped Services | 89,500 | 0 | 89,500 | 0 | 0 | 89,500 |
| 88060 | Nonpublic Nursing Services | 29,500 | 0 | 29,500 | 0 | 26,800 | 2,700 |
| 88080 | Nonpublic Technology Initiative | 11,000 | 0 | 11,000 | 0 | 0 | 11,000 |
| 88740 | Total Federal Projects | 643,800 | 0 | 643,800 | 0 | 163,152 | 480,648 |
| Total | | 939,400 | 0 | 939,400 | 0 | 189,952 | 749,448 |

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

| Revenues: | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|---|------------|-----------|------------|--------|------------|------------|
| 00765 20-32__ Other Restricted Entitlements | 295,600 | 0 | 295,600 | 27,178 | Under | 268,422 |
| 00775 20-441[1-6] Title I | 148,000 | 0 | 148,000 | 0 | Under | 148,000 |
| 00780 20-445[1-5] Title II | 34,000 | 0 | 34,000 | 0 | Under | 34,000 |
| 00785 20-449[1-4] Title III | 14,800 | 0 | 14,800 | 0 | Under | 14,800 |
| 00790 20-447[1-4] Title IV | 10,000 | 0 | 10,000 | 0 | Under | 10,000 |
| 00805 20-442[0-9] I.D.E.A. Part B (Handicapped) | 437,000 | 0 | 437,000 | 0 | Under | 437,000 |
| Total | 939,400 | 0 | 939,400 | 27,178 | | 912,222 |

| Expenditures: | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---|------------|-----------|------------|----------|----------|-----------|
| | 39,200 | 0 | 39,200 | 0 | 0 | 39,200 |
| 88000 20-__-__-__ Nonpublic Textbooks | 16,300 | 0 | 16,300 | 0 | 0 | 16,300 |
| 88020 20-__-__-__ Nonpublic Auxiliary Services | 110,100 | 0 | 110,100 | 0 | 0 | 110,100 |
| 88040 20-__-__-__ Nonpublic Handicapped Services | 89,500 | 0 | 89,500 | 0 | 0 | 89,500 |
| 88060 20-__-__-__ Nonpublic Nursing Services | 29,500 | 0 | 29,500 | 0 | 26,800 | 2,700 |
| 88080 20-__-__-__ Nonpublic Technology Initiative | 11,000 | 0 | 11,000 | 0 | 0 | 11,000 |
| 88500 20-__-__-__ Title I | 148,000 | 0 | 148,000 | 0 | 148,000 | 0 |
| 88520 20-__-__-__ Title II | 34,000 | 0 | 34,000 | 0 | 0 | 34,000 |
| 88540 20-__-__-__ Title III | 14,800 | 0 | 14,800 | 0 | 15,152 | (352) |
| 88560 20-__-__-__ Title IV | 10,000 | 0 | 10,000 | 0 | 0 | 10,000 |
| 88620 20-__-__-__ I.D.E.A. Part B (Handicapped) | 437,000 | 0 | 437,000 | 0 | 0 | 437,000 |
| Total | 939,400 | 0 | 939,400 | 0 | 189,952 | 749,448 |

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

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|--------------|
| 101 | Cash in bank | | \$473,818.98 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$0.00 |

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|---------------|---------------|
| 301 | Estimated revenues | \$0.00 | |
| 302 | Less revenues | (\$48,771.76) | (\$48,771.76) |

Total assets and resources

\$425,047.22

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

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

| | | | |
|-------------|---|----------------|----------------|
| 753,754 | Reserve for encumbrances | | \$586,109.77 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$849,638.80 | |
| 602 | Less: Expenditures | \$600.00 | |
| | Less: Encumbrances | (\$586,109.77) | (\$585,509.77) |
| | Total appropriated | | \$850,238.80 |

Unappropriated:

| | | | |
|-----|--|----------------|----------------------------|
| 770 | Fund balance, July 1 | \$42,540.59 | |
| 771 | Designated fund balance | \$0.00 | |
| 303 | Budgeted fund balance | (\$467,734.03) | |
| | Total fund balance | | \$425,045.36 |
| | Total liabilities and fund equity | | <u>\$425,047.22</u> |

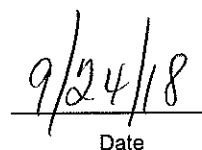
Starting date 7/1/2018 Ending date 7/31/2018 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|---------------------|---------------------|---------------------|
| Appropriations | \$849,638.80 | \$585,509.77 | \$264,129.03 |
| Revenues | \$0.00 | (\$48,771.76) | \$48,771.76 |
| Subtotal | <u>\$849,638.80</u> | <u>\$536,738.01</u> | <u>\$312,900.79</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>\$849,638.80</u> | <u>\$536,738.01</u> | <u>\$312,900.79</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$849,638.80</u> | <u>\$536,738.01</u> | <u>\$312,900.79</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$849,638.80</u> | <u>\$536,738.01</u> | <u>\$312,900.79</u> |
| Less: Adjustment for prior year | (\$381,904.77) | (\$381,904.77) | \$0.00 |
| Budgeted fund balance | <u>\$467,734.03</u> | <u>\$154,833.24</u> | <u>\$312,900.79</u> |

Prepared and submitted by :


Board Secretary


Date

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

| Revenues: | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|--|------------|-----------|------------|--------|------------|------------|
| (Total of Accounts W/O a Grid# Assigned) | 0 | 0 | 0 | 48,772 | | (48,772) |
| Total | 0 | 0 | 0 | 48,772 | | (48,772) |

| Expenditures: | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|--|------------|-----------|------------|----------|----------|-----------|
| (Total of Accounts W/O a Grid# Assigned) | 0 | 849,639 | 849,639 | (600) | 586,110 | 264,129 |
| Total | 0 | 849,639 | 849,639 | (600) | 586,110 | 264,129 |

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

| Revenues: | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-----------|------------|-----------|------------|--------|------------|------------|
| 99999 | 0 | 0 | 0 | 48,772 | | (48,772) |
| Total | 0 | 0 | 0 | 48,772 | | (48,772) |

| Expenditures: | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|------------|-----------|------------|----------|----------|-----------|
| | 0 | 849,639 | 849,639 | (600) | 586,110 | 264,129 |
| Total | 0 | 849,639 | 849,639 | (600) | 586,110 | 264,129 |

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

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|--------------|
| 101 | Cash in bank | | \$17,644.64 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$727,048.00 |

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|----------------|--------------|
| 301 | Estimated revenues | \$915,775.00 | |
| 302 | Less revenues | (\$744,691.00) | \$171,084.00 |

Total assets and resources

\$915,776.64

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

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

| | | | |
|-------------|---|--------------|--------------|
| 753,754 | Reserve for encumbrances | | \$0.00 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$966,850.00 | |
| 602 | Less: Expenditures | \$0.00 | |
| | Less: Encumbrances | \$0.00 | \$0.00 |
| | Total appropriated | | \$966,850.00 |

Unappropriated:

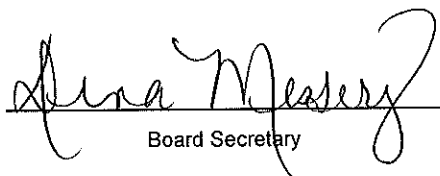
| | | | |
|-----|-----------------------------------|---------------|---------------------|
| 770 | Fund balance, July 1 | \$1.64 | |
| 771 | Designated fund balance | \$0.00 | |
| 303 | Budgeted fund balance | (\$51,075.00) | |
| | Total fund balance | | \$915,776.64 |
| | Total liabilities and fund equity | | <u>\$915,776.64</u> |

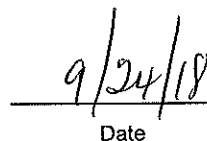
Starting date 7/1/2018 Ending date 7/31/2018 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|--------------------|-----------------------|---------------------|
| Appropriations | \$966,850.00 | \$0.00 | \$966,850.00 |
| Revenues | (\$915,775.00) | (\$744,691.00) | (\$171,084.00) |
| Subtotal | <u>\$51,075.00</u> | <u>(\$744,691.00)</u> | <u>\$795,766.00</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>\$51,075.00</u> | <u>(\$744,691.00)</u> | <u>\$795,766.00</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$51,075.00</u> | <u>(\$744,691.00)</u> | <u>\$795,766.00</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$51,075.00</u> | <u>(\$744,691.00)</u> | <u>\$795,766.00</u> |
| Less: Adjustment for prior year | \$0.00 | \$0.00 | \$0.00 |
| Budgeted fund balance | <u>\$51,075.00</u> | <u>(\$744,691.00)</u> | <u>\$795,766.00</u> |

Prepared and submitted by :


Board Secretary


Date

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

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|---------------|-----------------------------------|------------|-----------|------------|----------|------------|------------|
| 00885 | Total Revenues from Local Sources | 727,048 | 0 | 727,048 | 727,048 | | 0 |
| 0093A | Other | 188,727 | 0 | 188,727 | 17,643 | Under | 171,084 |
| Total | | 915,775 | 0 | 915,775 | 744,691 | | 171,084 |
| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
| 89660 | Total Regular Debt Service | 966,850 | 0 | 966,850 | 0 | 0 | 966,850 |
| Total | | 966,850 | 0 | 966,850 | 0 | 0 | 966,850 |

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

| Revenues: | | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-----------|---------|--------------------------|------------|-----------|------------|---------|------------|------------|
| 00860 | 40-1210 | Local Tax Levy | 727,048 | 0 | 727,048 | 727,048 | | 0 |
| 00890 | 40-3160 | Debt Service Aid Type II | 188,727 | 0 | 188,727 | 17,643 | Under | 171,084 |
| Total | | | 915,775 | 0 | 915,775 | 744,691 | | 171,084 |

| Expenditures: | | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|----------------|-------------------------|------------|-----------|------------|----------|----------|-----------|
| 89600 | 40-701-510-834 | Interest on Bonds | 256,850 | 0 | 256,850 | 0 | 0 | 256,850 |
| 89620 | 40-701-510-910 | Redemption of Principal | 710,000 | 0 | 710,000 | 0 | 0 | 710,000 |
| Total | | | 966,850 | 0 | 966,850 | 0 | 0 | 966,850 |

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

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|--------------|
| 101 | Cash in bank | | \$672,716.24 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$0.00 |

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|----------------|--------------|
| 301 | Estimated revenues | \$1,012,286.00 | |
| 302 | Less revenues | (\$23,939.33) | \$988,346.67 |

Total assets and resources

\$1,661,062.91

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

Liabilities and Fund Equity

Liabilities:

| | | | |
|-----|--|--|--------------------|
| 411 | Intergovernmental accounts payable - state | | \$0.00 |
| 421 | Accounts payable | | \$0.00 |
| 431 | Contracts payable | | \$0.00 |
| 451 | Loans payable | | \$0.00 |
| 481 | Deferred revenues | | \$56,814.00 |
| | Other current liabilities | | \$345.00 |
| | Total liabilities | | \$57,159.00 |

Fund Balance:

Appropriated:

| | | | |
|-------------|---|----------------|----------------|
| 753,754 | Reserve for encumbrances | | \$335,116.41 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$1,012,286.00 | |
| 602 | Less: Expenditures | (\$40,567.45) | |
| | Less: Encumbrances | (\$335,116.41) | (\$375,683.86) |
| | Total appropriated | | \$971,718.55 |

Unappropriated:

| | | | |
|-----|--|--|------------------------------|
| 770 | Fund balance, July 1 | | \$580,926.36 |
| 771 | Designated fund balance | | \$0.00 |
| 303 | Budgeted fund balance | | \$51,259.00 |
| | Total fund balance | | \$1,603,903.91 |
| | Total liabilities and fund equity | | <u>\$1,661,062.91</u> |

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

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|----------------------|---------------------|-----------------------|
| Appropriations | \$1,012,286.00 | \$375,683.86 | \$636,602.14 |
| Revenues | (\$1,012,286.00) | (\$23,939.33) | (\$988,346.67) |
| Subtotal | <u>\$0.00</u> | <u>\$351,744.53</u> | <u>(\$351,744.53)</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>\$351,744.53</u> | <u>(\$351,744.53)</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$351,744.53</u> | <u>(\$351,744.53)</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$351,744.53</u> | <u>(\$351,744.53)</u> |
| Less: Adjustment for prior year | (\$51,259.00) | (\$51,259.00) | \$0.00 |
| Budgeted fund balance | <u>(\$51,259.00)</u> | <u>\$300,485.53</u> | <u>(\$351,744.53)</u> |

Prepared and submitted by :

Board Secretary

Date

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

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|--|--|------------|-----------|------------|--------|------------|------------|
| (Total of Accounts W/O a Grid# Assigned) | | 0 | 1,012,286 | 1,012,286 | 23,939 | Under | 988,347 |
| Total | | 0 | 1,012,286 | 1,012,286 | 23,939 | | 988,347 |

| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|--|--|------------|-----------|------------|----------|----------|-----------|
| (Total of Accounts W/O a Grid# Assigned) | | 0 | 1,012,286 | 1,012,286 | 40,567 | 335,116 | 636,602 |
| Total | | 0 | 1,012,286 | 1,012,286 | 40,567 | 335,116 | 636,602 |

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

| Revenues: | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-----------|------------|-----------|------------|--------|------------|------------|
| 99999 | 0 | 1,012,286 | 1,012,286 | 23,939 | Under | 988,347 |
| Total | 0 | 1,012,286 | 1,012,286 | 23,939 | | 988,347 |

| Expenditures: | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|------------|-----------|------------|----------|----------|-----------|
| 99999 | 0 | 1,012,286 | 1,012,286 | 40,567 | 335,116 | 636,602 |
| Total | 0 | 1,012,286 | 1,012,286 | 40,567 | 335,116 | 636,602 |

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

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|-------------|
| 101 | Cash in bank | | \$96,701.04 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$0.00 |

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|-------------|-------------|
| 301 | Estimated revenues | \$75,991.75 | |
| 302 | Less revenues | (\$155.54) | \$75,836.21 |

Total assets and resources

\$172,537.25

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

Liabilities and Fund Equity

Liabilities:

| | | | |
|-----|--|--|-------------------|
| 411 | Intergovernmental accounts payable - state | | \$0.00 |
| 421 | Accounts payable | | \$9,339.42 |
| 431 | Contracts payable | | \$0.00 |
| 451 | Loans payable | | \$0.00 |
| 481 | Deferred revenues | | \$0.00 |
| | Other current liabilities | | \$0.00 |
| | Total liabilities | | \$9,339.42 |

Fund Balance:

Appropriated:

| | | | |
|-------------|---|-------------|-------------|
| 753,754 | Reserve for encumbrances | | \$715.00 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$76,106.75 | |
| 602 | Less: Expenditures | \$0.00 | |
| | Less: Encumbrances | (\$715.00) | (\$715.00) |
| | Total appropriated | | \$76,106.75 |

Unappropriated:

| | | | |
|-----|-----------------------------------|--|---------------------|
| 770 | Fund balance, July 1 | | \$87,091.08 |
| 771 | Designated fund balance | | \$0.00 |
| 303 | Budgeted fund balance | | \$0.00 |
| | Total fund balance | | \$163,197.83 |
| | Total liabilities and fund equity | | <u>\$172,537.25</u> |

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

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|-----------------|-----------------|-------------------|
| Appropriations | \$76,106.75 | \$715.00 | \$75,391.75 |
| Revenues | (\$75,991.75) | (\$155.54) | (\$75,836.21) |
| Subtotal | <u>\$115.00</u> | <u>\$559.46</u> | <u>(\$444.46)</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>\$115.00</u> | <u>\$559.46</u> | <u>(\$444.46)</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$115.00</u> | <u>\$559.46</u> | <u>(\$444.46)</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$115.00</u> | <u>\$559.46</u> | <u>(\$444.46)</u> |
| Less: Adjustment for prior year | (\$115.00) | (\$115.00) | \$0.00 |
| Budgeted fund balance | <u>\$0.00</u> | <u>\$444.46</u> | <u>(\$444.46)</u> |

Prepared and submitted by :


Board Secretary


Date

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

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|--|--|------------|-----------|------------|--------|------------|------------|
| (Total of Accounts W/O a Grid# Assigned) | | 75,992 | 0 | 75,992 | 156 | Under | 75,836 |
| Total | | 75,992 | 0 | 75,992 | 156 | | 75,836 |

| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|--|--|------------|-----------|------------|----------|----------|-----------|
| (Total of Accounts W/O a Grid# Assigned) | | 75,992 | 115 | 76,107 | 0 | 715 | 75,392 |
| Total | | 75,992 | 115 | 76,107 | 0 | 715 | 75,392 |

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

Revenues:

| | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-------|------------|-----------|------------|--------|------------|------------|
| | 75,992 | 0 | 75,992 | 156 | Under | 75,836 |
| Total | 75,992 | 0 | 75,992 | 156 | | 75,836 |

Expenditures:

| | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|------------|-----------|------------|----------|----------|-----------|
| | 75,992 | 115 | 76,107 | 0 | 715 | 75,392 |
| Total | 75,992 | 115 | 76,107 | 0 | 715 | 75,392 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|-----------------|
| 101 | Cash in bank | | \$6,554,162.30 |
| 102 - 106 | Cash Equivalents | | \$2,200.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$24,008,304.00 |

Accounts Receivable:

| | | | |
|----------|---|----------------|----------------|
| 132 | Interfund | \$0.00 | |
| 141 | Intergovernmental - State | \$1,755,078.30 | |
| 142 | Intergovernmental - Federal | \$0.00 | |
| 143 | Intergovernmental - Other | \$0.00 | |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00 | \$1,755,078.30 |

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|-------------------|----------------|
| 301 | Estimated revenues | \$32,208,694.00 | |
| 302 | Less revenues | (\$30,781,526.18) | \$1,427,167.82 |

Total assets and resources

\$33,746,912.42

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

| | | | |
|-----|--|--|-----------------|
| 411 | Intergovernmental accounts payable - state | | \$0.00 |
| 421 | Accounts payable | | \$400.00 |
| 431 | Contracts payable | | \$0.00 |
| 451 | Loans payable | | \$0.00 |
| 481 | Deferred revenues | | \$0.00 |
| | Other current liabilities | | \$0.00 |
| | Total liabilities | | \$400.00 |

Fund Balance:

Appropriated:

| | | | |
|-------------|---|-------------------|------------------------|
| 753,754 | Reserve for encumbrances | | \$24,479,309.97 |
| 761 | Capital reserve account - July | \$1,459,006.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | (\$355,910.00) | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$1,103,096.00 |
| 764 | Maintenance reserve account - July | \$200,000.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$200,000.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$784,504.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$33,359,160.82 | |
| 602 | Less: Expenditures (\$2,009,110.14) | | |
| | Less: Encumbrances (\$24,479,359.97) | (\$26,488,470.11) | \$6,870,690.71 |
| | Total appropriated | | \$33,437,600.68 |

Unappropriated:

| | | | |
|-----|--|--|-------------------------------|
| 770 | Fund balance, July 1 | | \$505,611.74 |
| 771 | Designated fund balance | | \$0.00 |
| 303 | Budgeted fund balance | | (\$200,000.00) |
| | Total fund balance | | \$33,743,212.42 |
| | Total liabilities and fund equity | | <u>\$33,743,612.42</u> |

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


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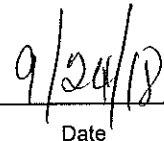
Starting date 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|-----------------------|-------------------------|-----------------------|
| Appropriations | \$33,359,160.82 | \$26,488,470.11 | \$6,870,690.71 |
| Revenues | (\$32,208,694.00) | (\$30,781,526.18) | (\$1,427,167.82) |
| Subtotal | <u>\$1,150,466.82</u> | <u>(\$4,293,056.07)</u> | <u>\$5,443,522.89</u> |
| Change in capital reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | (\$1,459,006.00) | \$1,459,006.00 |
| Less - Withdrawal from reserve | (\$355,910.00) | (\$355,910.00) | \$0.00 |
| Subtotal | <u>\$794,556.82</u> | <u>(\$6,107,972.07)</u> | <u>\$6,902,528.89</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | (\$200,000.00) | \$200,000.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$794,556.82</u> | <u>(\$6,307,972.07)</u> | <u>\$7,102,528.89</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$794,556.82</u> | <u>(\$6,307,972.07)</u> | <u>\$7,102,528.89</u> |
| Less: Adjustment for prior year | (\$594,556.82) | (\$594,556.82) | \$0.00 |
| Budgeted fund balance | <u>\$200,000.00</u> | <u>(\$6,702,528.89)</u> | <u>\$6,902,528.89</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 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-----------|--|------------|-----------|------------|------------|------------|------------|
| 00370 | SUBTOTAL – Revenues from Local Sources | 29,586,648 | (171,840) | 29,414,808 | 29,259,340 | Under | 155,468 |
| 00520 | SUBTOTAL – Revenues from State Sources | 1,790,444 | 978,788 | 2,769,232 | 1,522,186 | Under | 1,247,046 |
| 00570 | SUBTOTAL – Revenues from Federal Sources | 24,154 | 0 | 24,154 | 0 | Under | 24,154 |
| 72180 | Interest Earned on Maintenance Reserve | 500 | 0 | 500 | 0 | Under | 500 |
| Total | | 31,401,746 | 806,948 | 32,208,694 | 30,781,526 | | 1,427,168 |

| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|--|--|------------|-----------|------------|-----------|------------|-----------|
| (Total of Accounts W/O a Grid# Assigned) | | 355,910 | 0 | 355,910 | 0 | 0 | 355,910 |
| 03200 | TOTAL REGULAR PROGRAMS - INSTRUCTION | 9,592,526 | 217,736 | 9,810,262 | 260,842 | 9,274,962 | 274,458 |
| 10300 | Total Special Education - Instruction | 3,193,444 | 0 | 3,193,444 | 53,115 | 3,115,153 | 25,177 |
| 11160 | Total Basic Skills/Remedial – Instruct. | 209,561 | 0 | 209,561 | 0 | 209,561 | 0 |
| 12160 | Total Bilingual Education – Instruction | 140,512 | 0 | 140,512 | 0 | 139,308 | 1,204 |
| 17100 | Total School-Sponsored Co/Extra Curricul | 219,285 | 0 | 219,285 | 6,293 | 196,492 | 16,500 |
| 17600 | Total School-Sponsored Athletics – Instr | 495,892 | 15,691 | 511,583 | 36,899 | 382,826 | 91,858 |
| 29180 | Total Undistributed Expenditures - Instr | 2,546,265 | 0 | 2,546,265 | 11 | 26,887 | 2,519,367 |
| 29680 | Total Undistributed Expenditures – Atten | 114,824 | 0 | 114,824 | 18,655 | 96,169 | 0 |
| 30620 | Total Undistributed Expenditures – Healt | 292,677 | 173 | 292,850 | 216 | 247,321 | 45,313 |
| 40580 | Total Undistributed Expend – Speech, OT, | 1,251,626 | 850 | 1,252,476 | 14,718 | 249,337 | 988,421 |
| 41080 | Total Undist. Expend. – Other Supp. Serv | 491,626 | 0 | 491,626 | 0 | 392,712 | 98,914 |
| 41660 | Total Undist. Expend. – Guidance | 404,535 | 95,495 | 500,030 | 0 | 450,783 | 49,247 |
| 42200 | Total Undist. Expend. – Child Study Team | 817,645 | 0 | 817,645 | 60,630 | 754,819 | 2,196 |
| 43200 | Total Undist. Expend. – Improvement of I | 136,212 | 0 | 136,212 | 21,843 | 108,944 | 5,425 |
| 43620 | Total Undist. Expend. – Edu. Media Serv. | 354,216 | 0 | 354,216 | 26,974 | 307,052 | 20,190 |
| 44180 | Total Undist. Expend. – Instructional St | 8,000 | 0 | 8,000 | 235 | 200 | 7,565 |
| 45300 | Support Serv. - General Admin | 571,102 | 8,515 | 579,617 | 83,042 | 440,777 | 55,797 |
| 46160 | Support Serv. - School Admin | 1,144,199 | 60,612 | 1,204,811 | 187,214 | 926,531 | 91,066 |
| 47200 | Total Undist. Expend. – Central Services | 386,500 | 0 | 386,500 | 62,046 | 315,609 | 8,845 |
| 47620 | Total Undist. Expend. – Admin. Info. Tec | 168,193 | 0 | 168,193 | 20,193 | 102,213 | 45,787 |
| 51120 | Total Undist. Expend. – Oper. & Maint. O | 2,519,324 | 904,253 | 3,423,577 | 530,108 | 1,873,632 | 1,019,837 |
| 52480 | Total Undist. Expend. – Student Transpor | 814,888 | 0 | 814,888 | 8,322 | 67,141 | 739,425 |
| 71260 | TOTAL PERSONNEL SERVICES –EMPLOYEE | 5,638,070 | 0 | 5,638,070 | 617,753 | 4,699,451 | 320,866 |
| 75880 | TOTAL EQUIPMENT | 20,466 | 41,480 | 61,946 | 0 | 41,480 | 20,466 |
| 76260 | Total Facilities Acquisition and Constr | 66,858 | 60,000 | 126,858 | 0 | 60,000 | 66,858 |
| Total | | 31,954,356 | 1,404,805 | 33,359,161 | 2,009,110 | 24,479,360 | 6,870,691 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

| Revenues: | | | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-----------|-----------|--|--|------------|-----------|------------|------------|------------|------------|
| 00100 | 10-1210 | Local Tax Levy | | 29,408,865 | (171,840) | 29,237,025 | 29,237,025 | | 0 |
| 00260 | 10-1910 | Rents and Royalties | | 48,000 | 0 | 48,000 | 0 | Under | 48,000 |
| 00300 | 10-1___ | Unrestricted Miscellaneous Revenues | | 126,983 | 0 | 126,983 | 22,315 | Under | 104,668 |
| 00340 | 10-1___ | Interest Earned on Capital Reserve Funds | | 2,800 | 0 | 2,800 | 0 | Under | 2,800 |
| 00420 | 10-3121 | Categorical Transportation Aid | | 143,130 | 0 | 143,130 | 143,130 | | 0 |
| 00430 | 10-3131 | Extraordinary Aid | | 268,258 | 0 | 268,258 | 0 | Under | 268,258 |
| 00460 | 10-3176 | Equalization Aid | | 327,579 | 280,070 | 607,649 | 327,579 | Under | 280,070 |
| 00470 | 10-3177 | Categorical Security Aid | | 53,561 | 131,947 | 185,508 | 53,561 | Under | 131,947 |
| 00500 | 10-3___ | Other State Aids | | 997,916 | 566,771 | 1,564,687 | 997,916 | Under | 566,771 |
| 00540 | 10-4200 | Medicaid Reimbursement | | 24,154 | 0 | 24,154 | 0 | Under | 24,154 |
| 72180 | 10-606- - | Interest Earned on Maintenance Reserve | | 500 | 0 | 500 | 0 | Under | 500 |
| Total | | | | 31,401,746 | 806,948 | 32,208,694 | 30,781,526 | | 1,427,168 |

Expenditures:

| | | | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|------------------|--|--|------------|-----------|------------|----------|-----------|-----------|
| | | | | 355,910 | 0 | 355,910 | 0 | 0 | 355,910 |
| 02080 | 11-110-___-101 | Kindergarten – Salaries of Teachers | | 445,740 | 0 | 445,740 | 0 | 445,740 | 0 |
| 02100 | 11-120-___-101 | Grades 1-5 – Salaries of Teachers | | 2,981,048 | 51,015 | 3,032,063 | 0 | 2,981,048 | 51,015 |
| 02120 | 11-130-___-101 | Grades 6-8 – Salaries of Teachers | | 1,939,073 | 0 | 1,939,073 | 0 | 1,939,073 | 0 |
| 02140 | 11-140-___-101 | Grades 9-12 – Salaries of Teachers | | 3,384,169 | 0 | 3,384,169 | 101 | 3,384,068 | 0 |
| 02160 | 11-140-___-101 | Salaries of Teachers | | 31,500 | 0 | 31,500 | 0 | 31,500 | 0 |
| 03020 | 11-190-1__-320 | Purchased Professional – Educational Ser | | 99,000 | 0 | 99,000 | 8,025 | 0 | 90,975 |
| 03040 | 11-190-1__-340 | Purchased Technical Services | | 230,380 | 46,038 | 275,418 | 121,976 | 151,089 | 2,354 |
| 03060 | 11-190-1__-[4-5] | Other Purchased Services (400-500 series | | 226,616 | 0 | 226,616 | 110,829 | 107,370 | 8,418 |
| 03080 | 11-190-1__-610 | General Supplies | | 188,000 | 145,682 | 333,682 | 19,912 | 232,524 | 81,246 |
| 03100 | 11-190-1__-640 | Textbooks | | 60,000 | (25,000) | 35,000 | 0 | 0 | 35,000 |
| 03120 | 11-190-1__-8__ | Other Objects | | 7,000 | 1,000 | 8,000 | 0 | 2,550 | 5,450 |
| 04500 | 11-204-100-101 | Salaries of Teachers | | 131,618 | 0 | 131,618 | 0 | 131,618 | 0 |
| 04520 | 11-204-100-106 | Other Salaries for Instruction | | 90,790 | 0 | 90,790 | 0 | 90,790 | 0 |
| 04600 | 11-204-100-610 | General Supplies | | 1,000 | 0 | 1,000 | 0 | 0 | 1,000 |
| 04620 | 11-204-100-640 | Textbooks | | 500 | 0 | 500 | 0 | 0 | 500 |
| 07000 | 11-213-100-101 | Salaries of Teachers | | 2,161,745 | 0 | 2,161,745 | 0 | 2,161,745 | 0 |
| 07020 | 11-213-100-106 | Other Salaries for Instruction | | 388,159 | 0 | 388,159 | 0 | 388,159 | 0 |
| 07100 | 11-213-100-610 | General Supplies | | 8,000 | 0 | 8,000 | 0 | 1,421 | 6,579 |
| 07140 | 11-213-100-8__ | Other Objects | | 500 | 0 | 500 | 0 | 0 | 500 |
| 08500 | 11-216-100-101 | Salaries of Teachers | | 166,152 | 0 | 166,152 | 0 | 166,152 | 0 |
| 08520 | 11-216-100-106 | Other Salaries for Instruction | | 113,488 | 0 | 113,488 | 0 | 113,488 | 0 |
| 08600 | 11-216-100-6__ | General Supplies | | 4,000 | 0 | 4,000 | 0 | 323 | 3,677 |
| 09260 | 11-219-100-101 | Salaries of Teachers | | 55,000 | 0 | 55,000 | 4,730 | 50,270 | 0 |
| 09500 | 11-221-100-101 | Salaries of Teachers | | 28,325 | 398 | 28,723 | 28,722 | 0 | 1 |
| 09540 | 11-221-100-106 | Other Salaries for Instruction | | 18,667 | (398) | 18,269 | 16,343 | 0 | 1,926 |
| 09560 | 11-221-100-320 | Purchased Professional-Educational Servi | | 25,000 | (1,245) | 23,755 | 2,074 | 11,187 | 10,494 |
| 09620 | 11-221-100-610 | General Supplies | | 500 | 0 | 500 | 0 | 0 | 500 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

| Expenditures: | | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|------------------|--|------------|-----------|------------|----------|----------|-----------|
| 09660 | 11-221-100-8__ | Other Objects | 0 | 1,245 | 1,245 | 1,245 | 0 | 0 |
| 11000 | 11-230-100-101 | Salaries of Teachers | 209,561 | 0 | 209,561 | 0 | 209,561 | 0 |
| 12000 | 11-240-100-101 | Salaries of Teachers | 139,212 | 0 | 139,212 | 0 | 139,212 | 0 |
| 12100 | 11-240-100-610 | General Supplies | 1,100 | 0 | 1,100 | 0 | 96 | 1,004 |
| 12120 | 11-240-100-640 | Textbooks | 200 | 0 | 200 | 0 | 0 | 200 |
| 17000 | 11-401-100-1__ | Salaries | 202,785 | 0 | 202,785 | 6,293 | 196,492 | 0 |
| 17040 | 11-401-100-6__ | Supplies and Materials | 12,000 | 0 | 12,000 | 0 | 0 | 12,000 |
| 17060 | 11-401-100-8__ | Other Objects | 4,500 | 0 | 4,500 | 0 | 0 | 4,500 |
| 17500 | 11-402-100-1__ | Total Vocational Programs – Local -Instr | 332,768 | 0 | 332,768 | 5,271 | 327,497 | 0 |
| 17520 | 11-402-100-[3-5] | Purchased Services (300-500 series) | 45,000 | 2,185 | 47,185 | 10,000 | 2,509 | 34,676 |
| 17540 | 11-402-100-6__ | Supplies and Materials | 86,124 | 13,506 | 99,630 | 13,678 | 50,570 | 35,382 |
| 17560 | 11-402-100-8__ | Other Objects | 32,000 | 0 | 32,000 | 7,950 | 2,250 | 21,800 |
| 29020 | 11-000-100-562 | Tuition to Other LEAs within the State - | 731,245 | 0 | 731,245 | 11 | 26,887 | 704,347 |
| 29040 | 11-000-100-563 | Tuition to County Voc. School District-R | 450,359 | 0 | 450,359 | 0 | 0 | 450,359 |
| 29060 | 11-000-100-564 | Tuition to County Voc. School District-S | 224,991 | 0 | 224,991 | 0 | 0 | 224,991 |
| 29080 | 11-000-100-565 | Tuition to CSSD & Regular Day Schools | 558,645 | 0 | 558,645 | 0 | 0 | 558,645 |
| 29100 | 11-000-100-566 | Tuition to Priv. School for the Disabled | 503,572 | 0 | 503,572 | 0 | 0 | 503,572 |
| 29160 | 11-000-100-569 | Tuition – Other | 77,453 | 0 | 77,453 | 0 | 0 | 77,453 |
| 29500 | 11-000-211-1__ | Salaries | 114,824 | 0 | 114,824 | 18,655 | 96,169 | 0 |
| 30500 | 11-000-213-1__ | Salaries | 243,177 | 0 | 243,177 | 0 | 243,177 | 0 |
| 30540 | 11-000-213-3__ | Purchased Professional and Technical Ser | 35,000 | 0 | 35,000 | 216 | 0 | 34,784 |
| 30580 | 11-000-213-6__ | Supplies and Materials | 11,000 | 173 | 11,173 | 0 | 3,405 | 7,768 |
| 30600 | 11-000-213-8__ | Other Objects | 3,500 | 0 | 3,500 | 0 | 740 | 2,761 |
| 40500 | 11-000-216-1__ | Salaries | 234,626 | 0 | 234,626 | 0 | 234,626 | 0 |
| 40520 | 11-000-216-320 | Purchased Professional – Educational Ser | 1,010,000 | 850 | 1,010,850 | 13,926 | 14,528 | 982,396 |
| 40540 | 11-000-216-6__ | Supplies and Materials | 7,000 | (1,000) | 6,000 | 0 | 183 | 5,817 |
| 40560 | 11-000-216-8__ | Other Objects | 0 | 1,000 | 1,000 | 792 | 0 | 208 |
| 41000 | 11-000-217-1__ | Salaries | 386,626 | 0 | 386,626 | 0 | 386,626 | 0 |
| 41020 | 11-000-217-320 | Purchased Professional – Educational Ser | 105,000 | 0 | 105,000 | 0 | 6,086 | 98,914 |
| 41500 | 11-000-218-104 | Salaries of Other Professional Staff | 403,035 | 95,495 | 498,530 | 0 | 450,783 | 47,747 |
| 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 | 708,466 | 0 | 708,466 | 41,889 | 666,577 | 0 |
| 42020 | 11-000-219-105 | Salaries of Secretarial and Clerical Ass | 104,679 | 0 | 104,679 | 17,921 | 86,758 | 0 |
| 42100 | 11-000-219-[4-5] | Other Purchased Services (400-500 series | 500 | 0 | 500 | 0 | 43 | 457 |
| 42160 | 11-000-219-6__ | Supplies and Materials | 2,000 | 0 | 2,000 | 0 | 1,441 | 559 |
| 42180 | 11-000-219-8__ | Other Objects | 2,000 | 0 | 2,000 | 820 | 0 | 1,180 |
| 43020 | 11-000-221-104 | Salaries of Other Professional Staff | 130,712 | 0 | 130,712 | 21,768 | 108,944 | 0 |
| 43160 | 11-000-221-6__ | Supplies and Materials | 3,000 | 0 | 3,000 | 75 | 0 | 2,925 |
| 43180 | 11-000-221-8__ | Other Objects | 2,500 | 0 | 2,500 | 0 | 0 | 2,500 |

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

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Starting date 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

| Expenditures: | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---|------------|-----------|------------|----------|----------|-----------|
| 43500 11-000-222-1__ Salaries | 333,516 | 0 | 333,516 | 26,974 | 306,542 | 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 | 510 | 13,490 |
| 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) | 8,000 | (235) | 7,765 | 0 | 200 | 7,565 |
| 44160 11-000-223-8__ Other Objects | 0 | 235 | 235 | 235 | 0 | 0 |
| 45000 11-000-230-1__ Salaries | 279,211 | 0 | 279,211 | 42,389 | 236,822 | 0 |
| 45040 11-000-230-331 Legal Services | 75,000 | 0 | 75,000 | 0 | 75,000 | 0 |
| 45060 11-000-230-332 Audit Fees | 30,000 | 0 | 30,000 | 0 | 30,000 | 0 |
| 45120 11-000-230-340 Purchased Technical Services | 19,050 | 8,515 | 27,565 | 0 | 8,515 | 19,050 |
| 45140 11-000-230-530 Communications/Telephone | 61,242 | 0 | 61,242 | (27,762) | 88,374 | 630 |
| 45160 11-000-230-585 BOE Other Purchased Services | 2,500 | 0 | 2,500 | 0 | 0 | 2,500 |
| 45180 11-000-230-590 Misc Purch Services (400-500 series, O/T | 65,000 | 0 | 65,000 | 47,914 | 0 | 17,086 |
| 45200 11-000-230-610 General Supplies | 7,000 | 0 | 7,000 | 0 | 177 | 6,823 |
| 45260 11-000-230-890 Miscellaneous Expenditures | 18,849 | 0 | 18,849 | 8,514 | 1,890 | 8,445 |
| 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 | 745,411 | 0 | 745,411 | 124,818 | 620,593 | 0 |
| 46020 11-000-240-104 Salaries of Other Professional Staff | 126,548 | 0 | 126,548 | 21,124 | 105,424 | 0 |
| 46040 11-000-240-105 Salaries of Secretarial and Clerical Ass | 214,240 | 60,612 | 274,852 | 34,373 | 179,867 | 60,612 |
| 46120 11-000-240-6__ Supplies and Materials | 38,000 | 0 | 38,000 | 439 | 20,647 | 16,914 |
| 46140 11-000-240-8__ Other Objects | 20,000 | 0 | 20,000 | 6,460 | 0 | 13,540 |
| 47000 11-000-251-1__ Salaries | 357,196 | 0 | 357,196 | 59,121 | 298,075 | 0 |
| 47040 11-000-251-340 Purchased Technical Services | 14,804 | (5,000) | 9,804 | 1,135 | 4,505 | 4,164 |
| 47100 11-000-251-6__ Supplies and Materials | 10,000 | 5,000 | 15,000 | 0 | 12,779 | 2,221 |
| 47180 11-000-251-890 Other Objects | 4,500 | 0 | 4,500 | 1,790 | 250 | 2,460 |
| 47500 11-000-252-1__ Salaries | 95,193 | 0 | 95,193 | 20,193 | 75,000 | 0 |
| 47540 11-000-252-340 Purchased Technical Services | 4,000 | 0 | 4,000 | 0 | 0 | 4,000 |
| 47560 11-000-252-[4-5] Other Purchased Services (400-500 series | 34,250 | 0 | 34,250 | 0 | 0 | 34,250 |
| 47580 11-000-252-6__ Supplies and Materials | 34,250 | 0 | 34,250 | 0 | 27,213 | 7,037 |
| 47600 11-000-252-8__ Other Objects | 500 | 0 | 500 | 0 | 0 | 500 |
| 48500 11-000-261-1__ Salaries | 101,903 | 0 | 101,903 | 15,633 | 86,270 | 0 |
| 48520 11-000-261-420 Cleaning, Repair, and Maintenance Servic | 250,000 | 41,182 | 291,182 | 59,027 | 88,654 | 143,501 |
| 48540 11-000-261-610 General Supplies | 15,000 | 0 | 15,000 | 0 | 2,799 | 12,201 |
| 48560 11-000-261-8__ Other Objects | 500 | 0 | 500 | 0 | 0 | 500 |
| 49000 11-000-262-1__ Salaries | 1,008,702 | 0 | 1,008,702 | 122,727 | 885,975 | 0 |
| 49060 11-000-262-420 Cleaning, Repair, and Maintenance Svc. | 90,761 | 766,210 | 856,971 | 145,661 | 56,108 | 655,202 |
| 49120 11-000-262-490 Other Purchased Property Services | 33,000 | 0 | 33,000 | 3,344 | 29,656 | 0 |
| 49140 11-000-262-520 Insurance | 131,572 | 8,480 | 140,052 | 72,939 | 67,113 | 0 |
| 49160 11-000-262-590 Miscellaneous Purchased Services | 100,728 | 2,020 | 102,748 | 15,626 | 87,106 | 16 |
| 49180 11-000-262-610 General Supplies | 150,000 | 180 | 150,180 | 32,553 | 30,463 | 87,163 |
| 49200 11-000-262-621 Energy (Natural Gas) | 128,500 | 0 | 128,500 | 305 | 128,195 | 0 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

| Expenditures: | | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|----------------|--|------------|-----------|------------|-----------|------------|-----------|
| 49220 | 11-000-262-622 | Energy (Electricity) | 264,200 | 0 | 264,200 | 0 | 252,200 | 12,000 |
| 49280 | 11-000-262-8__ | Other Objects | 15,104 | 900 | 16,004 | 2,650 | 3,775 | 9,579 |
| 50040 | 11-000-263-420 | Cleaning, Repair, and Maintenance Svc. | 45,700 | 60,785 | 106,485 | 49,873 | 25,083 | 31,530 |
| 50060 | 11-000-263-610 | General Supplies | 1,000 | 0 | 1,000 | 0 | 0 | 1,000 |
| 50080 | 11-000-263-8__ | Other Objects | 250 | 0 | 250 | 0 | 0 | 250 |
| 51000 | 11-000-266-1__ | Salaries | 77,672 | 0 | 77,672 | 2,281 | 75,391 | 0 |
| 51020 | 11-000-266-3__ | Purchased Professional and Technical Ser | 63,000 | 0 | 63,000 | 0 | 0 | 63,000 |
| 51040 | 11-000-266-420 | Cleaning, Repair, and Maintenance Svc. | 40,482 | 12,915 | 53,397 | 7,490 | 42,262 | 3,645 |
| 51060 | 11-000-266-610 | General Supplies | 1,000 | 11,582 | 12,582 | 0 | 12,581 | 1 |
| 51080 | 11-000-266-8__ | Other Objects | 250 | 0 | 250 | 0 | 0 | 250 |
| 52020 | 11-000-270-160 | Sal. For Pupil Trans (Bet Home & Sch) - | 32,025 | 0 | 32,025 | 3,811 | 28,214 | 0 |
| 52060 | 11-000-270-162 | Sal. For Pupil Trans (Other than Bet. Ho | 30,211 | 0 | 30,211 | 309 | 29,902 | 0 |
| 52140 | 11-000-270-420 | Cleaning, Repair, & Maint. Services | 14,000 | 0 | 14,000 | 500 | 1,025 | 12,475 |
| 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) - | 70,000 | 0 | 70,000 | 0 | 0 | 70,000 |
| 52300 | 11-000-270-513 | Contr Serv (Bet. Home & Sch) - Joint Agr | 55,000 | 0 | 55,000 | 3,702 | 0 | 51,298 |
| 52340 | 11-000-270-515 | Contract Serv. (Sp Ed Stds) - Joint Agre | 600,000 | 0 | 600,000 | 0 | 0 | 600,000 |
| 52440 | 11-000-270-615 | Transportation Supplies | 10,000 | 0 | 10,000 | 0 | 8,000 | 2,000 |
| 52460 | 11-000-270-8__ | Other objects | 1,000 | 0 | 1,000 | 0 | 0 | 1,000 |
| 71020 | 11-000-291-220 | Social Security Contributions | 347,285 | 0 | 347,285 | 33,068 | 314,217 | 0 |
| 71060 | 11-000-291-241 | Other Retirement Contributions - PERS | 287,257 | 0 | 287,257 | 1,791 | 30,209 | 255,257 |
| 71140 | 11-000-291-250 | Unemployment Compensation | 30,000 | 0 | 30,000 | 0 | 0 | 30,000 |
| 71160 | 11-000-291-260 | Workmen's Compensation | 150,000 | (30,680) | 119,320 | 108,217 | 0 | 11,103 |
| 71180 | 11-000-291-270 | Health Benefits | 4,772,528 | (15,000) | 4,757,528 | 387,075 | 4,354,770 | 15,684 |
| 71200 | 11-000-291-280 | Tuition Reimbursement | 50,000 | 0 | 50,000 | 40,923 | 255 | 8,822 |
| 71220 | 11-000-291-290 | Other Employee Benefits | 1,000 | 45,680 | 46,680 | 46,680 | 0 | 1 |
| 73080 | 12-140-100-73_ | Grades 9-12 | 0 | 24,707 | 24,707 | 0 | 24,707 | 0 |
| 75800 | 12-000-270-733 | School Buses - Regular | 20,466 | 0 | 20,466 | 0 | 0 | 20,466 |
| 75860 | 12-____-00-73_ | Special Schools (All Programs) | 0 | 16,773 | 16,773 | 0 | 16,773 | 0 |
| 76080 | 12-000-400-450 | Construction Services | 60,000 | 60,000 | 120,000 | 0 | 60,000 | 60,000 |
| 76200 | 12-000-400-800 | Other Objects | 6,858 | 0 | 6,858 | 0 | 0 | 6,858 |
| Total | | | 31,954,356 | 1,404,805 | 33,359,161 | 2,009,110 | 24,479,360 | 6,870,691 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|----------|
| 101 | Cash in bank | | \$195.05 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$0.00 |

Accounts Receivable:

| | | | |
|----------|---|--------------|--------------|
| 132 | Interfund | \$0.00 | |
| 141 | Intergovernmental - State | \$0.00 | |
| 142 | Intergovernmental - Federal | \$118,599.00 | |
| 143 | Intergovernmental - Other | \$0.00 | |
| 153, 154 | Other (net of estimated uncollectable of \$_____) | \$0.00 | \$118,599.00 |

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|---------------|--------------|
| 301 | Estimated revenues | \$938,229.00 | |
| 302 | Less revenues | (\$27,178.00) | \$911,051.00 |

Total assets and resources

\$1,029,845.05

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

| | | | |
|-----|--|--|--------------------|
| 411 | Intergovernmental accounts payable - state | | \$84,344.64 |
| 421 | Accounts payable | | \$0.00 |
| 431 | Contracts payable | | \$0.00 |
| 451 | Loans payable | | \$0.00 |
| 481 | Deferred revenues | | \$575.91 |
| | Other current liabilities | | \$6,869.96 |
| | Total liabilities | | \$91,790.51 |

Fund Balance:

Appropriated:

| | | | |
|-------------|---|----------------|---------------------|
| 753,754 | Reserve for encumbrances | | \$154,859.05 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$938,229.00 | |
| 602 | Less: Expenditures | (\$174.46) | |
| | Less: Encumbrances | (\$154,859.05) | (\$155,033.51) |
| | Total appropriated | | \$938,054.54 |

Unappropriated:

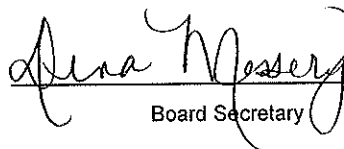
| | | | |
|-----|--|--|------------------------------|
| 770 | Fund balance, July 1 | | \$0.00 |
| 771 | Designated fund balance | | \$0.00 |
| 303 | Budgeted fund balance | | \$0.00 |
| | Total fund balance | | \$938,054.54 |
| | Total liabilities and fund equity | | <u>\$1,029,845.05</u> |

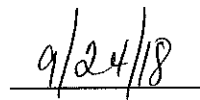
Starting date 7/1/2018 Ending date 8/31/2018 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|-----------------|---------------------|-----------------------|
| Appropriations | \$938,229.00 | \$155,033.51 | \$783,195.49 |
| Revenues | (\$938,229.00) | (\$27,178.00) | (\$911,051.00) |
| Subtotal | <u>\$0.00</u> | <u>\$127,855.51</u> | <u>(\$127,855.51)</u> |
| Change in capital reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$127,855.51</u> | <u>(\$127,855.51)</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$127,855.51</u> | <u>(\$127,855.51)</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$127,855.51</u> | <u>(\$127,855.51)</u> |
| Less: Adjustment for prior year | \$0.00 | \$0.00 | \$0.00 |
| Budgeted fund balance | <u>\$0.00</u> | <u>\$127,855.51</u> | <u>(\$127,855.51)</u> |

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 20 Special Revenue Fund

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|---------------|--|------------|-----------|------------|----------|------------|------------|
| 00770 | Total Revenues from State Sources | 295,600 | (1,034) | 294,566 | 27,178 | Under | 267,388 |
| 00830 | Total Revenues from Federal Sources | 643,800 | (137) | 643,663 | 0 | Under | 643,663 |
| Total | | 939,400 | (1,171) | 938,229 | 27,178 | | 911,051 |
| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
| | (Total of Accounts W/O a Grid# Assigned) | 39,200 | 17,998 | 57,198 | 0 | 0 | 57,198 |
| 88000 | Nonpublic Textbooks | 16,300 | (66) | 16,234 | 0 | 15,031 | 1,203 |
| 88020 | Nonpublic Auxiliary Services | 110,100 | 0 | 110,100 | 0 | 0 | 110,100 |
| 88040 | Nonpublic Handicapped Services | 89,500 | 0 | 89,500 | 0 | 0 | 89,500 |
| 88060 | Nonpublic Nursing Services | 29,500 | (12) | 29,488 | 0 | 27,392 | 2,096 |
| 88080 | Nonpublic Technology Initiative | 11,000 | (56) | 10,944 | 0 | 0 | 10,944 |
| 88740 | Total Federal Projects | 643,800 | (19,035) | 624,765 | 174 | 112,436 | 512,154 |
| Total | | 939,400 | (1,171) | 938,229 | 174 | 154,859 | 783,195 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 20 Special Revenue Fund

| Revenues: | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|---|------------|-----------|------------|--------|------------|------------|
| 00765 20-32__ Other Restricted Entitlements | 295,600 | (1,034) | 294,566 | 27,178 | Under | 267,388 |
| 00775 20-441[1-6] Title I | 148,000 | 2,160 | 150,160 | 0 | Under | 150,160 |
| 00780 20-445[1-5] Title II | 34,000 | 386 | 34,386 | 0 | Under | 34,386 |
| 00785 20-449[1-4] Title III | 14,800 | (397) | 14,403 | 0 | Under | 14,403 |
| 00790 20-447[1-4] Title IV | 10,000 | 0 | 10,000 | 0 | Under | 10,000 |
| 00805 20-442[0-9] I.D.E.A. Part B (Handicapped) | 437,000 | (2,286) | 434,714 | 0 | Under | 434,714 |
| Total | 939,400 | (1,171) | 938,229 | 27,178 | | 911,051 |

| Expenditures: | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---|------------|-----------|------------|----------|----------|-----------|
| | 39,200 | 17,998 | 57,198 | 0 | 0 | 57,198 |
| 88000 20-__-__-__ Nonpublic Textbooks | 16,300 | (66) | 16,234 | 0 | 15,031 | 1,203 |
| 88020 20-__-__-__ Nonpublic Auxiliary Services | 110,100 | 0 | 110,100 | 0 | 0 | 110,100 |
| 88040 20-__-__-__ Nonpublic Handicapped Services | 89,500 | 0 | 89,500 | 0 | 0 | 89,500 |
| 88060 20-__-__-__ Nonpublic Nursing Services | 29,500 | (12) | 29,488 | 0 | 27,392 | 2,096 |
| 88080 20-__-__-__ Nonpublic Technology Initiative | 11,000 | (56) | 10,944 | 0 | 0 | 10,944 |
| 88500 20-__-__-__ Title I | 148,000 | 2,160 | 150,160 | 0 | 103,030 | 47,130 |
| 88520 20-__-__-__ Title II | 34,000 | 386 | 34,386 | 0 | 0 | 34,386 |
| 88540 20-__-__-__ Title III | 14,800 | (397) | 14,403 | 174 | 9,406 | 4,822 |
| 88560 20-__-__-__ Title IV | 10,000 | 0 | 10,000 | 0 | 0 | 10,000 |
| 88620 20-__-__-__ I.D.E.A. Part B (Handicapped) | 437,000 | (21,184) | 415,816 | 0 | 0 | 415,816 |
| Total | 939,400 | (1,171) | 938,229 | 174 | 154,859 | 783,195 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|--------------|
| 101 | Cash in bank | | \$344,362.30 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$0.00 |

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|---------------|---------------|
| 301 | Estimated revenues | \$0.00 | |
| 302 | Less revenues | (\$49,456.33) | (\$49,456.33) |

Total assets and resources

\$294,905.97

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

| | | | |
|-------------|---|----------------|---------------------|
| 753,754 | Reserve for encumbrances | | \$476,948.52 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$849,638.80 | |
| 602 | Less: Expenditures | (\$129,541.25) | |
| | Less: Encumbrances | (\$476,948.52) | (\$606,489.77) |
| | Total appropriated | | \$720,097.55 |

Unappropriated:

| | | | |
|-----|--|--|----------------------------|
| 770 | Fund balance, July 1 | | \$42,540.59 |
| 771 | Designated fund balance | | \$0.00 |
| 303 | Budgeted fund balance | | (\$467,734.03) |
| | Total fund balance | | \$294,904.11 |
| | Total liabilities and fund equity | | <u>\$294,905.97</u> |

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

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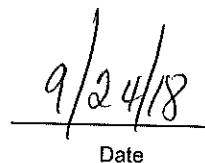
Starting date 7/1/2018 Ending date 8/31/2018 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|---------------------|---------------------|---------------------|
| Appropriations | \$849,638.80 | \$606,489.77 | \$243,149.03 |
| Revenues | \$0.00 | (\$49,456.33) | \$49,456.33 |
| Subtotal | <u>\$849,638.80</u> | <u>\$557,033.44</u> | <u>\$292,605.36</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>\$849,638.80</u> | <u>\$557,033.44</u> | <u>\$292,605.36</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$849,638.80</u> | <u>\$557,033.44</u> | <u>\$292,605.36</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$849,638.80</u> | <u>\$557,033.44</u> | <u>\$292,605.36</u> |
| Less: Adjustment for prior year | (\$381,904.77) | (\$381,904.77) | \$0.00 |
| Budgeted fund balance | <u>\$467,734.03</u> | <u>\$175,128.67</u> | <u>\$292,605.36</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 7/1/2018 Ending date 8/31/2018 Fund: 30 Capital Projects Fund

Revenues:

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

| | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-------|------------|-----------|------------|--------|------------|------------|
| | 0 | 0 | 0 | 49,456 | | (49,456) |
| Total | 0 | 0 | 0 | 49,456 | | (49,456) |

Expenditures:

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

| | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|------------|-----------|------------|----------|----------|-----------|
| | 0 | 849,639 | 849,639 | 129,541 | 476,949 | 243,149 |
| Total | 0 | 849,639 | 849,639 | 129,541 | 476,949 | 243,149 |

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

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Starting date 7/1/2018 Ending date 8/31/2018 Fund: 30 Capital Projects Fund

Revenues:

| | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-------|------------|-----------|------------|--------|------------|------------|
| 99999 | 0 | 0 | 0 | 49,456 | | (49,456) |
| Total | 0 | 0 | 0 | 49,456 | | (49,456) |

Expenditures:

| | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|------------|-----------|------------|----------|----------|-----------|
| | 0 | 849,639 | 849,639 | 129,541 | 476,949 | 243,149 |
| Total | 0 | 849,639 | 849,639 | 129,541 | 476,949 | 243,149 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|----------------|
| 101 | Cash in bank | | (\$604,800.86) |
| 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 | | \$727,048.00 |

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|----------------|-------------|
| 301 | Estimated revenues | \$915,775.00 | |
| 302 | Less revenues | (\$903,333.00) | \$12,442.00 |

Total assets and resources

\$134,689.14

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

| | | | | |
|-----|--|--|--|----------------|
| 101 | Cash in bank | | | (\$604,800.86) |
| 411 | Intergovernmental accounts payable - state | | | \$0.00 |
| 421 | Accounts payable | | | \$0.00 |
| 431 | Contracts payable | | | \$0.00 |
| 451 | Loans payable | | | \$0.00 |
| 481 | Deferred revenues | | | \$0.00 |
| | Other current liabilities | | | \$0.00 |
| | Total liabilities | | | \$0.00 |

Fund Balance:

Appropriated:

| | | | | |
|-------------|---|----------------|----------------|--------------|
| 753,754 | Reserve for encumbrances | | | \$0.00 |
| 761 | Capital reserve account - July | | \$0.00 | |
| 604 | Add: Increase in capital reserve | | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | | \$0.00 | \$0.00 |
| 762 | Adult education programs | | | \$0.00 |
| 750-752,76x | Other reserves | | | \$0.00 |
| 601 | Appropriations | | \$966,850.00 | |
| 602 | Less: Expenditures | (\$781,087.50) | | |
| | Less: Encumbrances | \$0.00 | (\$781,087.50) | \$185,762.50 |
| | Total appropriated | | | \$185,762.50 |

Unappropriated:

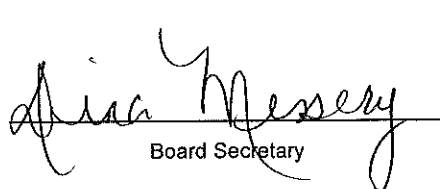
| | | | | |
|-----|-----------------------------------|--|--|----------------------------|
| 770 | Fund balance, July 1 | | | \$1.64 |
| 771 | Designated fund balance | | | \$0.00 |
| 303 | Budgeted fund balance | | | (\$51,075.00) |
| | Total fund balance | | | \$134,689.14 |
| | Total liabilities and fund equity | | | <u>\$134,689.14</u> |

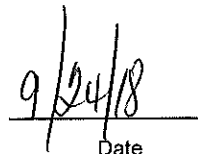
Starting date 7/1/2018 Ending date 8/31/2018 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|--------------------|-----------------------|---------------------|
| Appropriations | \$966,850.00 | \$781,087.50 | \$185,762.50 |
| Revenues | (\$915,775.00) | (\$903,333.00) | (\$12,442.00) |
| Subtotal | <u>\$51,075.00</u> | <u>(\$122,245.50)</u> | <u>\$173,320.50</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>\$51,075.00</u> | <u>(\$122,245.50)</u> | <u>\$173,320.50</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$51,075.00</u> | <u>(\$122,245.50)</u> | <u>\$173,320.50</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$51,075.00</u> | <u>(\$122,245.50)</u> | <u>\$173,320.50</u> |
| Less: Adjustment for prior year | \$0.00 | \$0.00 | \$0.00 |
| Budgeted fund balance | <u>\$51,075.00</u> | <u>(\$122,245.50)</u> | <u>\$173,320.50</u> |

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 40 Debt Service Fund

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|---------------|-----------------------------------|------------|-----------|------------|----------|------------|------------|
| 00885 | Total Revenues from Local Sources | 727,048 | 0 | 727,048 | 727,048 | | 0 |
| 0093A | Other | 188,727 | 0 | 188,727 | 176,285 | Under | 12,442 |
| Total | | 915,775 | 0 | 915,775 | 903,333 | | 12,442 |
| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
| 89660 | Total Regular Debt Service | 966,850 | 0 | 966,850 | 781,088 | 0 | 185,763 |
| Total | | 966,850 | 0 | 966,850 | 781,088 | 0 | 185,763 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 40 Debt Service Fund

| Revenues: | | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-----------|---------|--------------------------|------------|-----------|------------|---------|------------|------------|
| 00860 | 40-1210 | Local Tax Levy | 727,048 | 0 | 727,048 | 727,048 | | 0 |
| 00890 | 40-3160 | Debt Service Aid Type II | 188,727 | 0 | 188,727 | 176,285 | Under | 12,442 |
| Total | | | 915,775 | 0 | 915,775 | 903,333 | | 12,442 |

| Expenditures: | | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|---------------|----------------|-------------------------|------------|-----------|------------|----------|----------|-----------|
| 89600 | 40-701-510-834 | Interest on Bonds | 256,850 | 0 | 256,850 | 71,088 | 0 | 185,763 |
| 89620 | 40-701-510-910 | Redemption of Principal | 710,000 | 0 | 710,000 | 710,000 | 0 | 0 |
| Total | | | 966,850 | 0 | 966,850 | 781,088 | 0 | 185,763 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|--------------|
| 101 | Cash in bank | | \$634,407.32 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$0.00 |

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|----------------|--------------|
| 301 | Estimated revenues | \$1,012,286.00 | |
| 302 | Less revenues | (\$54,554.03) | \$957,731.97 |

Total assets and resources

\$1,592,139.29

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

| | | | |
|-----|--|--|--------------------|
| 411 | Intergovernmental accounts payable - state | | \$0.00 |
| 421 | Accounts payable | | \$0.00 |
| 431 | Contracts payable | | \$0.00 |
| 451 | Loans payable | | \$0.00 |
| 481 | Deferred revenues | | \$56,814.00 |
| | Other current liabilities | | \$0.00 |
| | Total liabilities | | \$56,814.00 |

Fund Balance:

Appropriated:

| | | | |
|-------------|---|----------------|---------------------|
| 753,754 | Reserve for encumbrances | | \$271,911.53 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$1,012,286.00 | |
| 602 | Less: Expenditures | (\$109,146.07) | |
| | Less: Encumbrances | (\$271,911.53) | (\$381,057.60) |
| | Total appropriated | | \$903,139.93 |

Unappropriated:


| | | | |
|-----|--|--|------------------------------|
| 770 | Fund balance, July 1 | | \$580,926.36 |
| 771 | Designated fund balance | | \$0.00 |
| 303 | Budgeted fund balance | | \$51,259.00 |
| | Total fund balance | | \$1,535,325.29 |
| | Total liabilities and fund equity | | <u>\$1,592,139.29</u> |

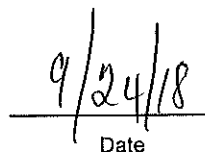
Starting date 7/1/2018 Ending date 8/31/2018 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|----------------------|---------------------|-----------------------|
| Appropriations | \$1,012,286.00 | \$381,057.60 | \$631,228.40 |
| Revenues | (\$1,012,286.00) | (\$54,554.03) | (\$957,731.97) |
| Subtotal | <u>\$0.00</u> | <u>\$326,503.57</u> | <u>(\$326,503.57)</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>\$326,503.57</u> | <u>(\$326,503.57)</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$326,503.57</u> | <u>(\$326,503.57)</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$0.00</u> | <u>\$326,503.57</u> | <u>(\$326,503.57)</u> |
| Less: Adjustment for prior year | (\$51,259.00) | (\$51,259.00) | \$0.00 |
| Budgeted fund balance | <u>(\$51,259.00)</u> | <u>\$275,244.57</u> | <u>(\$326,503.57)</u> |

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 60 Enterprise Fund

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|--|--|------------|-----------|------------|----------|------------|------------|
| (Total of Accounts W/O a Grid# Assigned) | | 0 | 1,012,286 | 1,012,286 | 54,554 | Under | 957,732 |
| Total | | 0 | 1,012,286 | 1,012,286 | 54,554 | | 957,732 |
| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
| (Total of Accounts W/O a Grid# Assigned) | | 0 | 1,012,286 | 1,012,286 | 109,146 | 271,912 | 631,228 |
| Total | | 0 | 1,012,286 | 1,012,286 | 109,146 | 271,912 | 631,228 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 60 Enterprise Fund

| Revenues: | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|---------------|------------|-----------|------------|----------|------------|------------|
| 99999 | 0 | 1,012,286 | 1,012,286 | 54,554 | Under | 957,732 |
| Total | 0 | 1,012,286 | 1,012,286 | 54,554 | | 957,732 |
| Expenditures: | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
| 99999 | 0 | 1,012,286 | 1,012,286 | 109,146 | 271,912 | 631,228 |
| Total | 0 | 1,012,286 | 1,012,286 | 109,146 | 271,912 | 631,228 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

| | | | |
|-----------|-----------------------------|--|-------------|
| 101 | Cash in bank | | \$86,227.57 |
| 102 - 106 | Cash Equivalents | | \$0.00 |
| 111 | Investments | | \$0.00 |
| 116 | Capital Reserve Account | | \$0.00 |
| 117 | Maintenance Reserve Account | | \$0.00 |
| 118 | Emergency Reserve Account | | \$0.00 |
| 121 | Tax levy Receivable | | \$0.00 |

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

| | | | |
|-----|--------------------|--------------|-------------|
| 301 | Estimated revenues | \$75,991.75 | |
| 302 | Less revenues | (\$3,785.49) | \$72,206.26 |

Total assets and resources

\$158,433.83

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

| | | | |
|-------------|---|--------------|--------------------|
| 753,754 | Reserve for encumbrances | | \$259.00 |
| 761 | Capital reserve account - July | \$0.00 | |
| 604 | Add: Increase in capital reserve | \$0.00 | |
| 307 | Less: Bud. w/d cap. reserve eligible costs | \$0.00 | |
| 309 | Less: Bud. w/d cap. reserve excess costs | \$0.00 | \$0.00 |
| 764 | Maintenance reserve account - July | \$0.00 | |
| 606 | Add: Increase in maintenance reserve | \$0.00 | |
| 310 | Less: Bud. w/d from maintenance reserve | \$0.00 | \$0.00 |
| 766 | Reserve for Cur. Exp. Emergencies - July | \$0.00 | |
| 607 | Add: Increase in cur. exp. emer. reserve | \$0.00 | |
| 312 | Less: Bud. w/d from cur. exp. emer. reserve | \$0.00 | \$0.00 |
| 762 | Adult education programs | | \$0.00 |
| 750-752,76x | Other reserves | | \$0.00 |
| 601 | Appropriations | \$76,106.75 | |
| 602 | Less: Expenditures | (\$4,764.00) | |
| | Less: Encumbrances | (\$259.00) | (\$5,023.00) |
| | Total appropriated | | \$71,342.75 |

Unappropriated:

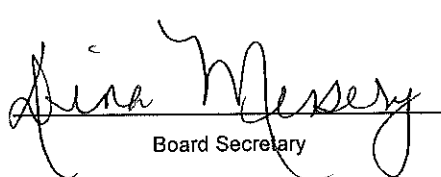
| | | | |
|-----|--|-------------|----------------------------|
| 770 | Fund balance, July 1 | \$87,091.08 | |
| 771 | Designated fund balance | \$0.00 | |
| 303 | Budgeted fund balance | \$0.00 | |
| | Total fund balance | | \$158,433.83 |
| | Total liabilities and fund equity | | <u>\$158,433.83</u> |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

| | <u>Budgeted</u> | <u>Actual</u> | <u>Variance</u> |
|--|-----------------|-------------------|---------------------|
| Appropriations | \$76,106.75 | \$5,023.00 | \$71,083.75 |
| Revenues | (\$75,991.75) | (\$3,785.49) | (\$72,206.26) |
| Subtotal | <u>\$115.00</u> | <u>\$1,237.51</u> | <u>(\$1,122.51)</u> |
| Change in capital reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$115.00</u> | <u>\$1,237.51</u> | <u>(\$1,122.51)</u> |
| Change in maintenance reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$115.00</u> | <u>\$1,237.51</u> | <u>(\$1,122.51)</u> |
| Change in emergency reserve account: | | | |
| Plus - Increase in reserve | \$0.00 | \$0.00 | \$0.00 |
| Less - Withdrawal from reserve | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | <u>\$115.00</u> | <u>\$1,237.51</u> | <u>(\$1,122.51)</u> |
| Less: Adjustment for prior year | (\$115.00) | (\$115.00) | \$0.00 |
| Budgeted fund balance | <u>\$0.00</u> | <u>\$1,122.51</u> | <u>(\$1,122.51)</u> |

Prepared and submitted by :


Board Secretary


Date

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 95 STUDENT ACTIVITY

| Revenues: | | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|--|--|------------|-----------|------------|----------|------------|------------|
| (Total of Accounts W/O a Grid# Assigned) | | 75,992 | 0 | 75,992 | 3,785 | Under | 72,206 |
| Total | | 75,992 | 0 | 75,992 | 3,785 | | 72,206 |
| Expenditures: | | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
| (Total of Accounts W/O a Grid# Assigned) | | 75,992 | 115 | 76,107 | 4,764 | 259 | 71,084 |
| Total | | 75,992 | 115 | 76,107 | 4,764 | 259 | 71,084 |

Starting date 7/1/2018 Ending date 8/31/2018 Fund: 95 STUDENT ACTIVITY

Revenues:

| | Org Budget | Transfers | Budget Est | Actual | Over/Under | Unrealized |
|-------|------------|-----------|------------|--------|------------|------------|
| | 75,992 | 0 | 75,992 | 3,785 | Under | 72,206 |
| Total | 75,992 | 0 | 75,992 | 3,785 | | 72,206 |

Expenditures:

| | Org Budget | Transfers | Adj Budget | Expended | Encumber | Available |
|-------|------------|-----------|------------|----------|----------|-----------|
| | 75,992 | 115 | 76,107 | 4,764 | 259 | 71,084 |
| Total | 75,992 | 115 | 76,107 | 4,764 | 259 | 71,084 |

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

July 31, 2018

ATTACHMENT H

| | Cash Balance 7/1/2018 | Cash Receipts July-18 | Cash Disbursements July-18 | Cash Balance 7/31/2018 |
|----------------------------|-----------------------------|-----------------------------|----------------------------------|------------------------------|
| General Fund - 10 | 3,352,753.71 | 2,681,897.32 | (741,261.57) | 5,293,389.46 |
| Special Revenue Fund - 20 | (3,001.88) | 27,178.00 | (23,806.61) | 369.51 |
| Capital Projects Fund - 30 | 548,601.38 | 6,274,371.76 | (6,349,154.16) | 473,818.98 |
| Debt Service Fund - 40 | 1.64 | 17,643.00 | 0.00 | 17,644.64 |
| Enterprise Fund - 60 | 714,535.75 | 33,846.34 | (75,665.85) | 672,716.24 |
| Total | 4,612,890.60 | 9,034,936.42 | (7,189,888.19) | 6,457,938.83 |
| Payroll Account | 446.00 | 255,484.04 | (255,484.04) | 446.00 |
| Payroll Agency Account | 11,644.44 | 176,485.66 | (188,619.75) | (489.65) |
| Unemployment Account | 112,268.68 | 7,584.92 | (144.52) | 119,709.08 |
| Summer Escrow Account | 307.17 | 0.11 | (249.59) | 57.69 |
| Flexible Spending Account | 1,248.94 | 6.50 | 0.00 | 1,255.44 |
| Grand Total | 4,738,805.83 | 9,474,497.65 | (7,634,386.09) | 6,578,917.39 |

9/24/18
Date

Matthew M. [Signature]
Chief School Administrator

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

August 31, 2018

ATTACHMENT H

| | Cash Balance 8/1/2018 | Cash Receipts August-18 | Cash Disbursements August-18 | Cash Balance 8/31/2018 |
|----------------------------|-----------------------------|-------------------------------|------------------------------------|------------------------------|
| General Fund - 10 | 5,293,389.46 | 2,885,817.19 | (1,625,044.35) | 6,554,162.30 |
| Special Revenue Fund - 20 | 369.51 | 0.00 | (174.46) | 195.05 |
| Capital Projects Fund - 30 | 473,818.98 | 684.57 | (130,141.25) | 344,362.30 |
| Debt Service Fund - 40 | 17,644.64 | 158,642.00 | (781,087.50) | (604,800.86) |
| Enterprise Fund - 60 | 672,716.24 | 30,751.60 | (69,060.52) | 634,407.32 |
| Total | 6,457,938.83 | 3,075,895.36 | (2,605,508.08) | 6,928,326.11 |
| Payroll Account | 446.00 | 225,927.64 | (225,927.64) | 446.00 |
| Payroll Agency Account | (489.65) | 145,610.08 | (145,805.19) | (684.76) |
| Unemployment Account | 119,709.08 | 186.29 | (436.80) | 119,458.57 |
| Summer Escrow Account | 57.69 | 0.09 | (0.11) | 57.67 |
| Flexible Spending Account | 1,255.44 | 1.96 | 0.00 | 1,257.40 |
| Grand Total | 6,578,917.39 | 3,447,621.42 | (2,977,677.82) | 7,048,860.99 |

Walter M. M...

Chief School Administrator

9/24/18
Date

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Page 1 of 2

Month / Year: Jul 31, 2018

09/24/18

| Line | Budget Category | Account | (col 1) | | (col 2) | | (col 3) | | (col 4) | | (col 5) | | (col 6) | | (col 7) | | (col 8) | |
|-------------|--|------------------|-----------------|-----------------------------------|------------|------------------------------|-------------------------|---|---------------------------|----------------------------------|--------------------------------|--|---------|--|---------|--|---------|--|
| | | | Original Budget | Revenues Allowed NJAC - A:23A-2.3 | Data | Original Budget For 10% Calc | Maximum Transfer Amount | YTD Net Transfers to / (from) 7/31/2018 | % Change of Transfers YTD | Remaining Allowable Balance From | Remaining Allowable Balance To | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 03200 | TOTAL REGULAR PROGRAMS - INSTRUCTION | 11-1XX-100-XXX | 9,592,526 | 166,721 | 9,759,247 | 975,925 | 0 | 0.00% | 975,925 | 975,925 | 975,925 | | | | | | | |
| 10300 11160 | Total Special Education - Instruction, Total Basic | 11-2XX-100-XXX | 5,286,769 | 850 | 5,287,619 | 528,762 | 0 | 0.00% | 528,762 | 528,762 | 528,762 | | | | | | | |
| 12160 40580 | Skills/Remedial – Instrcult., Total Bilingual Education – | 11-000-216, 217 | | | | | | | | | | | | | | | | |
| 41080 | Instruction, Total Undistributed Expend – Speech, OT., Total Undist. Expend. – Other Supp. Serv | | | | | | | | | | | | | | | | | |
| 15180 | TOTAL VOCATIONAL PROGRAMS | 11-3XX-100-XXX | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 17100 17600 | Total School-Sponsored Co/Extra Curricul, Total | 11-4XX-X00-XXX | 715,177 | 15,691 | 730,868 | 73,087 | 0 | 0.00% | 73,087 | 73,087 | 73,087 | | | | | | | |
| 19160 19620 | School-Sponsored Athletics – Instr, Total Before/After School | | | | | | | | | | | | | | | | | |
| 20620 21620 | Programs - Ins, Total Before/After School Programs, Total | | | | | | | | | | | | | | | | | |
| 22620 23620 | Summer School, Total Instructional Alternative Educatio, Total | | | | | | | | | | | | | | | | | |
| 25100 | Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins | | | | | | | | | | | | | | | | | |
| 27100 | Total Community Services Programs/Operat | 11-800-330-XXX | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 29180 | Total Undistributed Expenditures - Instr | 11-000-100-XXX | 2,546,265 | 0 | 2,546,265 | 254,627 | 0 | 0.00% | 254,627 | 254,627 | 254,627 | | | | | | | |
| 29680 30620 | Total Undistributed Expenditures – Atten, Total Undistributed | 11-000-211, 213, | 1,983,897 | 173 | 1,984,070 | 198,407 | 0 | 0.00% | 198,407 | 198,407 | 198,407 | | | | | | | |
| 41660 42200 | Expenditures – Healt, Total Undist. Expend. – Guidance, Total | 218, 219, 222 | | | | | | | | | | | | | | | | |
| 43620 | Undist. Expend. – Child Study Team, Total Undist. Expend. – Edu. Media Serv. | | | | | | | | | | | | | | | | | |
| 43200 44180 | Total Undist. Expend. – Improvement of I, Total Undist. Expend. – Instructional St | 11-000-221, 223 | 144,212 | 0 | 144,212 | 14,421 | 0 | 0.00% | 14,421 | 14,421 | 14,421 | | | | | | | |
| 45300 | Support Serv. - General Admin | 11-000-230-XXX | 571,102 | 8,515 | 579,617 | 57,962 | 0 | 0.00% | 57,962 | 57,962 | 57,962 | | | | | | | |
| 46160 | Support Serv. - School Admin | 11-000-240-XXX | 1,144,199 | 0 | 1,144,199 | 114,420 | 0 | 0.00% | 114,420 | 114,420 | 114,420 | | | | | | | |
| 47200 47620 | Total Undist. Expend. – Central Services, Total Undist. Expend. – Admin. Info. Tec | 11-000-25X-XXX | 554,693 | 0 | 554,693 | 55,469 | 0 | 0.00% | 55,469 | 55,469 | 55,469 | | | | | | | |
| 51120 | Total Undist. Expend. – Oper. & Maint. O | 11-000-26X-XXX | 2,519,324 | 304,427 | 2,823,751 | 282,375 | 0 | 0.00% | 282,375 | 282,375 | 282,375 | | | | | | | |
| 52480 | Total Undist. Expend. – Student Transpor | 11-000-270-XXX | 814,888 | 0 | 814,888 | 81,489 | 0 | 0.00% | 81,489 | 81,489 | 81,489 | | | | | | | |
| 71260 | TOTAL PERSONNEL SERVICES –EMPLOYEE | 11-XXX-XXX-2XX | 5,638,070 | 0 | 5,638,070 | 563,807 | 0 | 0.00% | 563,807 | 563,807 | 563,807 | | | | | | | |
| 72020 | Total Undistributed Expenditures – Food | 11-000-310-XXX | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 72120 | Transfer of Property Sale Proceeds to De | 11-000-520-934 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 72160 | Increase in Sale/Lease-back Reserve | 10-605 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 72180 | Interest Earned on Maintenance Reserve | 10-606 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 72200 | Increase in Maintenance Reserve | 10-606 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 72220 | Increase in Current Expense Emergency Re | 10-607 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 72240 | Interest Earned on Current Exp. Emergenc | 10-607 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | | | | | | | |
| 72260 | TOTAL GENERAL CURRENT EXPENSE | | 31,511,122 | 496,377 | 32,007,499 | 3,200,750 | 0 | 0.00% | 3,200,750 | 3,200,750 | 3,200,750 | | | | | | | |
| 75880 | TOTAL EQUIPMENT | 12-XXX-XXX-73X | 20,466 | 41,480 | 61,946 | 6,195 | 0 | 0.00% | 6,195 | 6,195 | 6,195 | | | | | | | |

ATTACHMENT

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Page 1 of 2

09/24/18

Month / Year: Aug 31, 2018

| Line | Budget Category | Account | (col 1) | (col 2) | (col 3) | (col 4) | (col 5) | (col 6) | (col 7) | (col 8) |
|-------------|--|-----------------------------------|-----------------|-----------------------------------|------------------------------|-------------------------|---|---------------------------|----------------------------------|--------------------------------|
| | | | Original Budget | Revenues Allowed NJAC - A:23A-2.3 | Original Budget For 10% Calc | Maximum Transfer Amount | YTD Net Transfers to / (from) 8/31/2018 | % Change of Transfers YTD | Remaining Allowable Balance From | Remaining Allowable Balance To |
| | | | Data | Data | Col1+Col2 | Col3 * .1 | + or - Data | Col5/Col3 | Col4+Col5 | Col4-Col5 |
| 03200 | TOTAL REGULAR PROGRAMS - INSTRUCTION | 11-1XX-100-XXX | 9,592,526 | 166,721 | 9,759,247 | 975,925 | 51,015 | 0.52% | 1,026,940 | 924,910 |
| 10300 11160 | Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT,, Total Undist. Expend. - Other Supp. Serv | 11-2XX-100-XXX 11-000-216, 217 | 5,286,769 | 850 | 5,287,619 | 528,762 | 0 | 0.00% | 528,762 | 528,762 |
| 15180 | TOTAL VOCATIONAL PROGRAMS | 11-3XX-100-XXX | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 17100 17600 | Total School-Sponsored Col/Extra Curricular, Total School-Sponsored Athletics - Instr, Total Before/After School Programs - Ins, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins | 11-4XX-X00-XXX | 715,177 | 15,691 | 730,868 | 73,087 | 0 | 0.00% | 73,087 | 73,087 |
| 27100 | Total Community Services Programs/Operat | 11-800-330-XXX | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 29180 | Total Undistributed Expenditures - Instr | 11-000-100-XXX | 2,546,265 | 0 | 2,546,265 | 254,627 | 0 | 0.00% | 254,627 | 254,627 |
| 29680 30620 | Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv. | 11-000-211, 213, 218, 219, 222 | 1,983,897 | 173 | 1,984,070 | 198,407 | 95,495 | 4.81% | 293,902 | 102,912 |
| 43200 44180 | Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St | 11-000-221, 223 | 144,212 | 0 | 144,212 | 14,421 | 0 | 0.00% | 14,421 | 14,421 |
| 45300 | Support Serv. - General Admin | 11-000-230-XXX | 571,102 | 8,515 | 579,617 | 57,962 | 0 | 0.00% | 57,962 | 57,962 |
| 46160 | Support Serv. - School Admin | 11-000-240-XXX | 1,144,199 | 0 | 1,144,199 | 114,420 | 60,612 | 5.30% | 175,032 | 53,808 |
| 47200 47620 | Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec | 11-000-25X-XXX | 554,693 | 0 | 554,693 | 55,469 | 0 | 0.00% | 55,469 | 55,469 |
| 51120 | Total Undist. Expend. - Oper. & Maint. O | 11-000-26X-XXX | 2,519,324 | 304,427 | 2,823,751 | 282,375 | 599,826 | 21.24% | 882,201 | (317,451) |
| 52480 | Total Undist. Expend. - Student Transpor | 11-000-270-XXX | 814,888 | 0 | 814,888 | 81,489 | 0 | 0.00% | 81,489 | 81,489 |
| 71260 | TOTAL PERSONNEL SERVICES -EMPLOYEE | 11-XXX-XXX-2XX | 5,638,070 | 0 | 5,638,070 | 563,807 | 0 | 0.00% | 563,807 | 563,807 |
| 72020 | Total Undistributed Expenditures - Food | 11-000-310-XXX | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 72120 | Transfer of Property Sale Proceeds to De | 11-000-520-934 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 72160 | Increase in Sale/Lease-back Reserve | 10-605 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 72180 | Interest Earned on Maintenance Reserve | 10-606 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 72200 | Increase in Maintenance Reserve | 10-606 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 72220 | Increase in Current Expense Emergency Re | 10-607 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 72240 | Interest Earned on Current Exp. Emergenc | 10-607 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 72260 | TOTAL GENERAL CURRENT EXPENSE | | 31,511,122 | 496,377 | 32,007,499 | 3,200,750 | 806,948 | 2.52% | 4,007,698 | 2,393,802 |
| 75880 | TOTAL EQUIPMENT | 12-XXX-XXX-73X | 20,466 | 41,480 | 61,946 | 6,195 | 0 | 0.00% | 6,195 | 6,195 |

ATTACHMENT

| Line | Budget Category | Account | (col 1) | (col 2) | (col 3) | (col 4) | (col 5) | (col 6) | (col 7) | (col 8) |
|-------|---|----------------|-----------------|-----------------------------------|------------------------------|-------------------------|---|---------------------------|----------------------------------|--------------------------------|
| | | | Original Budget | Revenues Allowed NJAC - A:23A-2.3 | Original Budget For 10% Calc | Maximum Transfer Amount | YTD Net Transfers to / (from) 8/31/2018 | % Change of Transfers YTD | Remaining Allowable Balance From | Remaining Allowable Balance To |
| | | | Data | Data | Col1+Col2 | Col3 * .1 | + or - Data | Col5/Col3 | Col4+Col5 | Col4-Col5 |
| 76260 | Total Facilities Acquisition and Constr | 12-000-4XX-XXX | 66,858 | 60,000 | 126,858 | 12,686 | 0 | 0.00% | 12,686 | 12,686 |
| 76320 | Capital Reserve -- Transfer to Capital Pr | 12-000-4XX-931 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 76340 | Capital Reserve -- Transfer to Debt Servi | 12-000-4XX-933 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 76360 | Increase in Capital Reserve | 10-604 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 76380 | Interest Deposit to Capital Reserve | 10-604 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 76400 | TOTAL CAPITAL OUTLAY | | 87,324 | 101,480 | 188,804 | 18,880 | 0 | 0.00% | 18,880 | 18,880 |
| 83080 | TOTAL SPECIAL SCHOOLS | 13-XXX-XXX-XXX | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 84000 | Transfer of Funds to Charter Schools | 10-000-100-56X | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 84020 | General Fund Contrib. to School-based Bu | 10-000-520-930 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 |
| 84060 | GENERAL FUND GRAND TOTAL | | 31,598,446 | 597,857 | 32,196,303 | 3,219,630 | 806,948 | 2.51% | 4,026,578 | 2,412,682 |



School Business Administrator Signature

9/24/18

Date

| Hasbrouck Heights Board of Education | | | | | | | | | |
|--------------------------------------|--|--|--|-------------------|---|--------|--------|--|--|
| Transfers | | | | | | | | | |
| Jul-18 | | | | | | | | | |
| | | | | Account Number | Account Description | From | To | Description | |
| | | | | 11 000 216 610 | General Supplies | 1,000 | | | |
| | | | | 11 000 216 890 | Miscellaneous Expenditures | | 1,000 | Staff training for child study team | |
| | | | | | | | | | |
| | | | | 11 000 223 500 02 | Other Purchased Services | 235 | | | |
| | | | | 11 000 223 890 02 | Other Objects | | 235 | Professional development training for high school staff member | |
| | | | | | | | | | |
| | | | | 11 000 251 340 | Purchased Technical Services | 5,000 | | | |
| | | | | 11 000 251 610 | General Supplies | | 5,000 | New computers for board office staff | |
| | | | | | | | | | |
| | | | | 11 000 262 420 | Cleaning, Repairs and Maintenance Services | 11,582 | | | |
| | | | | 11 000 266 610 | General Supplies | | 11,582 | Security shades for all district buildings | |
| | | | | | | | | | |
| | | | | 11 000 262 590 | Miscellaneous Purchased Services | 8,480 | | | |
| | | | | 11 000 262 520 | Insurance | | 8,480 | General liability insurance | |
| | | | | | | | | | |
| | | | | 11 000 291 260 | Workmens' Compensation | 30,100 | | | |
| | | | | 11 000 291 270 | Health Benefits | 15,000 | | | |
| | | | | 11 000 291 290 | Other Employee Benefits | | 45,100 | Retirement payouts | |
| | | | | | | | | | |
| | | | | 11 190 100 640 04 | Textbooks | 15,000 | | | |
| | | | | 11 190 100 610 04 | General Supplies | | 15,000 | Teaching supplies for Euclid | |
| | | | | | | | | | |
| | | | | 11 190 100 640 05 | Textbooks | 9,000 | | | |
| | | | | 11 190 100 610 05 | General Supplies | | 9,000 | Teaching supplies for Lincoln | |
| | | | | | | | | | |
| | | | | 11 190 100 640 05 | Textbooks | 1,000 | | | |
| | | | | 11 190 100 890 05 | Other Objects | | 1,000 | Staff training for Lincoln | |
| | | | | | | | | | |
| | | | | 11 221 100 320 | Purchased Professional Educational Services | 1,245 | | | |
| | | | | 11 221 100 890 | Other Objects | | 1,245 | Petting zoo for ESY | |
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| Hasbrouck Heights Board of Education | | | | | | | | | |
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| Transfers | | | | | | | | | |
| Aug-18 | | | | | | | | | |
| | | | | Account Number | Account Description | From | To | Description | |
| 11 | 000 | 262 | 420 | | Cleaning, Repairs and Maintenance Services | 10,500 | | | |
| 11 | 000 | 262 | 590 | | Miscellaneous Purchased Services | | 10,500 | Copier meter usage district wide | |
| | | | | | | | | | |
| 11 | 000 | 291 | 260 | | Workmen's Compensation | 580 | | | |
| 11 | 000 | 291 | 290 | | Other Employee Benefits | | 580 | Catastrophic Illness fund | |
| | | | | | | | | | |
| 11 | 221 | 100 | 101 | | Salaries of Teachers | 398 | | | |
| 11 | 221 | 100 | 106 | | Other Salaries for Instruction | | 398 | Staff reallocation for extended year | |
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| STIPEND POSITION | ADVISOR / COACH | TOTAL STIPEND |
|--|--|---------------|
| CHEERLEADING - CO-HEAD | KRITZER, BARBARA | \$ 2,445.50 |
| CHEERLEADING - CO-HEAD | RUSSO, ADRIANNA | \$ 2,445.50 |
| CHEERLEADING - CO-ASST. | KRITZER, BARBARA | \$ 1,345.50 |
| CHEERLEADING - CO-ASST. | RUSSO, ADRIANNA | \$ 1,345.50 |
| CROSS COUNTRY | RYAN, MIKE | \$ 5,999.00 |
| CROSS COUNTRY - ASST. | RUROEDE, LEIGHANN | \$ 4,017.00 |
| FOOTBALL - HEAD | DELCAZLO, NICK | \$ 10,392.00 |
| FOOTBALL - ASST. | MINICHELLO, ROCCO | \$ 7,189.00 |
| FOOTBALL - ASST. | D'AMICO, FRANK | \$ 6,491.00 |
| FOOTBALL - ASST. - SPLIT 50/50 | MANSFIELD, SEAN 50/50 WITH D. D'AMICO | \$ 3,245.50 |
| FOOTBALL - ASST. - SPLIT 50/50 | D'AMICO, FRANK 50/50 WITH S. MANSFIELD | \$ 3,245.50 |
| FOOTBALL - ASST. | BAEIRA, ADAM | \$ 6,491.00 |
| FOOTBALL - ASST. | IURATO, DARREN 50/50 WITH D. FORDE | \$ 2,493.50 |
| FOOTBALL - ASST. | FORDE, DIMITRI 50/50 WITH D. IURATO | \$ 2,493.50 |
| SOCCER - BOYS - HEAD | THORNE, BILL | \$ 6,713.00 |
| SOCCER - BOYS - ASST. | HYMSON, RICH | \$ 5,644.00 |
| SOCCER - BOYS - ASST. | MAFFEI, JOSEPH | \$ 5,644.00 |
| SOCCER - SPECIAL STUDENT ASST. | | \$ - |
| SOCCER - GIRLS - HEAD | FONTALVO, CLAUDIO | \$ 5,582.00 |
| SOCCER - GIRLS - ASST. | ROSILLO, LINDSAY | \$ 4,141.00 |
| SOCCER - GIRLS - ASST. | KELLER, JENN | \$ 4,513.00 |
| SOCCER - GIRLS - ASST. FOR SPEC ED STUDENT | AVELLA, FRANK | \$ 2,484.60 |
| TENNIS - GIRLS - HEAD (FALL) | KOS, SUZANNE | \$ 5,999.00 |
| TENNIS - GIRLS - ASST. (FALL) | McCUE, VANESSA | \$ 4,468.00 |
| VOLLEYBALL - GIRLS - HEAD | LEE, JOE (JO) | \$ 5,211.00 |
| VOLLEYBALL - GIRLS - ASST | FERRANTI, JACKIE | \$ 5,644.00 |
| VOLLEYBALL - GIRLS - ASST | MILLER, CORINNE | \$ 4,141.00 |
| VOLLEYBALL - MS | WARREN, CHRISTINE | \$ 1,414.00 |
| | | |
| BASKETBALL - BOYS - HEAD | CEBULA, MIKE | \$ 8,380.00 |
| BASKETBALL - BOYS - ASST. | AVELLA, FRANK | \$ 4,513.00 |
| BASKETBALL - BOYS - ASST. | CRABBE, JOSEPH | \$ 4,513.00 |
| BASKETBALL - GIRLS - HEAD | MINERVINI, AMANDA | \$ 8,122.00 |
| BASKETBALL - GIRLS - ASST. | FERRANTI, JACKIE | \$ 5,644.00 |
| BASKETBALL - GIRLS - ASST. | VAN DAM, JOHN | \$ 5,644.00 |
| BOWLING - HEAD | RISPOLI, DAVE | \$ 4,338.00 |
| SWIM TEAM - HEAD | T B D | \$ - |
| SWIM TEAM - ASST. | T B D | \$ - |
| INDOOR TRACK - HEAD (WINTER) | BRADY, ROB | \$ 6,866.00 |
| INDOOR TRACK - ASST. (WINTER) | RYAN, MIKE | \$ 3,495.00 |
| INDOOR TRACK - ASST. (WINTER) | VALENTI, JOHN | \$ 3,495.00 |
| WRESTLING - HEAD | MESSERY, CRAIG | \$ 8,122.00 |
| WRESTLING - ASST. | FREUND, KURT | \$ 5,644.00 |
| WRESTLING - ASST. | BAEIRA, ADAM | \$ 5,644.00 |
| | | |
| BASEBALL - HEAD | GABRIELE, PAT | \$ 6,995.00 |
| BASEBALL - ASST. | SPARACIO, MATT | \$ 5,644.00 |
| BASEBALL - ASST. | TATTOLI, LORENZO | \$ 5,644.00 |
| SOFTBALL - HEAD | FERRANTI, JACKIE | \$ 7,745.00 |
| SOFTBALL - ASST. | FREUND, KURT | \$ 5,644.00 |
| SOFTBALL - ASST. | WARREN, CHRISTINE | \$ 5,644.00 |
| TRACK - HEAD / COORD (1-1/2 STIPEND) | BRADY, ROB | \$ 12,315.50 |
| TRACK - ASST. | RYAN, MIKE | \$ 5,816.00 |
| TRACK - ASST. | MARCHESE, VINNIE | \$ 5,816.00 |
| TRACK - ASST. | VALENTI, JOHN | \$ 6,342.00 |
| TRACK - ASST. - SPLIT 50/50 | D'AMATO, JOHN 50% | \$ 2,822.00 |
| TRACK - ASST. - SPLIT 50/50 | T B D | \$ - |
| TENNIS - BOYS - HEAD (SPRING) | KOS, SUZANNE | \$ 6,687.00 |
| TENNIS - BOYS - ASST. (SPRING) | THORNE, WILLIAM | \$ 4,468.00 |
| GOLF - FULL COACH - NO SPLIT | PIGNATIELLO, DAN | \$ 5,999.00 |

2018-2019 STIPENDS

ADVISORS AND CLUBS

Stipend

| HIGH SCHOOL | | |
|-----------------------------|---|----------------|
| 504 OFFICER - MSHS | Mary Nuemann/B. Christianson (50/50 split) | \$500.00 each |
| CLRGRD/MARCH BAND | Bette Medina | \$ 1,505.00 |
| COMMUNITY SERVICE | Suzanne Caines | \$ 2,561.00 |
| COMMUNITY SERVICE | Ashley Caligy/Crystal Tremaroli/Lindsey Gesell (split 3 ways) | \$853.66 each |
| DIR INSTRUMENTAL MUSIC | Joe Ascolese | \$ 5,030.00 |
| DRAMA CLUB & SR. PLAY | Paula Jacobs | \$ 4,075.00 |
| DRILL INSTR. & DESIGN | Michael Coppola | \$ 2,459.00 |
| FACULTY TREASURER | Matt Sparacio | \$ 2,636.00 |
| FRESH CLASS ADVISOR | Patrick McShane | \$ 1,270.00 |
| JR. CLASS ADVISOR | Kailey MacDonald | \$ 1,407.00 |
| OUTREACH CLUB | Patrick McShane | \$ 1,674.00 |
| ITALIAN CLUB | Antoinette Washburn | \$ 830.00 |
| MEDIA SPECIALIST - AM | Lindsey Gesell | \$ 1,329.00 |
| PIEROTT WINTER GUARD | Bette Medina | \$ 1,661.00 |
| PILOT'S LOG | William Thorne | \$ 3,475.00 |
| SOPH. CLASS ADVISOR | Catherine Cassidy | \$ 1,235.00 |
| SR. CLASS ADVISOR | Kara Doyle/Jessica Lustmann (50/50 split) | \$1370.00 each |
| SR. FINANCE ADVISOR | Kailey MacDonald | \$ 2,740.00 |
| SR. PLAY - MUSIC DIRECTOR | Antionette Gierut | \$ 2,740.00 |
| STEM | Michael Binazeski | \$ 3,238.00 |
| STUDENT COUNCIL | William Thorne | \$ 2,208.00 |
| YEARBOOK | Catherine Cassidy | \$ 2,768.00 |
| AMERICAN SIGN LANGUAGE | Shannon Rodenberg | \$ 830.00 |
| THE YOUNG DEM/REP CLUB | Catherine Cassidy | \$ 830.00 |
| ART / SCENERY CLUB | OPEN | \$ 830.00 |
| COMPUTER PROGRAMMING | Barry Sussman | \$ 830.00 |
| GAY / STR ALLIANCE CLUB | Catherine Cassidy | \$ 830.00 |
| HEROES & COOL KIDS | Ashley Calligy/Kerrie O'Hagen/Barbara Christianson (split 3 ways) | \$276.66 each |
| AVIATORS OUT LOUD - PODCAST | Kara Doyle | \$ 830.00 |
| MULTI-CULTURAL CLUB | Danielle Monetti | \$ 830.00 |
| NAT'L HONOR SOCIETY | Viktoria Tsakelova | \$ 830.00 |
| SPANISH CLUB/HONOR SOCIETY | Maria Squillace | \$ 830.00 |
| SPIRIT CLUB | Barbara Kritzer | \$ 830.00 |
| MODEL UN | Catherine Cassidy | \$ 830.00 |
| HS ROBOTICS | Club Dissolved | \$ - |
| FUTURE SCIENTIST CLUB | Ian Zellman | \$ 830.00 |
| MEDICAL SCIENCE | Dan Pignatiello | \$ 830.00 |
| DANCE | Meredith Arabas | \$ 830.00 |
| YOGA | Lisa Bernstein | \$ 830.00 |
| WELLNESS | Maria Abbatiello | \$ 830.00 |

2018-2019 STIPENDS

ADVISORS AND CLUBS

| | | Stipend |
|----------------------------------|---|---------------|
| OPEN | OPEN | \$ 830.00 |
| MIDDLE SCHOOL | | |
| GYM MORNING SUPERVISION | Vincent Marchese | \$32/hr |
| CROSS COUNTRY CLUB | Jesse Coffey | \$ 830.00 |
| JR. POLICE ACADEMY - SUMMER | Mike Stillman | \$ 960.00 |
| MS ROBOTICS | Club Dissolved | \$ - |
| 6th GRADE ROBOTICS | Club Dissolved | \$ - |
| MUSICAL DIR MS PLAY | Paula Jacobs | \$ 1,760.00 |
| STUDENT COUNCIL | Kim Caputo | \$ 1,243.00 |
| ART CLUB | Dawn Massa | \$ 830.00 |
| JR. POLICE AUXILIARY (DURING YR) | Mike Stillman | \$ 830.00 |
| MOCK TRIAL | M. Stillman/J. Gay (50/50 split) | \$ 830.00 |
| BETA CLUB | James Muska | \$ 830.00 |
| Asst BETA CLUB | Jesse Coffey | \$ 249.00 |
| GEOGRAPHY CLUB | James Muska | \$ 830.00 |
| PEER TO PEER | Kim Caputo | \$ 830.00 |
| TEAM LEADER - GR 6 | Michelle DiPiano | \$ 830.00 |
| TEAM LEADER - GR 7 | Kathy Toy | \$ 830.00 |
| TEAM LEADER - GR 8 | Mike Stillman | \$ 830.00 |
| TREPS CLUB | Kirsten Krysz | \$ 830.00 |
| WRITING CLUB | Mike Stillman | \$ 830.00 |
| 7th GRADE TRIP COORDINATOR | Kathy Toy | \$ 407.00 |
| 8th GRADE TRIP COORDINATOR | Kerrie O'Hagen | \$ 407.00 |
| AM CAFETERIA DOOR DUTY | K. Caputo /C. DelSole | \$32/hr |
| MS/HS ADVISORS/CLUBS | | |
| MS/HS ACADEMIC CHALLENGE | Catherine Cassidy | \$ 830.00 |
| MS/HS CHESS | Michael Binazeski | \$ 830.00 |
| MS/HS DIRECTOR OF VOCAL MUSIC | Antoinette Gierut | \$ 5,030.00 |
| SAT PREP COORDINATOR | Brady Trexler | \$37/hr |
| SAT PREP TEACHER | Frank Avella | \$37/hr |
| SAT PREP TEACHER | Phil Cassano | \$37/hr |
| SAT PREP TEACHER | Jessica Lustmann | \$37/hr |
| SAT PREP TEACHER | Brady Trexler | \$37/hr |
| LINCOLN SCHOOL | | |
| 504 OFFICER – LS (ALL GRADES) | Kim Kane, Donna Dussault (50/50 split) | \$250.00 each |
| SAFETY PATROL – LS (GRADE 5) | Donna Dussault/Allison Daly (50/50 split) | \$797.50 each |
| TEACHER IN CHARGE – LS | Victoria DePalma | \$ 1,341.00 |
| OPEN (I&RS didn't run) | OPEN | |
| GOING GREEN (GRADE 4) | Allison Daly/Danielle Reynolds (50/50 split) | \$415.00 each |
| STUDENT COUNCIL (ALL GRADES) | Jen Martello | \$ 830.00 |
| JUMP ROPE TEAM (GRADES 3, 4, 5) | Michael Cebula | \$ 830.00 |
| MORNING PLAYGROUND | Entire staff - certificated | \$32/hr |
| MORNING PLAYGROUND | Entire staff - non-certificated | \$21/hr |
| EUCLID SCHOOL | | |
| 504 OFFICER – ES (ALL GRADES) | Lesa Brinker/Jolanta Czajkowski (50/50 split) | \$250.00 each |
| SAFETY PATROL – ES (GRADE 5) | Lesa Brinker/Lisa Palladino (50/50 split) | \$797.50 each |
| TEACHER IN CHARGE – ES | Jackie Mansfield | \$ 1,341.00 |
| OPEN (I&RS didn't run) | OPEN | |
| GOING GREEN (GRADE 4) | Melissa Gyenes/Christina Bari (50/50 split) | \$415.00 each |
| STUDENT COUNCIL (ALL GRADES) | Melissa Gyenes/Lisa Crabbe (50/50 split) | \$415.00 each |
| EUCLID MARKET PLACE (Trops) | Melissa Gyenes/Lori Bothe (50/50 split) | \$415.00 each |
| MORNING PLAYGROUND | Entire staff - certificated | \$32/hr |
| MORNING PLAYGROUND | Entire staff - non-certificated | \$21/hr |

2018-2019 STIPENDS

ADVISORS AND CLUBS

Stipend

| DISTRICT WIDE | | |
|-------------------------------|--|-----------------|
| AFFIRMATIVE ACTION OFFICER | Joseph Colangelo | \$ 500.00 |
| APA /DLM COORDINATOR | Frank Avella | \$ 1,500.00 |
| KEYS PROGRAM COORDINATOR | Joan Catapane | \$ 6,000.00 |
| FACILITIES USE COORDINATOR | Val Giancaspro | \$ 2,400.00 |
| SCHOOL BUS SUPERVISOR | V. Giancaspro/J. Amorosi (50/50 split) | \$1,200.00 each |
| PROF DEVELOPMENT COORD | V.Barchini | \$ 312.50 |
| | J. Colangelo | \$ 312.50 |
| | F. D'Amico | \$ 312.50 |
| | N. DeBonis | \$ 312.50 |
| | J. Gribbin | \$ 312.50 |
| | J. Mastropietro | \$ 312.50 |
| | J. Sickels | \$ 312.50 |
| | J. Simmons | \$ 312.50 |
| SUPPLY RM CUST - MS/HS (1/2) | Andy Singliari | \$ 725.00 |
| SUPPLY RM CUST - MS/HS (1/2) | Dom DePalma | \$ 725.00 |
| LEAD CUSTODIAN - MS/HS | Dom DePalma | \$ 1,200.00 |
| LEAD CUSTODIAN - ES | Bill Jones | \$ 1,200.00 |
| LEAD CUSTODIAN - LS | Mike Luterzo | \$ 1,200.00 |
| SPORTS PHYSICIAN | John Colaneri | \$ 7,000.00 |
| MEDICAL INSPECTOR | John Colaneri | \$ 2,000.00 |
| SUBSTITUTE CALLER | Deb Steimel | \$ 3,500.00 |
| ATHLETIC TRAINER | Justin Schamarak | \$ 37,480.00 |
| ATHLETIC EVENT WORKERS | Entire Staff and Security Personnel | Varied |
| DETENTION/SATURDAY SCHOOL | Entire Staff | \$32/hr |
| RESIDENCY OFFICERS | A. Lustmann | \$ 1,000.00 |
| RESIDENCY OFFICERS | C. Lange | \$ 1,000.00 |
| TESTING COORDINATOR | Vincent Barchini | \$ 15,000.00 |
| SHARED SVCS. - SO. HACKENSACK | Valerie Giancaspro | \$ 3,500.00 |
| SHARED SVCS. - SO. HACKENSACK | Robyn Scholz | \$ 4,000.00 |
| SHARED SVCS. - SO. HACKENSACK | Rita Popadich | \$ 2,000.00 |
| PAYROLL COORDINATOR | Robyn Scholz | \$ 5,000.00 |

3212 ATTENDANCE

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

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences, defined as days beyond the 15 allotted, with the exception of maternity, short or long term sick leave, as approved by the BOE, will be subject to appropriate progressive discipline. Appropriate progressive discipline includes a written reprimand or the withholding of a salary increment.

Tardy Progressive Discipline

4 Tardies = Verbal warning

5th Tardy = Memorandum of understanding

Another 5 Tardies (~~14~~ **13** total) = Documented in evaluation (receive a 2 under professionalism)

Another 3 Tardies (~~17~~ **16** total) = Withholding of increment or official written reprimand

Two consecutive years of ~~17~~ **16** Tardies = Automatically results in withholding of increment

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

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

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

Adopted: 20 November 2014

Revised: May 21, 2015

Revised: November 16, 2017

Revised: August 16, 2018

Revised (First Reading): September 27, 2018

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

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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R. Students with Disabilities

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

A. Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

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

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

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

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

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

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

C. Student Expectations

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

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

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

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

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

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

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

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

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

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

D. Consequences and Appropriate Remedial Actions

Consequences and Appropriate Remedial Actions – Students

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

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

Factors for Determining Consequences – Student Considerations

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

Factors for Determining Consequences – School Considerations

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

Factors for Determining Remedial Measures

Personal

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

Environmental

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

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

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

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

Examples of Consequences

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

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

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

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

Personal – Target/Victim

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

Parents, Family, and Community

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

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

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

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

Consequences and Appropriate Remedial Actions – Adults

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

Target/Victim Support

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

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

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

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

E. Harassment, Intimidation, and Bullying Reporting Procedure

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

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

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

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

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

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

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

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

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

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

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

The district Anti-Bullying Coordinator shall:

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

The school Anti-Bullying Specialist shall:

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

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

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

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

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

G. Harassment, Intimidation, and Bullying Investigation

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

[Option – Principal’s Preliminary Determination]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. Reprisal or Retaliation Prohibited

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

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

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

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

J. Consequences and Appropriate Remedial Action for False Accusation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

O. School and District Grading Requirements

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

P. Reports to Law Enforcement

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

Q. Collective Bargaining Agreements and Individual Contracts

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

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

R. Students with Disabilities

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

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

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

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

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

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

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

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

Revised (First Reading): August 16, 2018

Revised (Second Reading): September 27, 2018

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

ABOLISHED

R-5512 HARASSMENT, INTIMIDATION, OR BULLYING INVESTIGATION PROCEDURE

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

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

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

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

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Harassment, Intimidation, or Bullying
Investigation Procedure

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

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

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

First Reading: August 16, 2018

Second Reading: September 27, 2018

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Disclosure and Review of Applicant's

Employment History

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[See POLICY ALERT No. 216]

1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

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

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

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

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



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

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

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

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

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



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

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

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

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

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

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Disclosure and Review of Applicant's
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[See POLICY ALERT No. 216]

R 1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

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

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

For the purposes of this Policy and Regulation:

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



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



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



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



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



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



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



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3. A copy of all requests for information and any information provided to a hiring entity, in accordance with the provisions of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq., shall be maintained by the Superintendent or designee in the applicant's personnel file and shall only be destroyed in accordance with the New Jersey Department of Revenue – Records Management Services Records Retention and Disposition Schedule.
- D. Timeline for Current or Former Employers to Disclose Information (N.J.S.A. 18A:6-7.9)
1. No later than twenty days after receiving a request for information under N.J.S.A. 18A:6-7.7.b. and B.1.b. above, an employer that has or had an employment relationship within the last twenty years with the applicant shall disclose the information requested pursuant to N.J.S.A. 18A:6-7.6 et seq.
 2. The failure of an employer to provide the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above within the twenty day timeframe established under N.J.S.A. 18A:6-7.9.a. and D.1. above may be grounds for the automatic disqualification of an applicant from employment with a hiring entity. A hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated:
 - a. Because of any information received by the hiring entity from an employer pursuant to N.J.S.A. 18A:6-7.7 and B. above; or
 - b. Due to the inability of the hiring entity to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.
- E. Provisional Employment (N.J.S.A. 18A:6-7.10)
- A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review by the hiring entity of information received pursuant to N.J.S.A. 18A:6-7.7 and B. above, provided that all of the following conditions are satisfied:



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

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

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

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

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



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



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



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

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Use of Physical Restraint and Seclusion
Techniques for Students with Disabilities

Jul 18

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

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

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

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

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



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Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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

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

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

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



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Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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

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

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

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

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

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

First Reading: August 16, 2018

Second Reading: September 27, 2018



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Use of Physical Restraint and Seclusion
Techniques for Students with Disabilities

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

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

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

A. Definitions

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

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

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

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



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

B. Physical Restraint

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

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student’s primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a student **shall be** is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. **In addition, a A-full post-incident written notification** report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident.
 - a. **The post-incident written notification report shall include, but not be limited to, details regarding the nature of the behavior that precipitated the use of the restraint; the staff involved; and recommendations for follow-up activities including, if appropriate, revisions to the student’s individualized education plan (IEP) or administration of a functional assessment.**



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- b. The post-incident written notification report shall be maintained in a manner consistent with State and Federal regulations regarding the confidentiality of student records, while also serving as a mechanism for gathering data which allows the IEP team to make informed decisions regarding the student's needs.**
- 5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
- 6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan (BIP) at the next ~~individualized education plan~~ IEP meeting.
 - a. Each incident that requires the use of restraint shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.**
 - b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.**



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

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

~~C. Physical Restraint Training Requirements~~

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

- ~~1. Building level administrators and school staff members who are involved in the restraint of a student shall receive training in safe techniques for physical restraint from an entity determined by the Board to be qualified to provide such training.~~
 - ~~a. The Principal or designee shall determine the school staff members that shall receive training in safe techniques for physical restraint of a student.~~
 - ~~b. Training may include techniques of prevention and de-escalation, as well as alternatives to physical restraint.~~
 - ~~c. Training may include current professionally accepted practices and standards regarding behavior management.~~
 - ~~d. The training program in safe techniques for physical restraint shall be updated at least annually.~~



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C. Seclusion

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

- 1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;**
- 2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure that it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities; and**
- 3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the BIP at the next IEP meeting.**
 - a. Each incident that requires the use of a seclusion technique shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.**
 - b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.**



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

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

D. Interventions

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



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- f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.
 - 2. Security interventions may include, but are not limited to, the staff member:
 - a. Standing quietly in the doorway and asking the student to accompany the staff member; and
 - b. Informing the student of the violation of the school discipline code and procedure and assure the student they have the choice to leave the classroom quietly.
- E. Use of Physical Restraint
 - 1. If necessary, the staff member shall restrain the student until the emergency no longer exists (i.e. the student stops punching, kicking, spitting, damaging property, etc.).
 - 2. The school staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.
 - 3. The Principal's or designee's or any school staff member's report regarding the incident shall be documented in writing in sufficient detail to enable staff to use this information to develop or improve the ~~behavior intervention plan~~ **BIP** at the next ~~individualized education plan~~ **IEP** meeting. The documentation of physical restraint shall be placed in the student's school file.
 - 4. The use of physical restraint is subject to the following additional requirements:
 - a. Physical restraint techniques shall consider the student's medical conditions and shall be modified as necessary;



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- b. Students shall not be subjected to physical restraint for using profanity, other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat;
- c. In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of the other students in the vicinity;
- d. A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing harm to himself/herself, others, or imminent property destruction; and
- e. The student shall be examined by the school nurse after any restraint.

F. ~~Seclusion Techniques~~

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

- ~~1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;~~
- ~~2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure that it was used in accordance with established procedures set forth in Policy and Regulation 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and~~



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3. ~~Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.~~

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

F. Restraint and Seclusion Training Requirements

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



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

First Reading: August 16, 2018

Second Reading: September 27, 2018



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Procurement Procedures for School

Nutrition Programs

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[See POLICY ALERT Nos. 215 and 216]

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

8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

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

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

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

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



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Procurement Procedures for School
Nutrition Programs

A. General Procurement

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

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

2. The following procedures will be used for all purchases:

| Product/ Services | Estimated Dollar Amount | Procurement Method | Evaluation | Contract Award Type | Contract Duration/ Frequency |
|----------------------|-------------------------------|-----------------------|------------|---------------------------|------------------------------------|
| | | | | | |
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Micro-Purchases:

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

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



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

B. Formal Procurement

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

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



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



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

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



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



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

C. Small Purchase Procedures

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

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



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

D. Noncompetitive Proposal Procedures

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

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



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

E. Miscellaneous Provisions

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



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F. Emergency Purchases

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

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

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



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

H. Records Retention

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



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

I. Code of Conduct for Procurement

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



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

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



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APPENDIX

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

State Agency Form #358 - July 2017

First Reading: August 16, 2018

Second Reading: September 27, 2018

