

**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 1<sup>st</sup> day of September, 2018.

By:

**HASBROUCK HEIGHTS PUBLIC SCHOOL DISTRICT**

  
Title: Superintendent <sup>Dr.</sup> 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

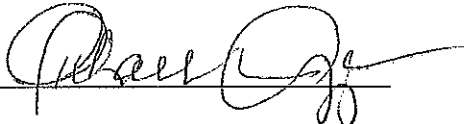
The District will provide West Bergen Mental Healthcare with a signed contract and Board of Education approval for the provision of agreed upon services as outlined herein. This Contract sent to the attention of Mary E. Davey, Outpatient Director and subsequent vouchers should be directed to the attention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

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## 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:

*Arino Duen*  
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
<b>Monolingual Evaluations/Assessments</b>	\$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](mailto: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 – Ridgfield Memorial High School (STRIVE program)  
(201-201-945-4455) - \$15.64 per diem /NTE \$2,707

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

Student ID # - 20642 - Forum School, Waldwick (201-444-5882) - \$24.21 per diem/NTE \$6,134.00

School	Local ID	Tuition 2018-2019
<b>Other LEAs Within the State - Special</b>		
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
<b>CSSD &amp; Regional Day Schools</b>		
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
<b>Private Schools Disabled - In State</b>		
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

DATE REQUESTED

**FACILITY REQUEST**

CONTACT

## ORGANIZATION

[illegible]

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

09/24/18 16:22

Starting date 7/1/2018 Ending date 7/31/2018

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

Starting date 7/1/2018      Ending date 7/31/2018

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:       9/24/18  
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

Starting date 8/1/2018 Ending date 8/31/2018

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

Starting date 8/1/2018 Ending date 8/31/2018

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

Starting date 8/1/2018

Ending date 8/31/2018

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

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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

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

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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
	<b>Total liabilities</b>		<b>\$31,935.72</b>

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)
	<b>Total appropriated</b>		<b>\$34,115,861.33</b>

Unappropriated:

770	Fund balance, July 1		\$505,611.74
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$200,000.00)
	<b>Total fund balance</b>		<b>\$34,421,473.07</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$34,453,408.79</u></b>

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 l	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

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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
	<b>Total liabilities</b>		<b>\$91,790.51</b>

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)	\$749,448.08
	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
	<b>Total liabilities and fund equity</b>			<b><u>\$1,031,190.51</u></b>

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

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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
	<b>Total liabilities</b>		<b>\$1.86</b>

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)	\$264,129.03
	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>

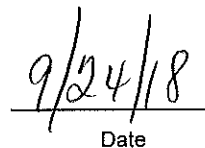
Starting date 7/1/2018 Ending date 7/31/2018 Fund: 30 Capital Projects Fund

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

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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
	<b>Total liabilities</b>			<b>\$0.00</b>

Fund Balance:

Appropriated:

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

Unappropriated:

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

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

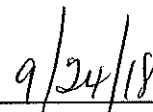
Recapitulation of Budgeted Fund Balance:

	<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

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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
	<b>Total liabilities</b>		<b>\$57,159.00</b>

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)
	<b>Total appropriated</b>		<b>\$971,718.55</b>

Unappropriated:

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

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

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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
	<b>Total liabilities</b>		<b>\$9,339.42</b>

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		\$75,391.75
			\$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		<b>\$163,197.83</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$172,537.25</u></b>

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

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
	(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
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
<b>Expenditures:</b>							
	(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

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:		75,992	0	75,992	156	Under	75,836
Total		75,992	0	75,992	156		75,836
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:		75,992	115	76,107	0	715	75,392
Total		75,992	115	76,107	0	715	75,392

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

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ATTACHMENT 6

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

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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**

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

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
	<b>Total liabilities</b>		<b>\$400.00</b>

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)
	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
	<b>Total liabilities and fund equity</b>		<b>\$33,743,612.42</b>

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

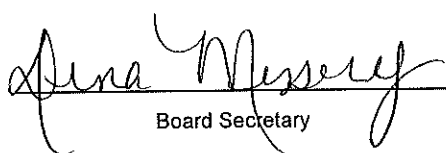
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Starting date 7/1/2018 Ending date 8/31/2018 Fund: 10 General Funds

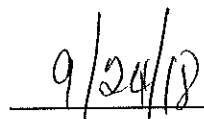
Recapitulation of Budgeted Fund Balance:

	<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

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
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
<b>Total</b>		<b>31,401,746</b>	<b>806,948</b>	<b>32,208,694</b>	<b>30,781,526</b>		<b>1,427,168</b>
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
<b>Expenditures:</b>							
	(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
<b>Total</b>		<b>31,954,356</b>	<b>1,404,805</b>	<b>33,359,161</b>	<b>2,009,110</b>	<b>24,479,360</b>	<b>6,870,691</b>

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	45,038	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

Report of the Secretary to the Board of Education  
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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
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

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

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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
	<b>Total liabilities</b>		<b>\$91,790.51</b>

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)	\$783,195.49
	<b>Total appropriated</b>		<b>\$938,054.54</b>

Unappropriated:

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

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: 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

9/24/18

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

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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**

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

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$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)
	<b>Total appropriated</b>		<b>\$720,097.55</b>

Unappropriated:

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

Report of the Secretary to the Board of Education  
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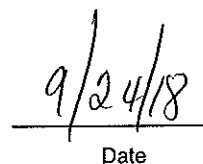
Starting date 7/1/2018 Ending date 8/31/2018 Fund: 30 Capital Projects Fund

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

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

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
	(Total of Accounts W/O a Grid# Assigned)	0	0	0	49,456		(49,456)
Total		0	0	0	49,456		(49,456)
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
<b>Expenditures:</b>							
	(Total of Accounts W/O a Grid# Assigned)	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

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
	99999	0	0	0	49,456		(49,456)
Total		0	0	0	49,456		(49,456)
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
<b>Expenditures:</b>							
		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

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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**

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: 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
	<b>Total liabilities</b>			<b>\$0.00</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July		\$0.00	
607	Add: Increase in cur. exp. emer. reserve		\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$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
	<b>Total liabilities and fund equity</b>			<b><u>\$134,689.14</u></b>

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

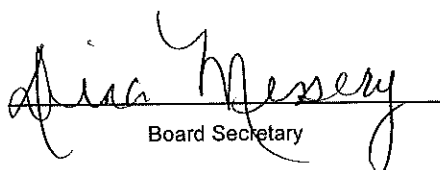
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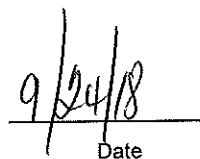
Starting date 7/1/2018 Ending date 8/31/2018 Fund: 40 Debt Service Fund

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

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
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
	<b>Total</b>	<b>915,775</b>	<b>0</b>	<b>915,775</b>	<b>903,333</b>		<b>12,442</b>
<b>Expenditures:</b>							
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	966,850	0	966,850	781,088	0	185,763
	<b>Total</b>	<b>966,850</b>	<b>0</b>	<b>966,850</b>	<b>781,088</b>	<b>0</b>	<b>185,763</b>

Report of the Secretary to the Board of Education  
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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

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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

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: 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
	<b>Total liabilities</b>		<b>\$56,814.00</b>

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)
	<b>Total appropriated</b>		<b>\$903,139.93</b>

Unappropriated:

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

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: 60 Enterprise Fund

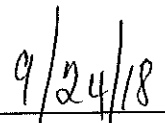
Recapitulation of Budgeted Fund Balance:

	<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



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: 60 Enterprise Fund

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
	(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
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
<b>Expenditures:</b>							
	(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

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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**

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: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$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)
	<b>Total appropriated</b>		<b>\$71,342.75</b>

Unappropriated:

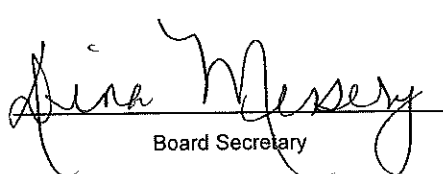
770	Fund balance, July 1		\$87,091.08
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	<b>Total fund balance</b>		<b>\$158,433.83</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$158,433.83</u></b>

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

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
	(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
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
<b>Expenditures:</b>							
	(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

	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
<b>Total</b>	<b>4,612,890.60</b>	<b>9,034,936.42</b>	<b>(7,189,888.19)</b>	<b>6,457,938.83</b>
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
<b>Grand Total</b>	<b>4,738,805.83</b>	<b>9,474,497.65</b>	<b>(7,634,386.09)</b>	<b>6,578,917.39</b>

*M. M. M.*

Chief School Administrator

9/24/18  
Date

ATTACHMENT H

# 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
<b>Total</b>	<b>6,457,938.83</b>	<b>3,075,895.36</b>	<b>(2,605,508.08)</b>	<b>6,928,326.11</b>
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
<b>Grand Total</b>	<b>6,578,917.39</b>	<b>3,447,621.42</b>	<b>(2,977,677.82)</b>	<b>7,048,860.99</b>

  
Chief School Administrator

9/24/18  
Date

District:

Hasbrouck Heights Board of Ed.

Month / Year:

Jul 31, 2018

## Monthly Transfer Report NJ

Page 1 of 2

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	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
			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	0	0.00%	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
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul., Total	11-4XX-X00-XXX	715,177	15,691	730,868	73,087	0	0.00%	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
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	11-000-211, 213,	1,983,897	173	1,984,070	198,407	0	0.00%	198,407	198,407
41660 42200	Expenditures - Health, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	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	0	0.00%	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
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
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	0	0.00%	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

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) 7/31/2018	% 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	0	0.00%	3,219,630	3,219,630

District:

Hasbrouck Heights Board of Ed.

## Monthly Transfer Report NJ

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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	Data	Col1+Col2	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						
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	9,592,526	166,721	850	9,759,247	975,925	51,015	0	0.00%	528,762	528,762						
10300	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			5,287,619	528,762											
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0	0.00%	0	0							
17100	Total School-Sponsored Co/Extra Curricul, Total School-Sponsored Athletics – Instr, Total Before/After School Programs - Ins, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Education, 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	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	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	293,902								
43200	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	175,032								
47200	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	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								
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72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0								
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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

District:

Hasbrouck Heights Board of Ed.

## Monthly Transfer Report NJ

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09/24/18

Month / Year: Aug 31, 2018

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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

*Anna Messery*  
 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					



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	DELCAZO, 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		Stipend
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
<b>MIDDLE SCHOOL</b>		
GYM MORNING SUPERVISION	Vincent Marchese	\$32/hr
CROSS COUNTRY CLUB	Jesse Coffey	\$ 830.00
JR. POLICE ACADEMY - SUMMER	Mike Stillman	\$ 960.00
MS ROBOTICS	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. DeSole	\$32/hr
<b>MS/HS ADVISORS/CLUBS</b>		
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
<b>LINCOLN SCHOOL</b>		
504 OFFICER - LS (ALL GRADES)	Kim Kane, Donna Dussault (50/50 split)	\$250.00 each
SAFETY PATROL - LS (GRADE 5)	Donna Dussault/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
<b>EUCLID SCHOOL</b>		
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

5<sup>th</sup> 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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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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[See **POLICY ALERT No. 216**]

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

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

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

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

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



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

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

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

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

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

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



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

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

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

N.J.S.A. 18A:6-7.6; 18A:6-7.7; 18A:6-7.8; 18A:6-7.9;  
18A:6-7.10; 18A:6-7.11; 18A:6-7.12; 18A:6-7.13

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

First Reading: August 16, 2018  
Second Reading: September 27, 2018



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[See POLICY ALERT No. 216]

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

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

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

For the purposes of this Policy and Regulation:

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



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5. "Hiring entity" means all school entities including school districts, charter schools, nonpublic schools, or contracted service providers holding a contract with a school district, charter school, or nonpublic school.
6. "Sexual misconduct" means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

B. Hiring Entity Required Application and Review Process  
(N.J.S.A. 18A:6-7.7)

1. A hiring entity shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the provisions of N.J.S.A. 18A:6-7.6 et seq.
  - a. The hiring entity shall require an applicant to provide a Disclosure Release Form which must include the following information:
    - (1) A list, including name, address, telephone number, and other relevant contact information of the applicant's:
      - (a) Current employer;
      - (b) All former employers within the last twenty years that were schools; and
      - (c) All former employers within the last twenty years where the applicant was employed in a position that involved direct contact with children; and



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



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



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



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

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



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



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

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

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

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

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



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

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

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

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

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



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



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- a. Has the effect of suppressing or destroying information relating to an investigation related to a report of suspected child abuse or sexual misconduct by a current or former employee;
  - b. Affects the ability of a school district, charter school, nonpublic school, or contracted service provider to report suspected child abuse or sexual misconduct to the appropriate authorities; or
  - c. Requires the school district, charter school, nonpublic school, or contracted service provider to expunge information about allegations or finding of suspected child abuse or sexual misconduct from any documents maintained by the school district, charter school, nonpublic school, or contracted service provider, unless after investigation the allegations are found to be false or the alleged incident of child abuse or sexual misconduct has not been substantiated.
2. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.12 shall be void and unenforceable.

## J. Public Awareness Campaign (N.J.S.A. 18A:7.13)

1. The New Jersey Department of Education (NJDOE) shall establish a public awareness campaign to publicize the provisions of N.J.S.A. 18A:6-7.6 et seq. and to ensure applicants and employers are aware of their respective rights and responsibilities under N.J.S.A. 18A:6-7.6 et seq. The NJDOE shall post on its website guidance documents and any other informational materials that may assist applicants and employers in the implementation of and compliance with N.J.S.A. 18A:6-7.6 et seq.



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

First Reading: August 16, 2018

Second Reading: September 27, 2018



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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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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

### Micro-Purchases:

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

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



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

## B. Formal Procurement

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

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



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



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

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



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



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

## C. Small Purchase Procedures

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

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



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

## D. Noncompetitive Proposal Procedures

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

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



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

## E. Miscellaneous Provisions

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



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## F. Emergency Purchases

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

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

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



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

## H. Records Retention

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



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

## I. Code of Conduct for Procurement

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



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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		
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

