

HASBROUCK HEIGHTS BOARD OF EDUCATION
Thursday October 26, 2017
Regular Meeting Agenda) (Final)
Time: 8:00 p.m.

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

B. Announcement of adequate meeting:

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

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **January 05, 2017**. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School.

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

C. Roll Call

II. Flag Salute

III. Presentations

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

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

V. Approval of Minutes: 10/02/17

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

VII. Report of the Board President

VIII. Report of the Superintendent

IX. Committee and Liaison Reports:

- A. Education/Curriculum
- B. Special Education
- C. Technology
- D. Facilities
- E. Recreation
- F. Finance
- G. Personnel
- H. Policy
- I. NJ/BCSBA
- J. Borough Council Liaison
- K. Faculty Liaison
- L. PTA Liaison

X. Resolutions:

Awards/Presentations:

None

Education /Curriculum Committee

E10-01-18	Approve Monthly Superintendent Discipline Report
E10-02-18	Approve Monthly Superintendent HIB Report
E10-03-18	Approve Monthly District Calendar
E10-04-18	Approve Workshops
E10-05-18	Approve Programs
E10-06-18	Approve Parent Chaperone
E10-07-18	Approve joining of BCC for G & T
E10-08-18	Approve SOA Plan
E10-09-18	Approve Google Curriculum
E10-10-18	Approve Guest Speaker
E10-11-18	Approve Donation
E10-12-18	Approve Visitor of Character Education
E10-13-18	Approve EOP Plan

Special Education Committee

S10-01-18	Approve Semi Action Plan
S10-02-18	Approve Special Services
S10-03-18	Approve Transportation Contract
S10-04-18	Approve Workshop
S10-05-18	Approve Contracted Services

Technology Committee

None

Facilities Committee

B10-01-18	Approve Facilities Use
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Recreation Committee

R10-01-18	Approve Field Trip Calendar
R10-02-18	Approve Trips/Competitions
R10-03-18	Approve Fundraisers
R10-04-18	Approve Competition

Finance Committee

F10-01-18	Approve Financial Certification
F10-02-18	Approve Actual Payroll for Sept
F10-03-18	Approve Estimated Payroll for October
F10-04-18	Approve Bill Authorization – October
F10-05-18	Approve Actual Bills List – August
F10-06-18	Approve Board Secretary's Report – August
F10-07-18	Approve Line Item Transfers – August
F10-08-18	Approve Bus Evacuations
F10-09-18	Approve Purchases
F10-10-18	Approve Contract
F10-11-18	Approve Maintenance Plan
F10-12-18	Approve Purchases

Personnel

P10-01-18	Approve Personnel Action
P10-02-18	Approve Personnel Action
P10-03-18	Approve Personnel Action
P10-04-18	Approve Personnel Action
P10-05-18	Approve Personnel Action
P10-06-18	Approve Personnel Action
P10-07-18	Approve Personnel Action
P10-08-18	Approve Personnel Action
P10-09-18	Approve Personnel Action
P10-10-18	Approve Personnel Action
P10-11-18	Approve Personnel Action
P10-12-18	Approve Personnel Action
P10-13-18	Approve Personnel Action
P10-14-18	Approve Personnel Action

Policy Committee:

PL10-01-18	Approve Policies/Regulations
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XI. Old Business

XII. New Business

XIII. Open Public Hearing

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

XIV. Private Session (If necessary)

XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION
RESOLUTIONS – October 26, 2017 (Final)**

Awards/Presentations:

RESOLUTIONS:

None:

EDUCATION/CURRICULUM COMMITTEE:

RESOLUTIONS:

E10-01-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Accept Monthly Discipline Report

E10-02-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

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

2018 – HS - 0

2018 – MS - 0

2018 – LS - 0

2018 – ES - 1 (one investigation)

Listed above are the number of investigations from October 2, 2017

E10-03-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

The monthly district calendar

E10-04-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2017-2018 school year:

10/6/17 – D. Massa –Hasbrouck Heights, NJ – Special Area Roundtable Gr. K-12 @ no cost to district
11/13/17 – J. Keller – Technology in the Mathematics Classroom Gr 6-12 @ no cost to district
10/24/17 – D. Kroncke – ELLS in General Education Classroom Gr K-8 @ no cost to district
12/14/17 & 12/15/17 - L. Gesell – Treating Anxiety Disorders”- Nanuet, NY at a cost not to exceed \$444.97
10/24/17 – S. Unglert – ELLS in General Education Classrooms – South Hackensack, NJ @ no cost to district
11/16/17 & 11/17/17 – C. Capozzi – NJASL 2017 Fall Conference – Long Branch, NJ @ no cost to district
11/17/17 – L. Brinker – Developing Social & Emotional Skills in our Schools – Princeton, NJ @ no cost to district
11/8/17 – M. Squillace & B. Cafferty – America & Word Fascism – Hackensack, NJ @ no cost to district
10/13/17 – K. O’Hagan – BCSCA K-8 meeting and conference – Juvenile Family Crisis Intervention - Cliffside Park, NJ @ no cost to district
12/13/17 – N. Debonis - NGSS Implementation Roundtable for Administrators – Montclair, NJ @ a \$30 cost to district
12/4/17 – J. VanDam – AP Literature and Composition – College Board – New York, NY @ \$229 cost to district

E10-05-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

10/31/17 – FNL Driving School to talk to driver’s education classes regarding safe driving habits @ no cost to district
Approve A. Matteo to conduct a parent google training night @ a cost of \$200 to the district

E10-06-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Parent of student #9912701588 to attend Washington D.C. trip at a cost of \$957

E10-07-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Approve P. Lambe & C. Capozzi to join the Bergen County Consortium for Teachers of the Gifted @ a cost to the district of \$75 for both

E10-08-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Approve the 2017 – 2018 SOA Plans for QSAC (**Attachment A**)

E10-09-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Approve Google Be Internet Awesome Digital Citizenship Curriculum for grades K-5 (**on file in the board office**)

E10-10-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

10/11/17 - Approve guest speaker from Cyber Consultants @ \$750

E10-11-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Accept donation from SBJC of 6 3D printers
Accept donation of dictionaries for all grade 3 students from the Italian American Forum of Lodi

E10-12-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

J. Rodriguez – Professional boxer and HHHS former student to visit the MS on 10/11/17 for Character Education @ no cost to district

E10-13-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Approve EOP Plan to meet the ERT and School Safety & Security Plan Requirements **(on file at the board office)**

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S10-01-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2016 – 2017 school year:

Approve the Semi Action plan for the 2016 – 2017 school year **(Attachment B)**

S10-02-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following special services for the 2017 – 2018 school year

Student #1000417 – 5 hrs/week for Behavior Services not to exceed \$15,200 – BCSS

Student #1001341 – OT Evaluation @ \$300 – CCL Therapy

Student #100-1163 – home instruction – 2 hrs/week from 9/15/17 until the end of the school year @ \$40/hr – S. Gallo

Student #1294 – home instruction – 10 hrs/week plus prep – 9/22/17 until the end of the school year @ \$40/hr – S. Gallo

Student #1001531 – Augmentative Training – not to exceed \$620 – BCSS

Student #1001606 – OT Evaluation @ \$300 – CCL Therapy

Student #1001606 – PT Evaluation @ \$300 – Fun Fit Therapy

S10-03-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Student #20241 – transportation contract @ \$11,088 – Bridgewater Raritan Regional School District

S10-04-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2017 – 2018 school year:

12/14/17 – M. Philp & K. Baptista – HIB Report Writing – Mahwah, NJ @ \$150 each cost to district

S10-05-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted services for the 2017 – 2018 school year:

Student #465 – Commission for the Blind @ \$1,900

Student #417000 – Auditory Services at 1 time per week not to exceed \$5,775 - BCSS

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B10-01-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

Facilities Use (**Attachment C**)

RECREATION COMMITTEE:

RESOLUTIONS:

- R10-01-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

District Field Trip Calendar

- R10-02-18 Be it Resolved that upon the recommendation of the Superintendent of the Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

3/1/18 – 3/4/18 – NJSIAA Wrestling Tournament – Atlantic City, NJ not to exceed \$4,137 (if wrestlers qualify)

11/16/17 – 11/19/17 – Pilot's Log Trip – Dallas, TX at a cost not to exceed \$3300

- R10-03-18 Be it Resolved that upon the recommendation of the Superintendent of the Schools the Hasbrouck Heights Board of Education approve the following fundraisers for the 2017-2018 school year:

Snap-Raise fundraising for all athletic teams

MS Student Council to collect \$5.00 from Student body to dress up for Halloween – money to be donated to the Washington trip

- R10-04-18 Be it Resolved that upon the recommendation of the Superintendent of the Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Approve Academic Challenge team to participate in competition – Leonia, NJ @ \$475 cost to district

FINANCE COMMITTEE:

RESOLUTIONS:

- F10-01-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.
- F10-02-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of September 2017 in the amount of \$1,724,646.07 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.
- F10-03-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of October 2017 at \$1,400,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,400,000.
- F10-04-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of October 2017.
- F10-05-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2016-2017 school year:

Bills List for the month of		<u>August 2017</u>
Fund 10	General Fund	\$ 1,413,234.80
Fund 20	Special Revenue	\$ 34,413.30
Fund 30	Capital Projects	\$ 2,840,955.02
Fund 40	Debt Service	\$ 770,637.50
Fund 60	Enterprise	\$ 44,619.42
Fund 95	Student Activity	\$ 9,332.11
Total		\$ 5,113,192.15
Fund 30	Voided Checks	\$1,504,210.06

(Attachment D)

F10-06-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report
Cash Report
Monthly Fund Transfer Report
August 2017
(Attachment E)

F10-07-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2016 – 2017 school year:

Approve the monthly line item transfers for August 2017
(Attachment F)

F10-08-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017 – 2018 school year:

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

MS/HS Bus Evacuation drills performed on 10/6/17 – M. Sculla – Supervisor
ES Bus Evacuation drills performed on 10/16/17 – M. Sickels – Supervisor
LS Bus Evacuation drills performed on 10/23/17 – J. Colangelo – Supervisor

F10-09-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2017-2018 school year:

MRESC #16/17-19
P. O. #800444 – Magic Touch Construction - HS water fountain replacements @ \$5569.51
P. O. #800795 – Magic Touch Construction - Plumbing repairs @ \$3622.68

F10-10-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Contract with Forum School for free/reduced lunch income eligibility criteria for the 2017 – 2018 school year (**Attachment G**)

F10-11-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of Hasbrouck Heights are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for us or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Hasbrouck Heights Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for Hasbrouck Heights School District in compliance with Department of Education requirements.
(**Attachment H**)

F10-12-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Approve the following purchases:

NJ18A:18A 10: (a) (i)

NJ State Contract #56954

PO #801024 – BH Security - \$10,125 – School Card Access System LS

PO #801025 – BH Security - \$8195 – School Card Access System ES

PERSONNEL COMMITTEE:

RESOLUTIONS:

- P10-01-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Sub Keys Student Helper:

E. Palladino – sub keys student helper @ \$8.44

- P10-02-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Coaches:

C. Anastasi – Assistant Swim Coach – Step 1 @ \$3,500

F. Avella – Boy's Assistant Basketball Coach – Step 1 @ \$4028

J. Crabbe – Boy's Assistant Basketball Coach – Step 1 @ \$4028*

*Pending Paperwork

- P10-03-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Leave of Absence:

Employee #0157 – paid sick leave – 10/25/17 – 11/2/17

- P10-04-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Substitute Teachers:

M. Silvestri (s) @ \$16/hr*

N. Hughes (c) @\$15/hr*

D. Georgatos (c) @ \$15/hr*

D. Iurato (c) @ \$15/hr*

J. Fitzsimmons (c) @ \$15/hr*

*Pending Paperwork

P10-05-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Amend Resolution #P08-08-18 – Employee #0140 – paid maternity leave to start 11/27/17

P10-06-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Confidential Board Office Clerical Assistant:

J. Alvarez @ \$18/hr not to exceed 12 hrs per week effective 10/27/17

P10-07-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Funded Through Title I Account #20-231-100-101

I. Roman – .6 HS Basic Skills Teacher @ BA Step 2 no benefits (\$50,530 x .6 = \$30,318) to be pro-rated to October 27, 2017*

*Pending receipt of paperwork

P10-08-18 Be it Resolved that upon the recommendation of the Superintendent of Schools, the Hasbrouck Heights Board of Education approve the following student teacher/practicum and/or field experience/observation placement for the 2017 – 2018 school year:

Nov & Dec - J. Giaquinto – Caldwell College – MS, HS, and Elementary school observations @ 3 hours per school

1/29/18 – 4/30/18 – Z. Meneses - WPU – with L. Siconolfi @ LS – 2 days per week

P10-09-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Extra Pay:

J. Schmarak - \$250 per day for athletic training for basketball tournament

12/17/17 – 12/28/17 to be paid out of student activity fund

P10-10-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Volunteers:

T. Sylvestri – girls soccer*

M. Romano & J. Porteus – Spring and Winter track *

*Pending completion of paperwork

P10-11-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Retirements:

D. VanHook effective 12/31/17

P10-12-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Home Instruction:

S. Gallo – 2 hrs/week plus prep @ \$40/hr – student #1001163

S. Gallo – 10 hrs/week plus prep @ \$40/hr – student #1294

P10-13-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

Amend Resolution #P08-22-17 – J. Schmarak – MA Step 5 + MIF = \$58,350

P10-14-18 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2017-2018 school year:

1:1 Coaching Assistants:

E. Dolan – Spring Track - Step 2 @ \$4390 X .6 = \$2634 - student #487

C. Warren – Winter Track – Step 3 @ \$3200 X .6 = \$1920 – student #487

POLICY COMMITTEE:

RESOLUTIONS:

PL10-01-18 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:
(Attachment I)

Policy/Regulation #5600 – Code of Conduct **(Second Reading)**

Policy/Regulation #2480.1 – Structured Learning Experiences **(Second Reading)**

Policy/Regulation #5111 – Eligibility of Resident/Non Resident Pupils **(Second Reading)**

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

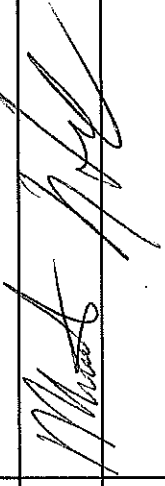
NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM STATEMENT OF ASSURANCE - SCHOOL YEAR 2017-18

DECLARATION PAGE

Bergen

Hasbrouck Heights

By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

POSITION	NAME	SIGNATURE
Chief School Administrator	Dr. Matthew Helfant	
Board of Education President	Mr. Joseph Samperi	
Board Resolution Date: October 26, 2017		

ATTACHMENT A

NJ Quality Single Accountability Continuum (NJQSAC)

Statement of Assurance - School Year 2017-18

District Information and Score Summary Page

District Name & District Code	Hasbrouck Heights (2080)
County Name & County Code	Bergen (03)
District Superintendent Name	Dr. Matthew Helfant
District Mailing Address	379 Boulevard, Hasbrouck Heights, NJ 07604
Superintendent Email	helfantm@hhschools.org

SOA Area	Score* # of Yes Responses	Score* % of Yes Responses
Instruction and Program	5	100%
Fiscal Management	10	100%
Governance	10	100%
Personnel	5	100%
Operations	20	100%

* Note: Scores will calculate automatically, based on responses to QSAC indicators.

NJQSAC Statement of Assurance -- School Year 2017-18

District Name: Hasbrouck Heights

Instruction and Program	Yes or N/A = 1 No = 0	Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1	
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1	
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Student Learning Standards (NJSLS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).		

(Continued on next page)

NJQSAC Statement of Assurance -- School Year 2017-18

Instruction and Program	Yes or N/A = 1 No = 0	Comments
Content Area, Date Standards Were Adopted by the State Board of Education and Required Adoption Date for Districts	Yes or N/A = 1 No = 0	In the boxes below, enter the district board adoption date for each content area. DO NOT ENTER THE ANNUAL READoption DATE; ENTER THE MOST RECENT DATE CURRICULUM WAS BOARD ADOPTED TO COMPLY WITH THE MOST CURRENT NJSL STANDARDS.) If the content area has not been aligned to the standards, provide an explanation.
English Language Arts (State adopted on 5/4/2016; district implementation by 9/2017)	1	8/17/2017
Math (State adopted on 5/4/2016; district implementation by 9/2017)		8/17/2017
Science (State adopted on 7/9/2014; district implementation by: 9/2016 for grades 6-12 and 9/2017 for grades K-5)		(K-5) 8/17/2017; (6-12) 6/23/2016
Social Studies (State adoption on 7/9/2014; district implementation by 9/2015)		8/27/2015; readopted 8/17/2017
World Languages (State adoption on 7/9/2014; district implementation by 9/2015)		8/27/2015; readopted 8/17/2017
Technology (State adopted on 10/1/2014; district implementation by 9/2015)		8/27/2015; readopted 8/17/2017
21st Century Life and Careers (State adoption on 10/1/2014; district implementation by 9/2015)		8/27/2015; readopted 8/17/2017
Visual and Performing Arts (State adoption on 7/9/2014; district implementation by 9/2015)		8/27/2015; readopted 8/17/2017
Comprehensive Health and Physical Education (State adoption on 7/9/2014; district implementation by 9/2015)		8/27/2015; readopted 8/17/2017

NJQSAC Statement of Assurance -- School Year 2017-18

Instruction and Program	Yes or N/A = 1 No = 0	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).	1	Not on the CTE program list.
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil	1	Not on the Preschool Education Aid list.
Instruction & Program Subtotal	5	
Fiscal Management		Comments
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	1	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	1	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (<i>N.J.A.C. 6A:26-2.1</i>) and the comprehensive maintenance plan (<i>N.J.A.C. 6A:26-20</i>).	1	
4. Supports other budget lines by a trend analysis of historical expenditures.	1	
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	1	
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Fiscal Management	Yes or N/A = 1 No = 0	Comments
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	1	
Fiscal Management Subtotal	10	
Governance		
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq).	1	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Governance	Yes or N/A = 1 No = 0	Comments
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	1	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	1	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	1	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	1	
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Governance	Yes or N/A = 1 No = 0	Comments
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (<i>N.J.A.C. 6A:23A-16.10</i>).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (<i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i>).	1	
Governance Subtotal	10	
Operations	Yes or N/A = 1 No = 0	Comments
The district:		
1. Conducts all required trainings for school district employees (<i>N.J.S.A. 18A and N.J.A.C. 6A</i>).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (<i>N.J.A.C. 6A:16-7.1</i>).	1	
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Operations	Yes or N/A = 1 No = 0	Comments
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>)	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).	1	
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (<i>N.J.A.C. 6A:16-11</i>).	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (<i>N.J.A.C. 6A:16-2.1 et seq</i>).	1	
11. Implements the NJDOE-approved school health nursing services plan (<i>N.J.A.C. 6A:16-2.1(b)</i>).	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (<i>N.J.A.C. 6A:8-3.2</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Operations	Yes or N/A = 1 No = 0	Comments
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (<i>N.J.A.C. 6A:14-3.7(e)11-13</i>).	1	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (<i>NJAC 6A:16-8</i>).	1	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (<i>N.J.A.C. 6A:16-7.2; 7.3 and 10</i>). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>).	1	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Operations	Yes or N/A = 1 No = 0	Comments
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i>).	1	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq</i>).	1	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	
Operations Subtotal	20	
Personnel	Yes or N/A = 1 No = 0	Comments
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i>).	1	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i>).	1	

NJSAC Statement of Assurance -- School Year 2017-18

Personnel	Yes or N/A = 1 No = 0	Comments
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).	1	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (<i>N.J.A.C. 6A:10</i>).	1	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et seq.</i>).	1	
Personnel Subtotal	5	

SAMPLE SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district's proposed budget submission.

County Bergen District Hasbrouck Heights Date 10/09/2017

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
Procedures for obtaining parental consent forms including the Parental Consent Best Practices which are available from the Department.	<ol style="list-style-type: none"> 1. CST/ Related service will receive online training through PCG. 2. SEMI consent forms will be printed with IEP and reviewed at each IEP meeting. 3. Consent forms will be logged monthly. 	Semi-Coordinator, Janine Gribbin	Monthly	<ol style="list-style-type: none"> 1. Sign in sheets for Semi Training 2. SEMI consent to be automatically attached to IEP. 3. SEMI logs checked monthly for close monitoring of logged services 	

ATTACHMENT B

SAMPLE SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district's proposed budget submission.

County Bergen District Hasbrouck Heights Date 10/09/2017

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
<p>Establish a benchmark of <u>90</u> percent for the <u>10/17</u> school year or for the first year that the district does not have an approved waiver pursuant to the provisions of (b) above, whichever is applicable, for obtaining maximum participation of all SEMI eligible students by the start of the subsequent school year;</p> <p>The benchmarks for the <u>10/17</u> school year or for the first year that the district does not have an approved waiver pursuant to (b) above, whichever is applicable, for achieving maximum participation shall at a minimum close the gap between current participation and maximum participation by 50 percent by the beginning of the subsequent school year; and</p> <p>The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form for each eligible student. This should include documentation of parental refusal to give consent.</p>	<p>1. Consent forms will be reviewed at each IEP meeting.</p> <p>2. Supervisor of Special Services will explain SEMI at a district parent meeting</p>	SEMI Coordinator Janine Gribbin	Monthly ASAP	<p>1. Completed forms</p> <p>2. Sign in from parent meeting</p>	
Procedures to ensure that all SEMI eligible IEP meetings are documented in the third-party administrator's system. Evaluation Services/IEP meetings are only claimable if a Medicaid qualified practitioner is present.	<p>All SEMI forms to be submitted to secretary for CST with IEP.</p> <p>CST to log SEMI consent in Realtime</p>	Semi Coordinator, J	Monthly	1. Separate file for forms.	

SAMPLE SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district's proposed budget submission.

County Bergen District Hasbrouck Heights Date 10/9/17

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
Procedures to ensure that all SEMI eligible related services, including those provided by entities where the district has placed SEMI eligible students, are documented in the third-party administrator's system.	1. Service Providers will log services directly into EdPlan site. 2. Provide staff with online PCG training. 3. Run log hours monthly to make sure services are being logged.	CST/ Related Service Providers SEMI Coordinator, Janine Gribbin	Monthly	1. Log report 2. Sign in at training	
Procedures to ensure that a valid IEP is on file and the correct IEP date is documented in the third-party administrator's system for each SEMI eligible student for whom parental consent has been obtained.	1. Update student list once every three months 2. Run report for students missing start/end dates.	SEMI Coordinator	tri-monthly	1. SEMI upload 2. Printed report	
Procedures to ensure that service providers used by the district and entities where the district has placed SEMI eligible students have valid licenses and certifications and that these SEMI provider qualifications are documented in the third-party administrator's system.	1. Run a report of all service providers and their license # 2. If training is necessary to maintain a license ask for annual update for file.	Semi Coordinator	annually	Updated license/ training documentation	
Procedures to ensure that staff participate in relevant training opportunities provided by the third-party administrator, including but not limited to Regional Meetings and Online Training.	1. Notify all CST/Related service providers of trainings. 2. Ask which they plan to attend	SEMI Coordinator	monthly	Certificate or proof of completion for trainings	
Procedures to ensure that all selected participants of the Random Moment Time Study are responding in a timely manner via the third-party administrator's system.	1. Staff training on SEMI participation. 2. Follow up with staff if RMTS are coming up as incomplete.	SEMI Coordinator	annually	1. Staff sign in at training. 2. Run reports through PCG.	
Procedures to ensure that quarterly and annual financial information is certified under the timeframes required in the implementation of cost settlement via the third-party administrator's system.	1. Communication with district Business Administrator regarding budget and cost settlement.	SEMI Coordinator	quarterly	1. Documentation in SEMI	

SAMPLE SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) ACTION PLAN

In accordance with N.J.A.C.6A:23A-5.3 (f) and (g), failure to maximize SEMI, each district that has less than 90 percent participation of SEMI eligible students in the pre-budget year or that has failed to comply with all program requirements set forth in N.J.A.C.6A:23A-5.3 (e) shall submit a SEMI action plan to the Executive County Superintendent as part of the district's proposed budget submission.

County Bergen District Hasbrouck Heights Date 10/09/2017

SEMI Action Plan Components	District Activities for Compliance	Person(s) Responsible	Projected Timelines	Documentation of Completion/Implementation	Date Completed
Procedures to ensure that the quarterly Staff Pool List is certified under the timeframes required in the implementation of cost settlement via the third-party administrator's system.	1. Ensure that district stakeholders are aware of deadlines. 2- Attend Staff pool trainings ahead of deadlines 3-Complete Staff pool checklist prior to deadlines 4-Review PCG documentation and add all eligible administrative staff.	SEMI Coordinator, Janine Gribbin	Monthly/weekly, annually	1. Agenda from meeting 2. Logged training through PCG 3. Completed checklist 4. Run Semi report	
Procedures to ensure that out of district providers are adequately informed of training opportunities needed for districts to maximize SEMI participation.	Notify staff of trainings and ask what they plan to attend.	SEMI Coordinator, Janine Gribbin	Monthly	Logged hours on PCG or certificate of completion	

[illegible]

Starting date 8/1/2017 Ending date 8/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001045 H	08/03/17		1873	BILL OSHEAS FLORIST	\$188.66
001080 H	08/24/17		5010	EI ASSOCIATES	\$79,246.53
001083 H	08/03/17		1873	BILL OSHEAS FLORIST	\$240.95
010820 H	08/23/17		D861	PREFERRED MECHANICAL INC	\$1,501,210.06
020650	08/01/17		P112	EAST COAST PREMIER	\$1,000.00
020651	08/02/17		2727	FIRST STUDENT, INC.	\$1,372.50
020652	08/02/17		4337	JOSTENS, INC	\$289.00
020654	08/10/17		1874	NORTH JERSEY RUNNING ASSOCIATION	\$5,290.00
020655	08/30/17		4632	MGL PRINTING SOLUTIONS	\$951.00
058623	08/01/17		2572	STATE OF NJ/ELEVATOR SAFETY UNIT	\$258.00
058647	08/03/17		0851	LAKESHORE LEARNING MATERIALS	\$234.00
058648	08/03/17		1455	DEBONIS, NICOLE	\$50.00
058649	08/03/17		K240	AMD I	\$109.54
058650	08/03/17		1555	IMPALLI, EDNA	\$607.74
058651	08/03/17		1524	BH SECURITY	\$100.62
058652	08/03/17		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$500.00
058653	08/03/17		2322	SOUTH BERGEN JOINTURE COMM.	\$1,920.68
058654	08/03/17		0514	MIHALITSIANOS, GERASIMOS	\$79.99
058655	08/08/17		0372	STATE OF NEW JERSEY	\$582.00
058656	08/08/17		7511	BOW TIE CINEMA LLC	\$1,042.00
058657	08/08/17		6005	DUSSAULT, DONNA	\$112.73
058658	08/08/17		1864	HEIGHTS PIZZA	\$344.75
058659	08/08/17		1864	HEIGHTS PIZZA	\$15.00
058660	08/08/17		2727	FIRST STUDENT, INC.	\$225.00
058661	08/09/17		3021	A.T. & T	\$140.35
058662	08/09/17		4336	CABLEVISION	\$195.48
058663	08/09/17		4953	DEFINED CONTRIBUTION RETIREMENT PROGRAM	\$431.73
058664	08/09/17		1033	DELL FINANCIAL SERVICES	\$11,838.98
058665	08/09/17		1150	DELTA DENTAL	\$50,057.82
058666	08/09/17		1517	DIRECT ENERGY BUSINESS (HESS)	\$407.00
058667	08/09/17		3246	MUNICIPAL CAPITAL CORP	\$4,944.00
058668	08/09/17		0639	SUEZ WATER OF NEW JERSEY	\$328.24
058669	08/09/17		4454	VERIZON	\$72.16
058670	08/09/17		2588	VERIZON WIRELESS	\$251.35
058671	08/14/17		T508	KS STATEBANK	\$20,466.03
058672	08/15/17		Y933	BOROUGH OF TETERBORO	\$891.00
058673	08/15/17		0003	AGILE SPORTS TECNOLOGIES, INC.	\$1,600.00
058674	08/15/17		2222	AIR GROUP LLC	\$501.51
058675	08/15/17		2525	AT HOME MEDICAL	\$20.00

Starting date 8/1/2017 Ending date 8/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058676	08/15/17		2486	ATLANTIC BUSINESS PRODUCTS	\$2,191.22
058677	08/15/17		0617	AVELLA, FRANK	\$1,699.65
058678	08/15/17		0157	BARNES & NOBLE	\$178.11
058679	08/15/17		1627	BAYADA HOME HEALTH CARE, INC.	\$1,599.00
058680	08/15/17		0001	BCCA	\$200.00
058681	08/15/17		1244	BCWCA	\$200.00
058682	08/15/17		0994	BINGHAMTON RACQUET CLUB	\$240.00
058683	08/15/17		4133	BINSKY & SNYDER SERVICE, LLC	\$546.50
058684	08/15/17		2297	BIRKENMEIER SPORT SHOP	\$240.00
058685	08/15/17		0206	BLICK BLICK ART MATERIALS	\$1.08
058686	08/15/17		9024	CABLEVISION LIGHTPATH	\$10,134.68
058687	08/15/17		0269	CENTRELLA, MARY	\$718.00
058688	08/15/17		3263	CITYWIDE MECH. SER. L.L.C.	\$894.30
058689	08/15/17		0432	COLANGELO, JOSEPH	\$50.00
058690	08/15/17		2878	COLONIAL SPRINKLER & LIGHTING	\$317.50
058691	08/15/17		0237	CONIGILIO, LISA	\$720.00
058692	08/15/17		0358	CORPUS CHRISTI SCHOOL	\$3,000.00
058693	08/15/17		0419	EJG Sports, LLC	\$3,040.15
058694	08/15/17		0515	FEDERAL EXPRESS CORP.	\$14.65
058695	08/15/17		L383	FILE BANK INC	\$397.84
058696	08/15/17		0204	FREUND, KURT	\$690.00
058697	08/15/17		0352	FRIDMAN, ESTHER, M.D.	\$1,100.00
058698	08/15/17		1218	GABRIELE, PATRICK	\$197.00
058699	08/15/17		O596	GEORGATOS, AUNDREA	\$705.00
058700	08/15/17		S701	GO SOCIAL	\$254.22
058701	08/15/17		0656	HANDI-LIFT INC.	\$950.00
058702	08/15/17		0716	HOME DEPOT	\$5,580.78
058703	08/15/17		0728	HUDSON UNITED GLASS & WINDOW CORP	\$525.00
058704	08/15/17		4251	J & B LOCK & ALARM	\$16.50
058705	08/15/17		9369	JOHANNEMANN, CHRISTINE	\$15.00
058706	08/15/17		1608	JOHNNY ON THE SPOT	\$102.90
058707	08/15/17		W969	KELLER, JENNIFER	\$1,410.00
058708	08/15/17		7738	KEYBOARD CONSULTANT, INC.	\$415.00
058709	08/15/17		L596	KIDA, THOMAS	\$2,653.70
058710	08/15/17		3204	KRYSZ; KIRSTIN	\$744.00
058711	08/15/17		2821	LATORRE; EILEEN	\$600.00
058712	08/15/17		1636	LOPERA, JENNIFER	\$690.00
058713	08/15/17		1567	LRP PUBLICATIONS, INC.	\$314.50
058714	08/15/17		Q904	LUSTMANN, JESSICA	\$3,150.00

Starting date 8/1/2017

Ending date 8/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058715	08/15/17		2402	LUTERZO; MICHAEL	\$80.00
058716	08/15/17		7385	MACHADO LAW GROUP, LLC	\$2,088.00
058717	08/15/17		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$1,727.80
058718	08/15/17		2484	MCGINTY; ELIZABETH	\$718.00
058719	08/15/17		6264	MCGRAW HILL CO SCHOOL ED GROUP	\$3,028.75
058720	08/15/17		B859	MCKERNAN, JULIE	\$690.00
058721	08/15/17		4644	MESSERY, DINA	\$50.00
058722	08/15/17		1016	METRO FIRE & SAFETY CO.	\$445.00
058723	08/15/17		F183	MINERVINI, AMANDA	\$830.00
058724	08/15/17		0581	MOBILITY SERVICES, LLC	\$160.00
058725	08/15/17		0359	NJ DEP/DIV OF REV/MED WASTE GEN	\$85.00
058726	08/15/17		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$484.95
058727	08/15/17		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$221.28
058728	08/15/17		1228	OTIS ELEVATOR COMPANY	\$2,197.62
058729	08/15/17		X620	PASSAIC COUNTY PARKS DEPARTMENT	\$25.00
058730	08/15/17		0646	PERENNIAL SERVICES, LLC	\$1,944.00
058731	08/15/17		2103	POCONO PROFOODS	\$2,083.50
058732	08/15/17		2328	PSE & GCO	\$18,439.40
058733	08/15/17		5556	R&J CONTROL, INC.	\$175.00
058734	08/15/17		4592	RUCCI; NICHOLE	\$2,075.00
058735	08/15/17		2066	S & S ARTS & CRAFTS INC	\$89.45
058736	08/15/17		2370	SADLIER - OXFORD	\$3,829.39
058737	08/15/17		0830	SCHMARAK, JUSTIN	\$1,410.00
058738	08/15/17		2024	SHERWIN WILLIAMS CO.	\$1,637.18
058739	08/15/17		4610	SIMMONS; LINDA	\$100.00
058740	08/15/17		0758	SPARACIO, MATTHEW	\$690.00
058741	08/15/17		9917	SQUILLACE, MARIA	\$770.00
058742	08/15/17		2775	STAPLES ADVANTAGE	\$2,149.98
058743	08/15/17		0311	SUCCESS ADVERTISING, INC	\$1,686.16
058744	08/15/17		0639	SUEZ WATER OF NEW JERSEY	\$2,207.59
058745	08/15/17		1202	TEACHERS CURRICULUM INSTITUTE, LLC	\$5,258.00
058746	08/15/17		0749	THORNE, WILLIAM	\$2,449.05
058747	08/15/17		2801	TREE-LAND NURSERY	\$2,775.00
058748	08/15/17		2582	UNGLERT; SANDRA L.	\$80.84
058749	08/15/17		2156	VANDERBECK, C.J. & SON INC	\$554.64
058750	08/15/17		1217	VENT TECH	\$1,250.00
058751	08/15/17		4454	VERIZON	\$1,871.53
058752	08/15/17		4427	W.B. MASON CO., INC.	\$4,153.66
058753	08/15/17		A179	WALDMAN, ALIZA	\$718.00

Starting date 8/1/2017

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058754	08/15/17		2229	ZANER BLOSER PUBLISHERS INC	\$1,337.92
058755 H	08/21/17		6351	COSTCO	\$450.27
058756	08/17/17		1859	BENSI OF HASBROUCK HEIGHTS	\$72.91
058757	08/23/17		2255	FUN FIT THERAPY LLC	\$4,313.75
058758	08/23/17		1487	CCL THERAPY, LLC	\$7,861.25
058759	08/24/17		3021	A.T. &T	\$144.17
058760	08/24/17		0949	CARRERA, ROSARIO	\$1,850.00
058761	08/24/17		1487	CCL THERAPY, LLC	\$3,627.50
058762	08/24/17		1033	DELL FINANCIAL SERVICES	\$11,838.98
058763	08/24/17		0426	DINGERTOPADRE; MARIA	\$600.00
058764	08/24/17		1517	DIRECT ENERGY BUSINESS (HESS)	\$393.40
058765	08/24/17		0446	EDUCATIONAL DATA SERVICES, INC	\$1,120.00
058766	08/24/17		L383	FILE BANK INC	\$224.32
058767	08/24/17		2255	FUN FIT THERAPY LLC	\$1,235.00
058768	08/24/17		O596	GEORGATOS, AUNDREA	\$705.00
058769	08/24/17		9042	GIANCASPRO, VALERIE	\$100.00
058770	08/24/17		0865	INVO HEALTHCARE ASSOC, LLC	\$8,652.00
058771	08/24/17		1608	JOHNNY ON THE SPOT	\$220.20
058772	08/24/17		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$1,680.00
058773	08/24/17		2642	KARL ENVIRONMENTAL GROUP	\$1,375.00
058774	08/24/17		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$2,757.45
058775	08/24/17		1253	MANERO, JOSEPH	\$129.95
058776	08/24/17		1309	MIDDLEBURY INTERACTIVE LANGUAGES, LLC	\$7,000.00
058777	08/24/17		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$1,000.00
058778	08/24/17		1148	NSBA NATIONAL SCHOOL BOARDS ASSOC	\$2,675.00
058779	08/24/17		0445	PASQUALONE, REGINA	\$270.00
058780	08/24/17		3158	PITNEY BOWES PURCHASE POWER	\$1,000.00
058781	08/24/17		5556	R&J CONTROL, INC.	\$264.00
058782	08/24/17		2224	SCIROCCO FINANCIAL GROUP INC	\$53,133.54
058783	08/24/17		0710	TYCO INTERGRATED SECURITY LLC.	\$247.50
058784	08/24/17		2792	STAPLES	\$174.00
058785	08/24/17		1506	HERZ, MARDIA	\$2,960.00
058786	08/24/17		1344	THE RECORD/NO JERSEY MEDIA GROUP/CIR	\$88.95
058787	08/29/17		4093	BELS CONSORTIUM/BERGEN ELECTRONIC LIBRAR	\$110.26
058788	08/29/17		2425	BROWNS JANITORIAL SUPPLY	\$116.25
058789	08/29/17		T821	HARRY K WONG PUBLICATIONS INC	\$914.93
058790	08/30/17		2070	STANS SPORTS CENTER	\$40.00
058791	08/30/17		4316	HEALY AWARDS, INC.	\$74.80
058792	08/30/17		4423	ASCD	\$3,341.05

Starting date 8/1/2017

Ending date 8/31/2017

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
058793	08/30/17		X661	A1 WIRING SOLUTIONS LLC	\$6,202.00
058794	08/30/17		T632	INFOSOURCE INC.	\$2,547.45
058795	08/30/17		2370	SADLIER - OXFORD	\$2,275.68
058796	08/30/17		0838	BRICOM SOLUTIONS, LLC	\$8,450.00
058797	08/30/17		X661	A1 WIRING SOLUTIONS LLC	\$1,520.00
058798	08/30/17		C279	EPM REMODELING	\$7,490.00
058799	08/30/17		0838	BRICOM SOLUTIONS, LLC	\$900.00
058800	08/30/17		9153	HOUGHTON MIFFLIN HARCOURT/PREK-5TH	\$421.94
058801	08/31/17		0673	HASBROUCK HEIGHTS ATHLETIC	\$7,000.00
080817 H	08/08/17		3151	NJ DIV. OF PENSIONS & HEALTH	\$382,175.26
080917 H	08/08/17		3151	NJ DIV. OF PENSIONS & HEALTH	\$374,662.55
081417 H	08/14/17		2936	DEPOSITORY TRUST COMPANY	\$770,637.50
083117	08/31/17		PAY	HASBROUCK HEIGHTS PAYROLL	\$335,065.28
083217 H	08/31/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$17,166.96
083317 H	08/31/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$7,460.15
083517 H	08/31/17		0271	PRUDENTIAL RETIREMENT(DCRP)	\$708.21
083717 H	08/31/17		0271	PRUDENTIAL RETIREMENT(DCRP)	(\$0.06)
083817 H	08/31/17		0271	PRUDENTIAL RETIREMENT(DCRP)	\$2,000.00
084017 H	08/31/17		0271	PRUDENTIAL RETIREMENT(DCRP)	(\$200.00)
084111 H	08/31/17		7269	HASBROUCK HEIGHTS PR AGENCY	\$200.00
107900 H	08/10/17		D861	PREFERRED MECHANICAL INC	\$1,141,523.60
108200 V	08/23/17	08/23/17	D861	PREFERRED MECHANICAL INC	
108300 H	08/29/17		5010	EI ASSOCIATES	\$60,502.83
108500 H	08/29/17		5010	EI ASSOCIATES	\$54,542.00

Starting date 8/1/2017

Ending date 8/31/2017

Fund Totals		
10	General Funds	\$8,551.15
11	GENERAL FUND	\$1,374,254.14
12	Capital Outlay	\$30,429.51
20	Special Revenue Fund	\$34,413.30
30	Capital Projects Fund	\$2,840,955.02
40	Debt Service Fund	\$770,637.50
60	Enterprise Fund	\$44,619.42
95	STUDENT ACTIVITY	\$9,332.11
Total for all checks listed		\$5,113,192.15

Prepared and submitted by:

Dina Messery
Board Secretary

10/24/17
Date

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$5,205,755.69
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		\$23,299,063.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,816,735.07	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$25,414.20	\$1,842,149.27

Loans Receivable:

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

Other Current Assets \$0.00

Resources:

301	Estimated revenues	\$30,297,317.00	
302	Less revenues	(\$29,879,931.55)	\$417,385.45

Total assets and resources **\$30,766,553.41**

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$32,658.94
421	Accounts payable		\$57,001.73
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		(\$891.00)

Total liabilities **\$88,769.67**

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

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Starting date 7/1/2017 Ending date 8/31/2017 Fund: 10 General Funds

Fund Balance:			
Appropriated:			
753,754	Reserve for encumbrances		\$22,948,122.68
761	Capital reserve account - July	\$1,159,006.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$1,159,006.00
764	Maintenance reserve account - July	\$200,000.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$200,000.00
768	Waiver offset reserve - July 1, 2_____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00
762	Adult education programs		\$484,504.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$30,543,217.07	
602	Less: Expenditures (\$1,996,712.51)		
	Less: Encumbrances (\$22,898,922.61)	(\$24,895,635.12)	\$5,647,581.95
	Total appropriated		\$30,439,214.63
Unappropriated:			
770	Fund balance, July 1		\$484,469.18
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$245,900.07)
	Total fund balance		\$30,677,783.74
	Total liabilities and fund equity		\$30,766,553.41

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,543,217.07	\$24,895,635.12	\$5,647,581.95
Revenues	(\$30,297,317.00)	(\$29,879,931.55)	(\$417,385.45)
Subtotal	<u>\$245,900.07</u>	<u>(\$4,984,296.43)</u>	<u>\$5,230,196.50</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$1,159,006.00)	\$1,159,006.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$6,143,302.43)</u>	<u>\$6,389,202.50</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$245,900.07</u>	<u>(\$6,143,302.43)</u>	<u>\$6,389,202.50</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$245,900.07</u>	<u>(\$6,143,302.43)</u>	<u>\$6,389,202.50</u>

Prepared and submitted by :


Board Secretary

Date

10/24/17

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

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Starting date 7/1/2017 Ending date 8/31/2017 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	72,620	0	72,620	72,620		0
00370	SUBTOTAL – Revenues from Local Sources	28,674,988	(156,281)	28,518,707	28,360,160	Under	158,547
00520	SUBTOTAL – Revenues from State Sources	1,368,042	312,561	1,680,603	1,412,345	Under	268,258
00570	SUBTOTAL – Revenues from Federal Sources	24,887	0	24,887	34,806		(9,919)
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		30,141,037	156,280	30,297,317	29,879,932		417,385
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	9,367,193	(103,770)	9,263,424	111,993	8,839,238	312,193
10300	Total Special Education - Instruction	3,180,176	0	3,180,176	56,313	3,053,664	70,199
11160	Total Basic Skills/Remedial – Instruct.	108,880	97,870	206,750	0	206,750	0
12160	Total Bilingual Education – Instruction	103,825	0	103,825	0	102,525	1,300
17100	Total School-Sponsored Co/Extra Curricul	212,627	0	212,627	16,323	181,189	15,115
17600	Total School-Sponsored Athletics – Instr	482,858	503	483,361	22,917	347,353	113,091
29180	Total Undistributed Expenditures - Instr	2,702,128	0	2,702,128	642	83,560	2,617,926
29680	Total Undistributed Expenditures – Atten	62,063	0	62,063	9,761	52,302	0
30620	Total Undistributed Expenditures – Healt	260,873	740	261,613	0	241,918	19,694
40580	Total Undistributed Expend – Speech, OT,	1,086,732	21,325	1,108,057	21,938	272,439	813,680
41080	Total Undist. Expend. – Other Supp. Serv	369,074	99,229	468,303	0	378,303	90,000
41660	Total Undist. Expend. – Guidance	427,653	0	427,653	0	426,153	1,500
42200	Total Undist. Expend. – Child Study Team	681,918	67,916	749,834	25,260	720,688	3,886
43200	Total Undist. Expend. – Improvement of I	210,189	(67,916)	142,273	21,655	92,212	28,406
43620	Total Undist. Expend. – Edu. Media Serv.	369,630	0	369,630	26,239	289,432	53,959
44180	Total Undist. Expend. – Instructional St	6,000	0	6,000	0	0	6,000
45300	Support Serv. - General Admin	546,378	1,817	548,195	121,295	341,987	84,913
46160	Support Serv. - School Admin	1,180,501	0	1,180,501	196,615	960,130	23,756
47200	Total Undist. Expend. – Central Services	361,111	0	361,111	59,470	277,478	24,164
47620	Total Undist. Expend. – Admin. Info. Tec	180,973	20,000	200,973	19,606	104,779	76,588
51120	Total Undist. Expend. – Oper. & Maint. O	2,290,570	47,300	2,337,870	280,430	1,756,332	301,108
52480	Total Undist. Expend. – Student Transpor	978,030	0	978,030	6,150	67,443	904,437
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,010,696	0	5,010,696	964,695	3,998,210	47,791
75880	TOTAL EQUIPMENT	0	20,466	20,466	20,466	0	0
76260	Total Facilities Acquisition and Constr	157,659	0	157,659	14,945	104,836	37,878
Total		30,337,737	205,480	30,543,217	1,996,713	22,898,923	5,647,582

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
				72,620	0	72,620	72,620		0
00100	10-1210	Local Tax Levy		28,510,909	(156,281)	28,354,628	28,354,628		0
00260	10-1910	Rents and Royalties		48,000	0	48,000	0	Under	48,000
00300	10-1___	Unrestricted Miscellaneous Revenues		113,279	0	113,279	5,532	Under	107,747
00340	10-1___	Interest Earned on Capital Reserve Funds		2,800	0	2,800	0	Under	2,800
00420	10-3121	Categorical Transportation Aid		40,399	0	40,399	40,399		0
00430	10-3131	Extraordinary Aid		268,258	0	268,258	0	Under	268,258
00440	10-3132	Categorical Special Education Aid		997,457	459	997,916	997,916		0
00460	10-3176	Equalization Aid		15,477	312,102	327,579	327,579		0
00470	10-3177	Categorical Security Aid		46,450	0	46,450	46,450		0
00480	10-3178	Adjustment Aid		1	0	1	1		0
00540	10-4200	Medicaid Reimbursement		24,887	0	24,887	34,806		(9,919)
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				30,141,037	156,280	30,297,317	29,879,932		417,385

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers		574,485	(134,940)	439,545	0	439,545	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		3,159,342	(63,790)	3,095,552	0	3,070,592	24,960
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,858,046	(28,754)	1,829,292	0	1,829,292	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,068,527	30,385	3,098,912	688	3,098,225	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		64,000	0	64,000	7,000	0	57,000
03040	11-190-1__-340	Purchased Technical Services		200,450	0	200,450	58,876	112,289	29,286
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		141,843	24,993	166,836	27,429	139,407	1
03080	11-190-1__-610	General Supplies		202,000	83,837	285,837	17,787	118,390	149,660
03100	11-190-1__-640	Textbooks		60,000	(15,000)	45,000	0	0	45,000
03120	11-190-1__-8__	Other Objects		7,000	(500)	6,500	214	0	6,286
04500	11-204-100-101	Salaries of Teachers		128,985	0	128,985	0	128,985	0
04520	11-204-100-106	Other Salaries for Instruction		89,586	0	89,586	0	89,586	0
04600	11-204-100-610	General Supplies		1,000	(48)	952	0	519	433
04620	11-204-100-640	Textbooks		500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers		2,082,955	28,283	2,111,238	0	2,111,238	0
07020	11-213-100-106	Other Salaries for Instruction		468,639	(54,392)	414,247	0	379,803	34,444
07100	11-213-100-610	General Supplies		8,000	(326)	7,674	75	1,291	6,308
07140	11-213-100-8__	Other Objects		500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers		158,675	3,900	162,575	0	162,575	0
08520	11-216-100-106	Other Salaries for Instruction		88,836	22,209	111,045	0	111,045	0
08600	11-216-100-6__	General Supplies		4,000	374	4,374	0	4,373	1
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	4,000	51,000	0
09500	11-221-100-101	Salaries of Teachers		33,000	0	33,000	19,832	13,168	0
09540	11-221-100-106	Other Salaries for Instruction		20,000	0	20,000	19,919	81	0
09560	11-221-100-320	Purchased Professional-Educational Servi		40,000	0	40,000	12,488	0	27,513

Starting date 7/1/2017 Ending date 8/31/2017 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
11000	11-230-100-101	Salaries of Teachers	108,880	97,870	206,750	0	206,750	0
12000	11-240-100-101	Salaries of Teachers	102,525	0	102,525	0	102,525	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	0	1,100
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	197,127	0	197,127	15,938	181,189	0
17040	11-401-100-6__	Supplies and Materials	11,000	0	11,000	0	0	11,000
17060	11-401-100-8__	Other Objects	4,500	0	4,500	385	0	4,115
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	319,734	0	319,734	3,182	316,552	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	0	45,000	7,000	0	38,000
17540	11-402-100-6__	Supplies and Materials	86,124	503	86,627	5,320	30,326	50,981
17560	11-402-100-8__	Other Objects	32,000	0	32,000	7,415	475	24,110
29020	11-000-100-562	Tuition to Other LEAs within the State -	703,744	0	703,744	0	0	703,744
29040	11-000-100-563	Tuition to County Voc. School District-R	334,746	0	334,746	0	0	334,746
29060	11-000-100-564	Tuition to County Voc. School District-S	149,184	0	149,184	0	0	149,184
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	620,700	0	620,700	0	0	620,700
29100	11-000-100-566	Tuition to Priv. School for the Disabled	810,194	0	810,194	642	0	809,552
29160	11-000-100-569	Tuition – Other	83,560	0	83,560	0	83,560	0
29500	11-000-211-1__	Salaries	62,063	0	62,063	9,761	52,302	0
30500	11-000-213-1__	Salaries	238,373	0	238,373	0	238,373	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	8,000	0	8,000	0	0	8,000
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	0	2,806	8,194
30600	11-000-213-8__	Other Objects	3,500	740	4,240	0	740	3,500
40500	11-000-216-1__	Salaries	269,985	0	269,985	0	269,985	0
40520	11-000-216-320	Purchased Professional – Educational Ser	809,747	21,325	831,072	21,576	2,045	807,451
40540	11-000-216-6__	Supplies and Materials	7,000	0	7,000	362	409	6,229
41000	11-000-217-1__	Salaries	279,074	99,229	378,303	0	378,303	0
41020	11-000-217-320	Purchased Professional – Educational Ser	90,000	0	90,000	0	0	90,000
41500	11-000-218-104	Salaries of Other Professional Staff	394,360	0	394,360	0	394,360	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	31,793	0	31,793	0	31,793	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series)	500	0	500	0	0	500
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	0	500
41640	11-000-218-8__	Other Objects	500	0	500	0	0	500
42000	11-000-219-104	Salaries of Other Professional Staff	580,317	67,916	648,233	16,724	631,509	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	97,101	0	97,101	8,536	88,565	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)	500	0	500	0	0	500
42160	11-000-219-6__	Supplies and Materials	2,000	0	2,000	0	614	1,386
42180	11-000-219-8__	Other Objects	2,000	0	2,000	0	0	2,000
43020	11-000-221-104	Salaries of Other Professional Staff	204,689	(67,916)	136,773	20,686	92,212	23,875
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	0	0	3,000
43180	11-000-221-8__	Other Objects	2,500	0	2,500	969	0	1,531

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 10 General Funds

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43500 11-000-222-1__ Salaries	348,930	0	348,930	26,239	289,001	33,690
43560 11-000-222-[4-5] Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580 11-000-222-6__ Supplies and Materials	14,000	0	14,000	0	431	13,569
43600 11-000-222-8__ Other Objects	700	0	700	0	0	700
44120 11-000-223-[4-5] Other Purch. Services (400-500 series)	6,000	0	6,000	0	0	6,000
45000 11-000-230-1__ Salaries	262,584	0	262,584	41,175	221,409	0
45040 11-000-230-331 Legal Services	75,000	0	75,000	2,088	72,912	0
45060 11-000-230-332 Audit Fees	30,000	0	30,000	0	0	30,000
45120 11-000-230-340 Purchased Technical Services	19,050	0	19,050	0	0	19,050
45140 11-000-230-530 Communications/Telephone	53,610	0	53,610	7,001	43,707	2,902
45160 11-000-230-585 BOE Other Purchased Services	2,500	1,640	4,140	0	0	4,140
45180 11-000-230-590 Misc Purch Services (400-500 series, O/T	65,000	1,817	66,817	49,429	1,817	15,571
45200 11-000-230-610 General Supplies	7,000	0	7,000	0	257	6,743
45260 11-000-230-890 Miscellaneous Expenditures	18,384	(1,640)	16,744	9,614	1,285	5,845
45280 11-000-230-895 BOE Membership Dues and Fees	13,250	0	13,250	11,987	600	663
46000 11-000-240-103 Salaries of Principals/Assistant Princip	729,366	0	729,366	121,561	607,805	0
46020 11-000-240-104 Salaries of Other Professional Staff	123,824	0	123,824	20,637	103,187	0
46040 11-000-240-105 Salaries of Secretarial and Clerical Ass	271,311	0	271,311	45,219	226,092	0
46120 11-000-240-6__ Supplies and Materials	38,000	500	38,500	3,558	22,987	11,955
46140 11-000-240-8__ Other Objects	18,000	(500)	17,500	5,640	59	11,801
47000 11-000-251-1__ Salaries	326,807	0	326,807	54,712	272,095	0
47040 11-000-251-340 Purchased Technical Services	19,804	0	19,804	2,862	4,483	12,459
47060 11-000-251-592 Misc. Purch. Services (400-500 Series, O	0	250	250	0	0	250
47100 11-000-251-6__ Supplies and Materials	10,000	0	10,000	655	0	9,345
47180 11-000-251-890 Other Objects	4,500	(250)	4,250	1,240	900	2,110
47500 11-000-252-1__ Salaries	104,973	0	104,973	19,191	85,782	0
47540 11-000-252-340 Purchased Technical Services	8,000	0	8,000	0	0	8,000
47560 11-000-252-[4-5] Other Purchased Services (400-500 series	4,500	10,000	14,500	415	7,165	6,920
47580 11-000-252-6__ Supplies and Materials	60,000	10,000	70,000	0	11,832	58,168
47600 11-000-252-8__ Other Objects	3,500	0	3,500	0	0	3,500
48500 11-000-261-1__ Salaries	99,871	0	99,871	16,618	83,253	0
48520 11-000-261-420 Cleaning, Repair, and Maintenance Servic	200,000	22,000	222,000	26,333	77,224	118,443
48540 11-000-261-610 General Supplies	2,500	0	2,500	0	1,302	1,198
48560 11-000-261-8__ Other Objects	500	0	500	0	0	500
49000 11-000-262-1__ Salaries	978,947	0	978,947	106,466	872,481	0
49060 11-000-262-420 Cleaning, Repair, and Maintenance Svc.	75,000	0	75,000	0	13,149	61,851
49120 11-000-262-490 Other Purchased Property Services	33,000	0	33,000	5,492	27,508	0
49140 11-000-262-520 Insurance	131,572	0	131,572	68,252	62,814	506
49160 11-000-262-590 Miscellaneous Purchased Services	96,540	5,000	101,540	15,323	86,005	212
49180 11-000-262-610 General Supplies	130,000	300	130,300	7,218	44,246	78,836
49200 11-000-262-621 Energy (Natural Gas)	128,500	0	128,500	1,281	127,219	0

Starting date 7/1/2017 Ending date 8/31/2017 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	17,959	246,241	0
49280	11-000-262-8__	Other Objects		15,600	0	15,600	2,199	3,128	10,273
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.		38,000	0	38,000	5,583	18,731	13,686
50060	11-000-263-610	General Supplies		500	0	500	0	0	500
50080	11-000-263-8__	Other Objects		500	0	500	0	0	500
51000	11-000-266-1__	Salaries		0	70,000	70,000	0	70,000	0
51020	11-000-266-3__	Purchased Professional and Technical Ser		50,000	(50,000)	0	0	0	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		44,340	0	44,340	7,690	23,031	13,618
51060	11-000-266-610	General Supplies		500	0	500	17	0	484
51080	11-000-266-8__	Other Objects		500	0	500	0	0	500
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -		31,336	0	31,336	3,534	27,802	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho		29,561	0	29,561	0	29,561	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		14,000	(695)	13,305	296	80	12,929
52180	11-000-270-443	Lease Purchase Payments - School Buses		0	695	695	695	0	0
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter		2,652	0	2,652	0	0	2,652
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -		56,000	0	56,000	0	0	56,000
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr		70,068	0	70,068	1,560	0	68,508
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre		763,413	0	763,413	0	0	763,413
52440	11-000-270-615	Transportation Supplies		10,000	0	10,000	0	10,000	0
52460	11-000-270-8__	Other objects		1,000	0	1,000	65	0	935
71020	11-000-291-220	Social Security Contributions		338,000	0	338,000	30,761	306,110	1,130
71060	11-000-291-241	Other Retirement Contributions - PERS		288,025	0	288,025	432	287,593	0
71140	11-000-291-250	Unemployment Compensation		30,000	(19,000)	11,000	0	0	11,000
71160	11-000-291-260	Workmen's Compensation		150,000	0	150,000	108,217	41,783	0
71180	11-000-291-270	Health Benefits		4,154,671	18,000	4,172,671	782,576	3,362,034	28,061
71200	11-000-291-280	Tuition Reimbursement		50,000	0	50,000	42,128	690	7,182
71220	11-000-291-290	Other Employee Benefits		0	1,000	1,000	582	0	418
75800	12-000-270-733	School Buses - Regular		0	20,466	20,466	20,466	0	0
76080	12-000-400-450	Construction Services		60,000	0	60,000	0	60,000	0
76140	12-000-400-721	Lease Purchase Agreements - Principal		90,801	0	90,801	14,945	44,836	31,020
76200	12-000-400-800	Other Objects		6,858	0	6,858	0	0	6,858
Total				30,337,737	205,480	30,543,217	1,996,713	22,898,923	5,647,582

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$105,631.28
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	\$66,368.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$66,368.00

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$941,173.00	
302	Less revenues	(\$79,771.25)	\$861,401.75

Total assets and resources

\$1,033,401.03

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$80,454.06
421	Accounts payable		\$4,830.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$575.91
	Other current liabilities		\$6,368.06
	Total liabilities		\$92,228.03

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

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Starting date 7/1/2017 Ending date 8/31/2017 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$161,155.31
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$941,173.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	(\$161,155.31)	(\$161,155.31)	\$780,017.69
	Total appropriated			\$941,173.00
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$941,173.00
	Total liabilities and fund equity			<u>\$1,033,401.03</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$941,173.00	\$161,155.31	\$780,017.69
Revenues	(\$941,173.00)	(\$79,771.25)	(\$861,401.75)
Subtotal	<u>\$0.00</u>	<u>\$81,384.06</u>	<u>(\$81,384.06)</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>\$81,384.06</u>	<u>(\$81,384.06)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$81,384.06</u>	<u>(\$81,384.06)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$81,384.06</u>	<u>(\$81,384.06)</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	335,800	(40,270)	295,530	79,771	Under	215,759
00830	Total Revenues from Federal Sources	697,500	(53,157)	644,343	0	Under	644,343
Total		1,034,600	(93,427)	941,173	79,771		861,402

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		38,000	19,726	57,726	0	0	57,726
84100	Local Projects	1,300	0	1,300	0	0	1,300
88000	Nonpublic Textbooks	19,200	(2,876)	16,324	0	15,817	507
88020	Nonpublic Auxiliary Services	134,000	(23,928)	110,072	0	0	110,072
88040	Nonpublic Handicapped Services	113,000	(23,525)	89,475	0	0	89,475
88060	Nonpublic Nursing Services	30,000	(415)	29,585	0	26,852	2,733
88080	Nonpublic Technology Initiative	8,600	2,426	11,026	0	0	11,026
88740	Total Federal Projects	690,500	(64,835)	625,665	0	118,486	507,179
Total		1,034,600	(93,427)	941,173	0	161,155	780,018

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00740	20-1__ Other Revenue from Local Sources	1,300	0	1,300	0	Under	1,300
00765	20-32__ Other Restricted Entitlements	335,800	(40,270)	295,530	79,771	Under	215,759
00775	20-441[1-6] Title I	148,000	300	148,300	0	Under	148,300
00780	20-445[1-5] Title II	46,200	(11,996)	34,204	0	Under	34,204
00785	20-449[1-4] Title III	55,700	(40,910)	14,790	0	Under	14,790
00790	20-447[1-4] Title IV	0	10,000	10,000	0	Under	10,000
00805	20-442[0-9] I.D.E.A. Part B (Handicapped)	447,600	(10,551)	437,049	0	Under	437,049
Total		1,034,600	(93,427)	941,173	79,771		861,402

Expenditures:

		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
		38,000	19,726	57,726	0	0	57,726
84100	20-__-__-__ Local Projects	1,300	0	1,300	0	0	1,300
88000	20-__-__-__ Nonpublic Textbooks	19,200	(2,876)	16,324	0	15,817	507
88020	20-__-__-__ Nonpublic Auxiliary Services	134,000	(23,928)	110,072	0	0	110,072
88040	20-__-__-__ Nonpublic Handicapped Services	113,000	(23,525)	89,475	0	0	89,475
88060	20-__-__-__ Nonpublic Nursing Services	30,000	(415)	29,585	0	26,852	2,733
88080	20-__-__-__ Nonpublic Technology Initiative	8,600	2,426	11,026	0	0	11,026
88500	20-__-__-__ Title I	148,000	300	148,300	0	118,486	29,814
88520	20-__-__-__ Title II	46,200	(12,119)	34,081	0	0	34,081
88540	20-__-__-__ Title III	48,700	(33,910)	14,790	0	0	14,790
88560	20-__-__-__ Title IV	0	10,000	10,000	0	0	10,000
88620	20-__-__-__ I.D.E.A. Part B (Handicapped)	447,600	(29,106)	418,494	0	0	418,494
Total		1,034,600	(93,427)	941,173	0	161,155	780,018

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$1,955,123.91
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets		\$5,509,895.36
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Resources:

301	Estimated revenues	\$5,395,761.47	
302	Less revenues	(\$6,269,457.68)	(\$873,696.21)

Total assets and resources		<u>\$6,591,323.06</u>
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Liabilities and Fund Equity

Liabilities:

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

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

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Starting date 7/1/2017 Ending date 8/31/2017 Fund: 30 Capital Projects Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$6,418,668.80
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$5,395,761.47		
602	Less: Expenditures	(\$3,484,991.10)		
	Less: Encumbrances	(\$1,738,117.97)	(\$5,223,109.07)	\$172,652.40
	Total appropriated			\$6,591,321.20
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$6,591,321.20
	Total liabilities and fund equity			\$6,591,323.06

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$5,395,761.47	\$5,223,109.07	\$172,652.40
Revenues	(\$5,395,761.47)	(\$6,269,457.68)	\$873,696.21
Subtotal	<u>\$0.00</u>	<u>(\$1,046,348.61)</u>	<u>\$1,046,348.61</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,046,348.61)</u>	<u>\$1,046,348.61</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,046,348.61)</u>	<u>\$1,046,348.61</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$1,046,348.61)</u>	<u>\$1,046,348.61</u>

Prepared and submitted by :


Board Secretary

Date

10/24/17

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	5,395,761	5,395,761	6,269,458		(873,696)
Total	0	5,395,761	5,395,761	6,269,458		(873,696)

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	5,395,761	5,395,761	3,484,991	1,738,118	172,652
Total	0	5,395,761	5,395,761	3,484,991	1,738,118	172,652

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 30 Capital Projects Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	5,395,761	5,395,761	6,269,458		(873,696)
Total	0	5,395,761	5,395,761	6,269,458		(873,696)

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	5,395,761	5,395,761	3,484,991	1,738,118	172,652
Total	0	5,395,761	5,395,761	3,484,991	1,738,118	172,652

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		(\$608,011.86)
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		\$665,472.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$826,848.00	
302	Less revenues	(\$813,219.00)	\$13,629.00

Total assets and resources

\$71,089.14

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$608,011.86)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00

Total liabilities

\$0.00

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 40 Debt Service Fund

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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$841,725.00	
602	Less: Expenditures	(\$770,637.50)		
	Less: Encumbrances	\$0.00	(\$770,637.50)	\$71,087.50
	Total appropriated			\$71,087.50
Unappropriated:				
770	Fund balance, July 1			\$14,878.64
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$14,877.00)
	Total fund balance			\$71,089.14
	Total liabilities and fund equity			\$71,089.14

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$841,725.00	\$770,637.50	\$71,087.50
Revenues	(\$826,848.00)	(\$813,219.00)	(\$13,629.00)
Subtotal	<u>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</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>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$14,877.00</u>	<u>(\$42,581.50)</u>	<u>\$57,458.50</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	665,472	0	665,472	665,472		0
0093A	Other	161,376	0	161,376	147,747	Under	13,629
Total		826,848	0	826,848	813,219		13,629
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	841,725	0	841,725	770,638	0	71,088
Total		841,725	0	841,725	770,638	0	71,088

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	665,472	0	665,472	665,472		0
00890	40-3160	Debt Service Aid Type II	161,376	0	161,376	147,747	Under	13,629
Total			826,848	0	826,848	813,219		13,629

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	71,088	9,550	80,638	80,638	0	0
89620	40-701-510-910	Redemption of Principal	770,637	(9,550)	761,088	690,000	0	71,088
Total			841,725	0	841,725	770,638	0	71,088

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$612,640.45
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$939,172.00	
302	Less revenues	(\$33,608.33)	\$905,563.67

Total assets and resources

\$1,518,204.12

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$627.75
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$62,414.00
	Other current liabilities		\$0.00

Total liabilities

\$63,041.75

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

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Starting date 7/1/2017 Ending date 8/31/2017 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$227,487.35
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$939,172.00		
602	Less: Expenditures (\$72,114.31)			
	Less: Encumbrances (\$227,487.35)	(\$299,601.66)		\$639,570.34
	Total appropriated			\$867,057.69
Unappropriated:				
770	Fund balance, July 1			\$588,104.68
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$1,455,162.37
	Total liabilities and fund equity			\$1,518,204.12

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$939,172.00	\$299,601.66	\$639,570.34
Revenues	(\$939,172.00)	(\$33,608.33)	(\$905,563.67)
Subtotal	\$0.00	\$265,993.33	(\$265,993.33)
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	\$0.00	\$265,993.33	(\$265,993.33)
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$265,993.33	(\$265,993.33)
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	\$0.00	\$265,993.33	(\$265,993.33)

Prepared and submitted by :


Board Secretary

10/24/17
Date

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	939,172	939,172	33,608	Under	905,564
Total		0	939,172	939,172	33,608		905,564
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	939,172	939,172	72,114	227,487	639,570
Total		0	939,172	939,172	72,114	227,487	639,570

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 60 Enterprise Fund

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	939,172	939,172	33,608	Under	905,564
Total	0	939,172	939,172	33,608		905,564

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	4,000	4,000	0	0	4,000
99999	0	935,172	935,172	72,114	227,487	635,570
Total	0	939,172	939,172	72,114	227,487	639,570

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$75,050.85
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	\$67,768.68	
302	Less revenues	(\$2,894.81)	\$64,873.87

Total assets and resources

\$139,924.72

Liabilities and Fund Equity

Liabilities:

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

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 95 STUDENT ACTIVITY

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
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$67,768.68	
602	Less: Expenditures	(\$6,670.61)		
	Less: Encumbrances	\$0.00	(\$6,670.61)	\$61,098.07
	Total appropriated			\$61,098.07
Unappropriated:				
770	Fund balance, July 1			\$78,826.65
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$139,924.72
	Total liabilities and fund equity			<u>\$139,924.72</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$67,768.68	\$6,670.61	\$61,098.07
Revenues	(\$67,768.68)	(\$2,894.81)	(\$64,873.87)
Subtotal	<u>\$0.00</u>	<u>\$3,775.80</u>	<u>(\$3,775.80)</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>\$3,775.80</u>	<u>(\$3,775.80)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$3,775.80</u>	<u>(\$3,775.80)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$3,775.80</u>	<u>(\$3,775.80)</u>

Prepared and submitted by :


Board Secretary

Date

10/24/17

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		67,727	41	67,769	2,895	Under	64,874
Total		67,727	41	67,769	2,895		64,874
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		67,727	41	67,769	6,671	0	61,098
Total		67,727	41	67,769	6,671	0	61,098

Starting date 7/1/2017 Ending date 8/31/2017 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	67,727	41	67,769	2,895	Under	64,874
Total	67,727	41	67,769	2,895		64,874

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	67,727	41	67,769	6,671	0	61,098
Total	67,727	41	67,769	6,671	0	61,098

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

August 31, 2017

	Cash Balance 8/1/2017	Cash Receipts August-17	Cash Disbursements August-17	Cash Balance 8/31/2017
General Fund - 10	3,890,571.21	2,731,663.07	(1,416,478.59)	5,205,755.69
Special Revenue Fund - 20	76,980.33	63,064.25	(34,413.30)	105,631.28
Capital Projects Fund - 30	4,791,771.07	1,508,517.92	(4,345,165.08)	1,955,123.91
Debt Service Fund - 40	14,878.64	147,747.00	(770,637.50)	(608,011.86)
Enterprise Fund - 60	637,151.18	20,379.14	(44,889.87)	612,640.45
Total	9,411,352.43	4,471,371.38	(6,611,584.34)	7,271,139.47
Payroll Account	0.40	219,146.20	(219,146.20)	0.40
Payroll Agency Account	434.06	141,079.21	(140,709.11)	804.16
Unemployment Account	135,558.00	124.48	(3,130.68)	132,551.80
Summer Escrow Account	57.63	0.05	(0.05)	57.63
Flexible Spending Account	545.61	0.50	0.00	546.11
Grand Total	9,547,948.13	4,831,721.82	(6,974,570.38)	7,405,099.57

M. M. M.

Chief School Administrator

10/24/17

Date

ATTACHMENT

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Page 1 of 2

Month / Year: Aug 31, 2017

10/24/17

Line	Budget Category	Account	(col 1) Original Budget	(col 2) Revenues Allowed NJAC - A:23A-2.3	(col 3) Original Budget For 10% Calc	(col 4) Maximum Transfer Amount	(col 5) YTD Net Transfers to (from) 8/31/2017 + or - Data	(col 6) % Change of Transfers YTD	(col 7) Remaining Allowable Balance From	(col 8) Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1		Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	9,367,193	23,330	9,390,523	939,052	(127,099)	-1.35%	811,953	1,066,151
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,848,687	2,045	4,850,732	485,073	216,379	4.46%	701,452	268,694
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 Curricular, Total	11-4XX-X00-XXX	695,485	503	695,988	69,599	0	0.00%	69,599	69,599
19160 19620	School-Sponsored Athletics - Instr, Total Before/After School									
20620 21620	Programs - Ins, Total Before/After School Programs, Total									
22620 23620	Summer School, Total Instructional Alternative Educatio, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative									
	Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	2,702,128	0	2,702,128	270,213	0	0.00%	270,213	270,213
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	1,802,137	740	1,802,877	180,288	67,916	3.77%	248,204	112,372
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.	11-000-221, 223	216,189	0	216,189	21,619	(67,916)	-31.42%	(46,297)	89,535
	Expend. - Instructional St									
45300	Support Serv. - General Admin	11-000-230-XXX	546,378	1,817	548,195	54,820	0	0.00%	54,820	54,820
46160	Support Serv. - School Admin	11-000-240-XXX	1,180,501	0	1,180,501	118,050	0	0.00%	118,050	118,050
47200 47620	Total Undist. Expend. - Central Services, Total Undist.	11-000-25X-XXX	542,084	0	542,084	54,208	20,000	3.69%	74,208	34,208
	Expend. - Admin. Info. Tec									
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,290,570	300	2,290,870	229,087	47,000	2.05%	276,087	182,087
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	978,030	0	978,030	97,803	0	0.00%	97,803	97,803
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,010,696	0	5,010,696	501,070	0	0.00%	501,070	501,070
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds to De	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240	Interest Earned on Current Exp. Emergenc	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		30,180,078	28,734	30,208,812	3,020,881	156,280	0.52%	3,177,161	2,864,601
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	20,466	20,466	2,047	0	0.00%	2,047	2,047

ATTACHMENT

RESOLUTION TO BE ADOPTED
BY SENDING SCHOOL DISTRICTS OF
THE FORUM SCHOOL
WITH RESPECT TO LUNCH PROGRAM

WHEREAS, The Forum School is a non-profit approved private school for
Students with disabilities; and

WHEREAS, the Board of Education of the School District of
Hasbrouck Heights (the "District") has contracted to send to The Forum
School certain students with disabilities who reside in the District: and

WHEREAS, The Forum School does not charge any of its students for
meals:

NOW, THEREFORE, it is hereby

RESOLVED, that the Board of Education of the District does not require
The Forum School to charge students for reduced and/or paid meals in
accordance with the income eligibility criteria established by the Child Nutrition
Program as administered by the New Jersey Department of Agriculture; and it is

FURTHER RESOLVED, that the Board of Education of the District
understands and acknowledges that the foregoing actions do not increase the
contracted tuition rate for students with disabilities sent by the District to The
Forum School.

Certified to be a true copy.


Board Secretary Signature

Date

HASBROUCK HEIGHTS SCHOOL DISTRICT

BERGEN COUNTY
Comprehensive Maintenance Plan

School /Number	<u>16/17 Actual</u>	<u>17/18 Budgeted</u>	<u>18/19 Planned</u>
MIDDLE/HIGH SCHOOL (050)	\$286,349 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$181,723 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$210,000 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.
EUCLID SCHOOL (060)	\$95,450 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$60,574 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$70,000 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.
LINCOLN SCHOOL (080)	\$95,450 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$60,574 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$70,000 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.
TOTAL ALL SCHOOLS	\$477,249	\$302,871	\$350,000

ATTACHMENT H

**Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A**

County	Bergen
District Name	Hasbrouck Heights
District Number	2080
Filing Date	10/27/2017

Current Area Cost Allowance per SF	\$ 143.00
District contact name	Dina Messery
District contact phone	201-288-6150
District contact e-mail	messeryd@hhschools.org

[illegible]

Prepared by:

District School Business Administrator

Max. Maintenance Reserve Amount (4% of column D)
Current District Maintenance Reserve Amount

Print

Dina Messery

Date 10/27/2017

Sign

[illegible]

District Regulation

5600 - STUDENT DISCIPLINE/CODE OF CONDUCT (M)

Section: Students

Date Created: November, 2014

Date Edited: September, 2017

M

A. A. Purpose

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

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

B. Expectations for Academic Achievement, Behavior, and Attendance

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

C. Behaviors That May Result in Suspension or Expulsion

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

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

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

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

D. Students' Rights

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

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

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

E. Comprehensive Behavioral Supports

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

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success.

2. Supportive Interventions and Referral Services

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

3. Remediation of Problem Behavior

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

a. Restitution and Restoration

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

b. Counseling

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

c. Parent Conferences

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

d. Alternate Educational Program

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

4. Students with Disabilities

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

F. School Responses to Violations of Behavioral Expectations

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

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

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

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

4. Deprivation of Privileges

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

- (1) Moving freely about the school building;
- (2) Participation in co-curricular or inter/intrascholastic activities;
- (3) Attendance at a school-related social or sports activity;
- (4) Participation in a graduation ceremony;
- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

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

6. Grade Adjustment

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

7. In-school Suspension

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

H. Chart of Discipline

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

Pupil Discipline/Code of Conduct – Grades Six through Twelve

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

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

STUDENT DISCIPLINE/CODE OF CONDUCT

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

Chart of Student Discipline

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

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

<p>Students are required by law to attend school regularly. By statute, any child who repeatedly is absent without providing proper documentation for an excused absence from school or is found away from school without authorization during school hours and/or whose parent or guardian is unable to cause him/her to attend school shall be deemed to be a juvenile disorderly person and shall be proceeded against as such. A truancy report may be filed with the Bergen County Juvenile Family Crisis Intervention Unit.</p> <p>Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.</p>	<p>2nd offense</p> <p>Subsequent offenses</p>	<p>2- Days In-School Suspension; Removal of Privileges may occur (Loss of credit if same course)</p> <p>2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program)</p> <p>(SAP refusal results in OSS)</p>
<p>Using a Cell Phone, IPOD or any other Electronic Devices (Policy 2363)</p> <p>Intentionally/unintentionally using an electronic device when not permitted. Cell phones may not be used at any time in locker rooms and/or bathrooms. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.</p> <p>The Administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, distractions (phone ringing or vibrating) to the quality of the educational program will not be tolerated. Parents and Guardians are reminded to call the school for any emergency situation and should not attempt to reach students by cell phone during the school day.</p> <p>No student shall bring or possess a remotely activated paging device on school property without the written permission of the Principal and is only granted to student members of a volunteer fire company or first aid, ambulance or rescue squad on a case-by-case basis.</p> <p>*Students may use Electronic Devices before the start of school (prior to 7:55 A.M.), after school ends (2:39 P.M.), or during Lunch Periods, and/or Study Halls with Teacher Permission.</p>	<p>Middle School</p> <p>1st offense</p> <p>2nd offense</p> <p>3rd offense</p> <p>High School</p> <p>1st offense</p> <p>2nd offense</p> <p>Subsequent</p>	<p><i>Student must surrender the device to the school authorities as outlined in BOE Policy 5516. As explained in BOE Policy 5516, the device will be given to the Main Office and will be released to the parent/guardian of the student.</i></p> <p>Issue referred to Administration – Central Detention (phone returned to student at end of the day) Saturday Detention (phone returned to student at end of the day)</p> <p>Saturday Detention</p> <p>1-Day In-School Suspension (phone returned to parent; meeting with VP/Principal to discuss phone privilege in school)</p> <p>Saturday School (electronic device(s) returned to student at end of the day)</p> <p>1 Day In-School Suspension (electronic device(s) returned to student at the end of the day)</p> <p>1 Day Out- of- School Suspension (electronic device(s) returned to parent; meeting with VP/Principal to discuss phone privilege in school)</p>

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

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

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

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

Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.	Any offense	Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is recorded via discipline referral
<p>Examples of Academic Dishonesty include, but are NOT limited to:</p> <ul style="list-style-type: none"> • Copying and submitting work without identifying the source of that work (this is called plagiarism, and includes using material from the Internet without citing the source of the material) • Providing answers or receiving answers from another student • Downloading and printing out essays, research papers or "notes" from Internet websites without citing the source • Copying short response or homework exercises • Copying another student's work during a test or quiz • Using unauthorized notes, electronic devices or other aids during a test or quiz • Translating text using an electronic language translation program • Submitting another person's work as one's own <p>Students are expected to complete various assignments in order to demonstrate their mastery of the material being studied. Claiming ownership of another person's work by submitting that work with your name on it is academically dishonest; it is</p>		<p>. A copy of the plagiarized work will be placed in the student's file. Refer to counselor.</p> <p>Parent/Student conference with Teacher and Supervisor if warranted.</p>

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

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

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

This will result in legal action, which includes a court appearance and monetary fine.		4 Days Out-of-School Suspension, 1-Day In-School Suspension or 5- 10 days SAP (Suspension Alternative Program) and restricted bathroom privileges for the remainder of the school year. Mandatory court referral for legal action, which includes a monetary fine. (SAP refusal results in OSS).
*Activating Fire Alarm or Extinguisher	Any offense	4 Days Out-of-School Suspension 1-day In-School Suspension <i>Police notified. Mandatory Court referral for legal action, which includes a monetary fine.</i>
ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE- Examples of such conduct include, but are not limited to:		
Arson	Any offense	Out-of-School Suspension pending a BOE Suspension Hearing <i>Police notified. May require mental health screen for re-entry to school. Mandatory court referral for legal action, which includes a monetary fine.</i>
Vandalism Damaging school property	Any offense	Penalties may vary according to the severity and frequency of the offense Saturday Detention; In-school Suspension and/or Out-of-School Suspension <i>Police notified. The school may file a complaint with Police. Restitution of damages.</i>
Fighting and/or Assault The Hasbrouck Heights High School District can neither condone the use of violence in any situation, nor be responsible for determining if a violent response was appropriate. Listed below are definitions of specific behaviors that will result in disciplinary action. <i>Fighting:</i> Mutual engagement in a physical confrontation that may result in bodily injury to either party Assault: A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another.	Any offense	Penalties may vary according to the severity and frequency of the offense 3- Days or up to 10-days Out-of-School Suspension <i>Police notified. The school may file a complaint with Police. May require mental health screen for re-entry to school. Mandate in-school peer conflict and/or anger management counseling.</i>
Possession of Weapons/Firearms Any dangerous weapons or instrument are prohibited from being brought onto school property. Possession of any kind of weapon or instrument that may be used as a weapon will be addressed appropriately.	Any offense	Out-of-School Suspension up to 10-Days and may incur a Longer-term Suspension Pending a BOE Suspension Hearing Police notified. The school may file a complaint

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

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

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

Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

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

2. Temporary Removal from Classroom

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

3. Meeting with School Administration and Parent

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

4. Deprivation of Privileges

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

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

5. Detention

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

6. Lunch Detention

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

7. Saturday Detention

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

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

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

9. Grade Adjustment

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

10. Suspension from School

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

11. Expulsion

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

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

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

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

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

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

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

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

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

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

I. Student Conduct Away from School Grounds

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

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

J. School Bus Conduct

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

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

K. Students with Disabilities

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

L. Records

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

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

M. Annual Review

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

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

N. Policy and Regulation Publication and Distribution

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

Adopted: 20 November 2014

Revised: November 17, 2016

Revised: February 16, 2017

Revised: August 24, 2017

Revised (First Reading): September 28, 2017

Revised (Second Reading): October 26, 2017

District Policy

2480.1- STRUCTURED LEARNING EXPERIENCES

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

Definition – Structured Learning Experience

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

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

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

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

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

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

First Reading: September 28, 2017

Second Reading: October 26, 2017

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

M

A. Definitions

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

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

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

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

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

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

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

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

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

D. Housing and Immigration Status

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

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

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

F. Proof of Eligibility

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

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

G. Initial Assessment and Enrollment

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

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

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

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

5. Where enrollment is denied and an intent to appeal is indicated, or where enrollment is provisional subject to further review or information, enrollment or attendance at school will not be conditioned on advance payment of tuition in whole or part.
6. The Superintendent or designee, shall ensure that information suggesting an applicant may be homeless is identified during the registration process, so that, where appropriate, procedures may ensue in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil's identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A: 36-25.1.
8. Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.
9. Enrollment in the district, attendance at school, or educational services where attendance in the regular education program appears inappropriate, shall not be denied based upon absence of a pupil's prior educational record. However, the applicant shall be advised that the initial educational placement of the pupil may be subject to revision upon receipt of records or further assessment of the pupil by the district.

H. Notice of Ineligibility

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

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

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

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

Disputes Over Residency:

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

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

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

Residency Investigations:

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

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

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

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

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

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

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

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

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

I. Removal of Currently Enrolled Pupils

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

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

J. Appeal to the Commissioner

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

K. Assessment and Calculation of Tuition

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

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

Issued: 20 November 2014

Revised: March 23, 2017

Revised (First Reading): September 28, 2017

Revised (Second Reading): October 26, 2017

Hasbrouck Heights Board of Education

District Policy

5111- ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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

Eligibility to Attend School

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

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

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

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

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

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

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

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

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

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

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

Proof of Eligibility

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

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

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

Registration Forms and Procedures for Initial Assessment

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

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

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

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

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

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

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

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

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

Notice of Ineligibility

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

Removal of Currently Enrolled Students

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

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

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

Appeal to the Commissioner

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

Assessment and Calculation of Tuition

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

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

Nonresident Students

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

Children Who Anticipate Moving to or from the District

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

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

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

Children of District Employees

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

Other Nonresident Students

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

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: 20 November 2014

Revised: May 26, 2016

Revised (First Reading): September 28, 2017

Revised (Second Reading): October 26, 2017

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 may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges. **If a staff member is tardy five times over the course of any three month period, they will be put on a Corrective Action Plan. Once on the CAP, if the staff member continues to be tardy five times over any additional three month period, that staff member will be subject to the consequences listed above.**

In accordance with policy and regulation 3212, the following criteria for tardiness shall be followed:

- 1. All teachers will receive 3 excused tardy days – verbal warning on the 3rd tardy**
- 2. On the 4th tardy, a written warning will be given. The employee will be notified that if they are late one more time, it will be noted in their evaluation.**
- 3. On the 5th tardy, a score of partial will be noted on the evaluation in domain 4 under professionalism.**

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a 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 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, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

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

Adopted: 20 November 2014

Revised: May 21, 2015

Revised (First Reading): October 26, 2017

District Regulation

3212 - PROFESSIONAL STAFF ATTENDANCE

Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers, educational services personnel, and administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, and other approved leaves. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 3432. The employee's rate of absence **and tardiness**, shall be calculated every pay period and entered on his/her attendance record. An employee's attendance record shall be part of the employee's personnel file.
2. At the end of each year, a cumulative attendance record shall be assembled for each school and for the district.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence **and tardiness** for each school and for the district. The attendance summary shall be posted in each school of the district.
4. A record shall be made of the appointment of substitutes for absent employees and the wages paid to substitutes.

Attendance Improvement Plan

1. Planning

The Superintendent will meet with Building Principals and appropriate administrators to discuss the attendance summary. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absence shall be developed.

2. Implementation

- a. The Building Principal shall be responsible for implementing the district's plan for the improvement of professional staff member attendance in his/her school building.
- b. The Principal shall encourage the regular attendance of the teaching staff members in his/her building. He/She shall maintain contact with absent employees and confer personally with each employee who returns from an absence of any duration, impressing upon employees the

district's concern for their health and well-being. The Principal shall, by appropriate means, recognize teaching staff members whose attendance is exemplary.

- c. The Principal shall incorporate, and shall direct other supervisors to incorporate, a teaching staff member's attendance record in his/her evaluation.
- d. The Principal may require teachers to evaluate the work done by substitutes in their absence.
- e. The Principal shall report to the Superintendent any teaching staff member whom he/she suspects of misusing sick leave or falsifying the reasons for absence.

3. In-service Training

The Principal shall meet with the teaching staff members assigned to his/her building at the beginning of each school year to inform employees of Board policy and district regulations on attendance, to familiarize employees with the forms to be used in reporting and verifying absences, to review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee, and to acquaint employees with the degree to which attendance will affect evaluation reports.

4. Counseling

- a. The Building Principal may, in his/her discretion, call a conference with a teaching staff member where the number and/or pattern of the members' absences or the reasons offered for the member's absences indicate a misunderstanding of the teaching staff member's responsibility to the school district or the possible misuse of the privilege of paid leave.
- b. Prior to the giving of any admonition or reprimand or imposition of discipline of any kind, the Principal shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The member shall, in accordance with Board policy on teaching staff member evaluation, be permitted to examine the report and affix his/her comments, if any, to the report.

Issued: 20 November 2014

Revised (First Reading): October 26, 2017