

# **HASBROUCK HEIGHTS BOARD OF EDUCATION**

**Thursday, February 28, 2019  
Regular Meeting Agenda (Final)  
Time: 7:30 p.m.**

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

### **B. Announcement of adequate meeting:**

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

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **January 3, 2019**. 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: January 31, 2019
- 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:

None

Education /Curriculum Committee

E02-01-19 Approve Monthly Superintendent Discipline Report

E02-02-19 Approve Monthly Superintendent HIB Report

E02-03-19 Approve Monthly District Calendar

E02-04-19 Approve Workshops

E02-05-19 Approve Accompanist

E02-06-19 Approve Program

E02-07-19 Approve Donation of Dictionaries

E02-08-19 Approve Parent to Attend Field Trip

#### Special Education Committee

S02-01-19 Approve Special Services

S02-02-19 Approve OOD

S02-03-19 Approve Professional Development

S02-04-19 Approve Contracted Services

S02-05-19 Approve Developing of Pre-school Program

#### Technology Committee

None

#### Facilities Committee

B02-01-19 Approve Facilities Use

#### Recreation Committee

R02-01-19 Approve Field Trip Calendar

R02-02-19 Approve Accompanist

R02-03-19 Approve Fundraisers

#### Finance Committee

F02-01-19 Approve Financial Certification

F02-02-19 Approve Actual Payroll for January

F02-03-19 Approve Estimated Payroll for February

F02-04-19 Approve Bill Authorization – February

F02-05-19 Approve Actual Bills List – January

F02-06-19 Approve Board Secretary's Report – January

F02-07-19 Approve Line Item Transfers – January

F02-08-19 Approve Purchases

F02-09-19 Approve Additional Construction Services

F02-10-19 Approve Audit and Corrective Action Plan

#### Personnel

P02-01-19 Approve Personnel Action

P02-02-19 Approve Personnel Action

P02-03-19 Approve Personnel Action

P02-04-19 Approve Personnel Action

P02-05-19 Approve Personnel Action

P02-06-19 Approve Personnel Action  
P02-07-19 Approve Personnel Action  
P02-08-19 Approve Personnel Action  
P02-09-19 Approve Personnel Action  
P02-10-19 Approve Personnel Action

Policy Committee:

PL02-01-19 Approve Policies/Regulations

XI. Old Business

XII. New Business

XIII. Open Public Hearing

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

XIV. Private Session (If necessary)

XV. Adjournment



**HASBROUCK HEIGHTS BOARD OF EDUCATION  
RESOLUTIONS – February 28, 2019 (Final)**

**Awards and Presentations:**

**RESOLUTIONS:**

None:

**EDUCATION/CURRICULUM COMMITTEE:**

**RESOLUTIONS:**

E02-01-19     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Accept Monthly Discipline Report

E02-02-19     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

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

2019 – HS –0

2019 – MS - 0

2019 – LS – 0

2019 – ES - 0

Listed above are the number of investigations from January 31, 2019

E02-03-19     Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

The monthly district calendar

E02-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2018-2019 school year:

3/11/19 – L. McGinty – Bergen County Curriculum Consortium to present – Hackensack, NJ @ no cost to district

5/2/19 – K. MacDonald, C. Cassidy, P. Dennehy to attend “How to Teach the Holocaust – New Brunswick, NJ @ no cost to district

3/8/19 – J. Keller – “My Kids have Chromebooks, Now What? – grades 6-12 – Rutherford, NJ @ no cost to district

E02-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

6/4/19 – 6/6/19 – C. Ambuter – Accompanist for LS Spring Concert @ \$350 cost to district

Spring – C. Mezini – Accompanist for MS Spring Choir @ \$250

E02-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2018-2019 school year:

4/26/19 – Junior Women’s Club – ES & LS 4<sup>th</sup> grade Forrester’s program for Arbor Day @ no cost to district

E02-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Accept the donation of dictionaries for ES & LS 3<sup>rd</sup> graders from the Italian American Forum

E02-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Student #6625 – parent to attend Washington D.C. trip at a cost of \$986 to the district

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

- S02-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following special services for the 2018 – 2019 school year:

Student #1001444 & 1000057 – clearance evaluations @ \$200 each – Careplus  
Student #1001241 – auditory verbal techniques – 1 session per week January – June 2019 not to exceed \$3,630 – BCSS  
Student #1001444 – psychiatric evaluation @ \$825 – Platt Psychiatric  
Student #1000885 – home instruction – 1 hr Spanish, 2 hrs early History, 2 hrs Algebra, 1 hr web design, 2 hrs Environmental Science, 2 hrs of English 9 per week for each subject plus preps from 1/31/19 – DTBD @ \$40/hr  
Student #4906 – beside instruction – up to 5 hrs per week beginning 2/10/19 – DTBD @ \$55/hr – Prime Health Care, Inc.  
Student #1001993 – home instruction – 2 hrs math, 2 hrs English, 1 hr gym per week plus prep @ \$40/hr beginning 2/11/19 – DTBD  
Student #5965 – home instruction – 2 hrs/week plus prep for History, English, Math and 1hr/week plus prep for gym, computer apps, creative art @ \$40/hr  
HS para support for students not to exceed 80 hrs January – April 2019 @ \$21/hr for multiple students

- S02-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placement services for 2018 – 2019 school year:

Student #1002036 – David Gregory School @ a tuition of \$94,697.40 pro-rated from start date of 2/4/19

- S02-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following professional development for 2018 – 2019 school year:

3/21/19 & 3/22/19 – L. Pizzute – Paramus, NJ @ no cost to district

- S02-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following contracted service providers for the 2018 – 2019 school year:

Prime Health Care Services, Inc - bedside instruction @ \$55/hr as needed

S02-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Approve to move forward with developing an integrated preschool program for the 2019 – 2020 school year

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B02-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Facilities Use (**Attachment A**)

RECREATION COMMITTEE:

RESOLUTIONS:

R02-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

District Field Trip Calendar

R02-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

J. Kessler, accompanist for the HS Play @ \$1200

R02-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following fundraisers for the 2018-2019 school year:

March 2019 – Can food drive – Outreach club – P. McShane

March 2019 – eat at BJ’s Brew House for 20% back to school – P. McShane

#### FINANCE COMMITTEE:

#### RESOLUTIONS:

F02-01-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district’s needs.

F02-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of January 2019 in the amount of \$1,835,236.80 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F02-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of February 2019 at \$1,800,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,800,000.

F02-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of February 2019.

F02-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

<b>Bills List for the month of</b>		<b><u>Jan 2019</u></b>
Fund 10	General Fund	\$2,635,419.84
Fund 20	Special Revenue	\$ 15,676.57
Fund 30	Capital Projects	\$ 375,701.22
Fund 40	Debt Service	\$ 0.00
Fund 60	Enterprise	\$ 24,765.73
Fund 95	Student Activity	\$ 26,094.38

**Total** **\$3,077,657.74**

Fund 10	Voided Checks	\$	161.73
Fund 20	Voided Check	\$	0.00
Fund 95	Voided Checks	\$	0.00

**(Attachment B)**

F02-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report  
Cash Report  
Monthly Fund Transfer Report  
January (**Attachment C**)

F02-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the monthly line item transfers for January (**Attachment D**)

F02-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Bid #ESCNJ 17/18-31  
PO #901817 – Nickerson Corp – bleacher and auditorium seating repairs @ \$16,298.34  
PO #901816 – Nickerson Corp – Basketball hoop repairs @ \$2834.40

Quotes obtained:  
PO #901812 – Air Group LLC – repairs to Airdale motors at ES @ \$4040.30  
PO #901811 Air Group LLC – repairs to ES @ \$8655.92 (due to flooding and is reimbursable from insurance)  
PO #901809 – Vanderbeck – boiler repairs @ \$9,700

Ed Data Bid #8847  
PO #901810 – Atra Janitorial Supplies @ \$2446.14

F02-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve EI Associates for additional construction services for review of certificates of payment and site visits for mechanical upgrades @ \$7250

F02-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Accept the audit for the fiscal year ended June 30, 2018

Accept the corrective action plan for the fiscal year ended June 30, 2018

#### PERSONNEL COMMITTEE:

#### RESOLUTIONS:

P02-01-19 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 2018 – 2019 school year:

G. Meza – Passaic County Community College to complete 20 hours of observation at LS with Sandra Claus

P02-02-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Approve C. McCarthy – Basketball Sports Clinician @ \$500 to be paid from student activity

P02-03-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

#### **Leave of absence:**

Employee #0236 – paid sick leave 4/12/19 – 6/7/19

Amend employee #0057 – paid sick leave from 2/25/19 – 3/22/19

Employee #0824 – paid sick leave from 2/4/19 – 3/11/19 and unpaid leave from 3/12/19 – 6/21/19

P02-04-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Extra Pay:**

All certificated staff to be approved as middle school am duty when needed @ \$32/hr

M. Garden – Paraprofessional – HS Play for multiple students not to exceed 80 hrs – Jan – April @ \$21/hr

P02-05-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Home Instruction:**

C. Cassidy – 1 hr/wk of spanish & 2 hrs/wk of US history plus preps beginning 1/31/19 @ \$40/hr – student #1000885

K. Crescenzi – 2 hrs/wk environmental science plus preps beginning 1/31/19 – student #1000885

K. Caputo – 2 hrs/wk of algebra & 1 hr/wk of web design plus preps @ \$40/hr beginning 1/31/19 – student #1000885

V. Tsakelova – 2hrs/wk of English plus prep @ \$40/hr beginning 1/31/19 @ \$40/hr – student #1000885

J. Cole – 2hrs/wk of math, 2hrs/wk of English, and 1 hr/wk of gym plus preps @ \$40/hr beginning 2/11/19 – student #1001993

K. Caputo – 2hrs/wk plus prep – math and 1 hr/wk plus prep – English @ \$40/hr starting 1/21/19 – DTBD – student #990239

V. Tsakelova – 1 hr/wk plus prep for science and 1 hr/wk plus prep – social studies @ \$40/hr beginning 1/21/19 – DTBD – student #990239

P02-06-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Certificated staff:\***

D. DaSilva – HS Computer Science Teacher @ MA step 3 = \$57,635 pro-rated to 2/12/19

\*Pending Paperwork

P02-07-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Substitute Secretary:**

K. Stellhorn @ \$11/hr



P02-08-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Paraprofessional:**

C. Gillespe – para @ .52 not to exceed 3 hrs/day @ pro-rated salary of \$11,872.12

Amend Resolution P01-02-19 – C. Wolf – pro-rated to 2/25/19

P02-09-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

**Leave of Absence:**

Amend Resolution #P12-15-19 – employee #0170 – extended paid sick leave to April 1, 2019

P02-10-19 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Rescind Resolution #P06-05-18 to remove K. Risalvato as Assist Spring Track Coach

\*Approve M. Romano as Assist Spring Track Coach – Step 1 @ \$4,141

\*Pending Paperwork

POLICY COMMITTEE:

RESOLUTIONS:

PL02-01-19 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:  
**(Attachment E)**

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

Policy/Regulation #2431.3 – Practice and Pre-Season Heat – Acclimation for Interscholastic Athletics **(Second Reading)**

**All First Readings:**

Policy/Regulation #1110 – Organizational Chart

Policy/Regulation #8220 – School Closings

Policy/Regulation #0141.1 – Board Member and Term – Sending District  
(Revised)

Policy/Regulation #0141.2 - Board Member and Term – Receiving District  
(Revised)

Policy/Regulation #2422 – Health and Physical Education (M) (Revised)

Policy/Regulation #2610 – Educational Program Evaluation (M) (Revised)

Policy/Regulation #4219 – Commercial Driver’s License Controlled Substance and Alcohol Used Testing (M) (Revised)

Policy/Regulation #5111 – Eligibility of Resident/Nonresident Students (M)  
(Revised)

Policy/Regulation #5330.04 – Administering an Opioid Antidote (M) (New)

Policy/Regulation #5337 – Service Animals (Revised)

Policy/Regulation #5756 – Transgender Students (M) (Revised)

Policy/Regulation #7440 – School District Security (M) (Revised)

Policy/Regulation #8561 – Procurement Procedures for School Nutrition

Policy/Regulation #8860 – Memorials (Revised)

Policy/Regulation #2415.06 – Unsafe School Choice Option (M) (Revised)

Policy/Regulation #2460.8 – Special Education – Free and Appropriate Public Education (M) (Revised)

Policy/Regulation #5530 – Substance Abuse (M) (Revised)

Policy/Regulation #5600 – Student Discipline/Code of Conduct (M) (Revised)

Policy/Regulation #5611 – Removal of Students for Firearms Offenses (M)  
(Revised)

Policy/Regulation #5612 – Assaults on District Board of Education Members or Employees (M) (Revised)

Policy/Regulation #5613 – Removal of Students for Assaults with Weapons Offenses (M) (Revised)

Policy/Regulation #8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

ATTACHMENT.

A

Starting date 1/1/2019 Ending date 1/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
001107 H	01/04/19		D861	PREFERRED MECHANICAL INC	\$375,701.22
010319 H	01/03/19		1159	STATE OF NJ HEALTH BENEFITS	\$415,752.04
012519 H	01/25/19		0271	PRUDENTIAL RETIREMENT(DCRP)	\$184.92
013119	01/31/19		PAY	HASBROUCK HEIGHTS PAYROLL	\$1,835,236.80
013219 H	01/31/19		0271	PRUDENTIAL RETIREMENT(DCRP)	\$1,782.11
013319 H	01/31/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$34,589.11
013419 H	01/31/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$0.33
021007	01/10/19		0072	DESIGN N STITCH - ALEXANDRIA BLOUSE INC	\$2,189.50
021008	01/10/19		S707	FUNDRAISING INC	\$800.00
021009	01/10/19		1854	GERTRUDE HAWK CHOCOLATES	\$1,988.00
021010	01/10/19		2846	HEIGHTS FLOWER SHOPPE	\$1,400.00
021011	01/10/19		1060	MINUTEMAN PRESS/ECO PRINTING	\$81.63
021012	01/10/19		2070	STANS SPORTS CENTER	\$1,240.00
021013	01/11/19		1877	FUND TIME INC	\$124.80
021014	01/11/19		1400	THE GRAYCLIFF	\$286.00
021015	01/18/19		6855	CRAIG MESSERY	\$22.99
021016	01/18/19		1902	HAPPINESS IS CAMPING	\$1,000.00
021017	01/18/19		Y329	JOSHUA TOURS	\$480.00
021018	01/18/19		J646	KSA EVENTS	\$4,500.00
021019	01/18/19		1896	LENOIRS TRANSPORTATION AND CHARTER SERV	\$2,400.00
021020	01/18/19		C176	PAJAMA PROGRAM	\$1,000.00
021021	01/18/19		1994	YANKEE CANDLE FUNDRAISING	\$1,058.20
021022	01/25/19		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$1,087.26
021023	01/29/19		0072	DESIGN N STITCH - ALEXANDRIA BLOUSE INC	\$1,722.00
021024	01/29/19		2070	STANS SPORTS CENTER	\$1,075.00
021025	01/29/19		B730	BROTHERS ENTERTAINMENT	\$1,250.00
021026	01/29/19		2313	FIESTA CATERING	\$500.00
021027	01/29/19		C110	GOGERTY; BRIAN	\$81.00
021028	01/29/19		U089	GRIBBON; BRIAN	\$81.00
021029	01/29/19		D495	MCCAFFERY; DENNIS	\$81.00
021030	01/29/19		K083	MELE, MITCH	\$81.00
021031	01/29/19		I114	MILLS; ED	\$81.00
021032	01/29/19		A932	PICAZIO; JERRY	\$81.00
021033	01/29/19		T759	PORFIDO; FRANK	\$81.00
021034	01/29/19		W461	VIZZONE; JON	\$81.00
021035	01/29/19		Y091	WAY; JOHN	\$81.00
023019 H	01/31/19		7269	HASBROUCK HEIGHTS PR AGENCY	\$98,543.06
060542 V	07/23/18	01/16/19	Y552	DUKE FARMS	(\$150.00)
061528	01/04/19		W994	GILLIGAN ZACK	\$172.41

Starting date 1/1/2019

Ending date 1/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
061529	01/04/19		0514	MIHALITSIANOS, GERASIMOS	\$200.00
061531	01/08/19		2388	4 DIAMOND TRANSPORTATION LLC	\$3,424.00
061532	01/10/19		3021	A.T. & T	\$151.12
061533	01/10/19		0075	AMERICAN PAPER & SUPPLY COMPANY	\$3,769.76
061534	01/10/19		1173	AMOROSI, JOHN M.	\$150.00
061535	01/10/19		0087	APOLLO PRINT, INC.	\$842.10
061536	01/10/19		2478	ASCD MEMBERSHIP	\$149.00
061537	01/10/19		2525	AT HOME MEDICAL	\$20.00
061538	01/10/19		5171	ATLANTIC BUSINESS PRODUCTS	\$2,601.59
061539	01/10/19		1496	BANC OF AMERICA PUBLIC CAPITAL CORP	\$5,717.49
061540	01/10/19		0157	BARNES & NOBLE	\$63.90
061541	01/10/19		1627	BAYADA HOME HEALTH CARE, INC.	\$2,740.50
061542	01/10/19		0180	BERGEN COUNTY SPECIAL SERVICES	\$19,045.04
061543	01/10/19		1991	BERGEN TRACK & FIELD	\$3,182.00
061544	01/10/19		1524	BH SECURITY	\$100.62
061545	01/10/19		W034	BILINGUAL DICTIONARIES	\$252.23
061546	01/10/19		1441	BOBCAT OF NEW JERSEY CORP	\$721.68
061547	01/10/19		4336	CABLEVISION	\$211.10
061548	01/10/19		2191	CAPOZZI, CYNTHIA	\$187.85
061549	01/10/19		1487	CCL THERAPY, LLC	\$4,777.50
061550	01/10/19		H215	CHECKO, FILIP	\$241.00
061551	01/10/19		0237	CONIGILIO, LISA	\$555.00
061552	01/10/19		1455	DEBONIS, NICOLE	\$300.00
061553	01/10/19		1033	DELL FINANCIAL SERVICES	\$9,711.38
061554	01/10/19		1150	DELTA DENTAL	\$24,614.72
061555	01/10/19		F602	DIAKAKIS, ANTONIS	\$200.00
061556	01/10/19		1517	DIRECT ENERGY BUSINESS (HESS)	\$14,020.65
061557	01/10/19		Q813	EDUCATIONAL SERVICES COMMISSION OF NJ	\$34.50
061558	01/10/19		5010	EI ASSOCIATES	\$13,000.00
061559	01/10/19		U356	FACTS 4ME, INC	\$100.00
061560	01/10/19		8242	FDU TRACK & FIELD	\$64.00
061561	01/10/19		0515	FEDERAL EXPRESS CORP.	\$16.20
061562	01/10/19		1827	GARFIELD ATHLETIC GIRLS TRACK	\$336.00
061563	01/10/19		4603	GATES FLAG & BANNER CO.	\$484.00
061564	01/10/19		U270	GRIBBIN, JANINE	\$50.00
061565	01/10/19		1932	GUITAR CENTER	\$314.00
061566	01/10/19		4011	HEINEMANN PUBLISHING COMPANY	\$20,615.00
061567	01/10/19		0716	HOME DEPOT	\$942.47
061568	01/10/19		6398	HOUGHTON MIFFLIN HARCOURT/HS-MS	\$1,040.00

Starting date 1/1/2019 Ending date 1/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
061569	01/10/19		0728	HUDSON UNITED GLASS & WINDOW CORP	\$1,265.00
061570	01/10/19		0728	HUDSON UNITED GLASS SERVICES, LLC	\$1,150.00
061571	01/10/19		C131	IN-LINE AIR CONDITIONING CO, INC	\$13,128.02
061572	01/10/19		9213	INTEGRATED TRANSLATION SERVICES LLC	\$75.00
061573	01/10/19		0865	INVO HEALTHCARE ASSOC, LLC	\$15,501.50
061574 V	01/10/19	01/24/19	4251	J & B LOCK & ALARM	
061575	01/10/19		1608	JOHNNY ON THE SPOT	\$102.90
061576	01/10/19		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$1,500.00
061577	01/10/19		4644	MESSERY, DINA	\$50.00
061578	01/10/19		4632	MGL PRINTING SOLUTIONS	\$2,592.50
061579	01/10/19		0514	MIHALITSIANOS, GERASIMOS	\$50.00
061580	01/10/19		3246	MUNICIPAL CAPITAL CORP	\$4,894.00
061581	01/10/19		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$1,313.96
061582	01/10/19		7259	NJSIAA	\$1,196.00
061583	01/10/19		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$520.20
061584	01/10/19		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$22.50
061585	01/10/19		K881	OVERDRIVE, INC.	\$4,980.59
061586	01/10/19		9327	PEARSON EDUCATION INC	\$1,520.03
061587	01/10/19		O255	PEREZ, JUSTIN	\$188.00
061588	01/10/19		W951	PLATT PSYCIATRIC ASSOCIATES, LLC	\$825.00
061589	01/10/19		2103	POCONO PROFOODS	\$2,385.50
061590	01/10/19		F986	PROFESSIONAL ATHLETIC TRAINING SERVICES	\$440.00
061591	01/10/19		2693	PROFESSIONAL EDUCATION SERVIES INC	\$1,664.00
061592	01/10/19		2155	QUEST DIAGNOSTICS	\$286.65
061593	01/10/19		5556	R&J CONTROL, INC.	\$175.00
061594	01/10/19		1358	RIDGEFIELD BOARD OF EDUCATION	\$1,080.00
061595	01/10/19		5981	SCANTRON CORP.	\$694.64
061596	01/10/19		2000	SCHOOL HEALTH CORP.	\$198.22
061597	01/10/19		1579	SCHOOL SPECIALTY, INC.	\$63.80
061598	01/10/19		2006	SCHWAAB	\$40.25
061599	01/10/19		0925	SD GAMEDAY, LLC.	\$230.00
061600	01/10/19		2024	SHERWIN WILLIAMS CO.	\$241.30
061601	01/10/19		2322	SOUTH BERGEN JOINTURE COMM.	\$1,318.01
061602	01/10/19		0639	SUEZ WATER OF NEW JERSEY	\$27.84
061603	01/10/19		1879	SUMMIT SPEECH SCHOOL	\$116.25
061604	01/10/19		7189	TEACHERS PENSION AND ANNUITY FUND	\$421.52
061605	01/10/19		0950	THE MAIN LOCK, INC.	\$345.00
061606	01/10/19		U388	THE RECORD/NORTH JERSEY	\$184.81
061607	01/10/19		P325	VALLONE, MICHELLE	\$133.00

Starting date 1/1/2019

Ending date 1/31/2019

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
061608	01/10/19		1217	VENT TECH	\$1,250.00
061609	01/10/19		4454	VERIZON	\$2,320.12
061610	01/10/19		2588	VERIZON WIRELESS	\$249.01
061611	01/11/19		0673	HASBROUCK HEIGHTS ATHLETIC	\$10,000.00
061613	01/17/19		1427	COSKEYS ELECTRONIC SYSTEMS	\$74,043.75
061614 H	01/25/19		6351	COSTCO	\$204.03
061615	01/28/19		1859	BENSI OF HASBROUCK HEIGHTS	\$121.24
061617	01/31/19		1859	BENSI OF HASBROUCK HEIGHTS	\$95.82
110500 H	01/01/19		0092	TREPS EDUCATION, LLC	\$810.00
110600 H	01/18/19		A508	AMBUTER; CHERWYN	\$350.00
616160	01/31/19		2388	4 DIAMOND TRANSPORTATION LLC	\$5,600.00

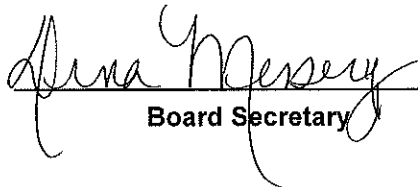
Starting date 1/1/2019

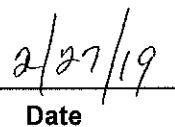
Ending date 1/31/2019

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Fund Totals		
10	General Funds	\$98,543.06
11	GENERAL FUND	\$2,449,833.03
12	Capital Outlay	\$87,043.75
20	Special Revenue Fund	\$15,676.57
30	Capital Projects Fund	\$375,701.22
60	Enterprise Fund	\$24,765.73
95	STUDENT ACTIVITY	\$26,094.38
Total for all checks listed		\$3,077,657.74

Prepared and submitted by:

  
Board Secretary

  
Date



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

ATTACHMENT C

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02/27/19 13:28

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 General Funds

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Assets and Resources

Assets:

101	Cash in bank		\$5,622,606.21
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		\$11,692,899.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$574,011.04	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$574,011.04

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$32,208,694.00	
302	Less revenues	(\$30,922,790.81)	\$1,285,903.19

**Total assets and resources**

**\$19,177,619.44**

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		(\$16,547.12)
421	Accounts payable		\$150.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	<b>Total liabilities</b>		<b>(\$16,397.12)</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$15,086,935.12
761	Capital reserve account - July	\$1,459,006.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	(\$355,910.00)	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$1,103,096.00
764	Maintenance reserve account - July	\$200,000.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$200,000.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$784,504.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$33,359,160.82	
602	Less: Expenditures	(\$16,561,606.00)	
	Less: Encumbrances	(\$15,086,985.12)	(\$31,648,591.12)
	<b>Total appropriated</b>		<b>\$18,885,104.82</b>

Unappropriated:

770	Fund balance, July 1		\$505,611.74
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$200,000.00)
	<b>Total fund balance</b>		<b>\$19,190,716.56</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$19,174,319.44</u></b>

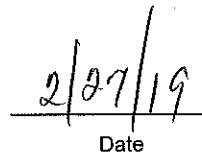
Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$33,359,160.82	\$31,648,591.12	\$1,710,569.70
Revenues	(\$32,208,694.00)	(\$30,922,790.81)	(\$1,285,903.19)
Subtotal	<u>\$1,150,466.82</u>	<u>\$725,800.31</u>	<u>\$424,666.51</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$1,459,006.00)	\$1,459,006.00
Less - Withdrawal from reserve	(\$355,910.00)	(\$355,910.00)	\$0.00
Subtotal	<u>\$794,556.82</u>	<u>(\$1,089,115.69)</u>	<u>\$1,883,672.51</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	(\$200,000.00)	\$200,000.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$794,556.82</u>	<u>(\$1,289,115.69)</u>	<u>\$2,083,672.51</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$794,556.82</u>	<u>(\$1,289,115.69)</u>	<u>\$2,083,672.51</u>
Less: Adjustment for prior year	(\$594,556.82)	(\$594,556.82)	\$0.00
Budgeted fund balance	<u>\$200,000.00</u>	<u>(\$1,683,672.51)</u>	<u>\$1,883,672.51</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	29,586,648	(171,840)	29,414,808	29,398,354	Under	16,454
00520	SUBTOTAL – Revenues from State Sources	1,790,444	978,788	2,769,232	1,522,186	Under	1,247,046
00570	SUBTOTAL – Revenues from Federal Sources	24,154	0	24,154	2,251	Under	21,903
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		31,401,746	806,948	32,208,694	30,922,791		1,285,903
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		355,910	(1,736)	354,174	270,085	24,500	59,589
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	9,592,526	217,736	9,810,262	5,037,515	4,721,531	51,216
10300	Total Special Education - Instruction	3,193,444	0	3,193,444	1,678,087	1,494,869	20,489
11160	Total Basic Skills/Remedial – Instruct.	209,561	0	209,561	51,838	157,724	0
12160	Total Bilingual Education – Instruction	140,512	0	140,512	72,308	67,000	1,204
17100	Total School-Sponsored Co/Extra Curricul	219,285	0	219,285	103,983	109,184	6,118
17600	Total School-Sponsored Athletics – Instr	495,892	15,691	511,583	315,535	166,678	29,370
29180	Total Undistributed Expenditures - Instr	2,546,265	0	2,546,265	880,799	1,614,337	51,129
29680	Total Undistributed Expenditures – Atten	114,824	0	114,824	69,461	45,363	0
30620	Total Undistributed Expenditures – Healt	292,677	173	292,850	140,999	129,781	22,071
40580	Total Undistributed Expend – Speech, OT,	1,251,626	(31,011)	1,220,615	419,685	174,316	626,614
41080	Total Undist. Expend. – Other Supp. Serv	491,626	30,010	521,636	226,390	291,871	3,375
41660	Total Undist. Expend. – Guidance	404,535	95,495	500,030	247,969	251,221	840
42200	Total Undist. Expend. – Child Study Team	817,645	1,851	819,496	419,018	399,712	766
43200	Total Undist. Expend. – Improvement of I	136,212	0	136,212	77,372	54,753	4,087
43620	Total Undist. Expend. – Edu. Media Serv.	354,216	0	354,216	175,101	159,112	20,002
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	835	375	6,790
45300	Support Serv. - General Admin	571,102	8,515	579,617	274,967	257,072	47,577
46160	Support Serv. - School Admin	1,144,199	60,612	1,204,811	700,057	491,430	13,323
47200	Total Undist. Expend. – Central Services	386,500	12,386	398,886	241,892	156,564	430
47620	Total Undist. Expend. – Admin. Info. Tec	168,193	0	168,193	87,426	48,527	32,240
51120	Total Undist. Expend. – Oper. & Maint. O	2,519,324	873,253	3,392,577	1,671,897	1,376,539	344,141
52480	Total Undist. Expend. – Student Transpor	814,888	0	814,888	316,403	402,328	96,157
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,638,070	(12,386)	5,625,684	2,957,124	2,402,864	265,696
75880	TOTAL EQUIPMENT	20,466	72,481	92,947	63,126	29,334	487
76260	Total Facilities Acquisition and Constr	66,858	61,735	128,593	61,735	60,000	6,858
Total		31,954,356	1,404,805	33,359,161	16,561,606	15,086,985	1,710,570

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		29,408,865	(171,840)	29,237,025	29,237,025		0
00190	10-1300	Total Tuition		0	0	0	26,782		(26,782)
00260	10-1910	Rents and Royalties		48,000	0	48,000	0	Under	48,000
00300	10-1___	Unrestricted Miscellaneous Revenues		126,983	0	126,983	134,547		(7,564)
00340	10-1___	Interest Earned on Capital Reserve Funds		2,800	0	2,800	0	Under	2,800
00420	10-3121	Categorical Transportation Aid		143,130	0	143,130	143,130		0
00430	10-3131	Extraordinary Aid		268,258	0	268,258	0	Under	268,258
00460	10-3176	Equalization Aid		327,579	280,070	607,649	327,579	Under	280,070
00470	10-3177	Categorical Security Aid		53,561	131,947	185,508	53,561	Under	131,947
00500	10-3___	Other State Aids		997,916	566,771	1,564,687	997,916	Under	566,771
00540	10-4200	Medicaid Reimbursement		24,154	0	24,154	2,251	Under	21,903
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				31,401,746	806,948	32,208,694	30,922,791		1,285,903

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				355,910	(1,736)	354,174	270,085	24,500	59,589
02080	11-110-___-101	Kindergarten – Salaries of Teachers		445,740	0	445,740	228,618	217,123	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		2,981,048	51,015	3,032,063	1,552,183	1,479,880	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		1,939,073	0	1,939,073	918,186	1,020,887	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers		3,384,169	0	3,384,169	1,577,915	1,806,254	0
02160	11-140-___-101	Salaries of Teachers		31,500	0	31,500	18,040	13,461	0
03020	11-190-1__-320	Purchased Professional – Educational Ser		99,000	(8,400)	90,600	25,000	65,600	0
03040	11-190-1__-340	Purchased Technical Services		230,380	48,038	278,418	222,765	55,630	23
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		226,616	(8,140)	218,476	186,210	31,988	278
03080	11-190-1__-610	General Supplies		188,000	166,396	354,396	297,204	28,672	28,520
03100	11-190-1__-640	Textbooks		60,000	(39,022)	20,978	0	0	20,978
03120	11-190-1__-8__	Other Objects		7,000	7,848	14,848	11,394	2,036	1,418
04500	11-204-100-101	Salaries of Teachers		131,618	0	131,618	68,015	63,603	0
04520	11-204-100-106	Other Salaries for Instruction		90,790	0	90,790	34,247	56,544	0
04600	11-204-100-610	General Supplies		1,000	0	1,000	0	0	1,000
04620	11-204-100-640	Textbooks		500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers		2,161,745	0	2,161,745	1,124,092	1,037,653	0
07020	11-213-100-106	Other Salaries for Instruction		388,159	0	388,159	239,188	148,971	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	1,517	0	6,483
07140	11-213-100-8__	Other Objects		500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers		166,152	0	166,152	77,767	88,385	0
08520	11-216-100-106	Other Salaries for Instruction		113,488	0	113,488	45,662	67,826	0
08600	11-216-100-6__	General Supplies		4,000	0	4,000	323	725	2,952
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	24,080	30,920	0
09500	11-221-100-101	Salaries of Teachers		28,325	398	28,723	28,722	0	1
09540	11-221-100-106	Other Salaries for Instruction		18,667	(398)	18,269	16,343	0	1,926
09560	11-221-100-320	Purchased Professional-Educational Servi		25,000	(1,245)	23,755	17,706	0	6,049

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
09620	11-221-100-610	General Supplies	500	0	500	0	0	500
09660	11-221-100-8__	Other Objects	0	1,245	1,245	425	242	578
11000	11-230-100-101	Salaries of Teachers	209,561	0	209,561	51,838	157,724	0
12000	11-240-100-101	Salaries of Teachers	139,212	0	139,212	72,212	67,000	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	96	0	1,004
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	202,785	0	202,785	94,086	108,204	495
17040	11-401-100-6__	Supplies and Materials	12,000	0	12,000	8,000	250	3,750
17060	11-401-100-8__	Other Objects	4,500	0	4,500	1,897	730	1,873
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	332,768	0	332,768	190,418	142,350	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	2,185	47,185	35,635	2,056	9,494
17540	11-402-100-6__	Supplies and Materials	86,124	13,506	99,630	68,578	17,772	13,280
17560	11-402-100-8__	Other Objects	32,000	0	32,000	20,904	4,500	6,596
29020	11-000-100-562	Tuition to Other LEAs within the State -	731,245	44,729	775,974	243,033	514,386	18,555
29040	11-000-100-563	Tuition to County Voc. School District-R	450,359	31,249	481,608	145,184	336,424	0
29060	11-000-100-564	Tuition to County Voc. School District-S	224,991	(1,464)	223,527	64,800	151,200	7,527
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	558,645	(149,198)	409,447	92,404	291,996	25,047
29100	11-000-100-566	Tuition to Priv. School for the Disabled	503,572	73,220	576,792	295,919	280,872	0
29160	11-000-100-569	Tuition – Other	77,453	1,464	78,917	39,459	39,459	0
29500	11-000-211-1__	Salaries	114,824	0	114,824	69,461	45,363	0
30500	11-000-213-1__	Salaries	243,177	0	243,177	115,847	127,330	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	35,000	0	35,000	20,702	0	14,298
30580	11-000-213-6__	Supplies and Materials	11,000	173	11,173	3,520	1,884	5,770
30600	11-000-213-8__	Other Objects	3,500	0	3,500	930	567	2,003
40500	11-000-216-1__	Salaries	234,626	0	234,626	117,488	117,139	0
40520	11-000-216-320	Purchased Professional – Educational Ser	1,010,000	(30,160)	979,840	297,988	55,704	626,148
40540	11-000-216-6__	Supplies and Materials	7,000	(1,851)	5,149	3,418	1,373	358
40560	11-000-216-8__	Other Objects	0	1,000	1,000	792	100	108
41000	11-000-217-1__	Salaries	386,626	0	386,626	165,970	220,656	0
41020	11-000-217-320	Purchased Professional – Educational Ser	105,000	30,010	135,010	60,420	71,215	3,375
41500	11-000-218-104	Salaries of Other Professional Staff	403,035	95,495	498,530	247,905	250,625	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	500	(273)	227	0	0	227
41620	11-000-218-6__	Supplies and Materials	500	75	575	64	299	212
41640	11-000-218-8__	Other Objects	500	198	698	0	297	401
42000	11-000-219-104	Salaries of Other Professional Staff	708,466	0	708,466	353,084	355,382	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	104,679	0	104,679	62,724	41,955	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	500	0	500	137	0	363
42160	11-000-219-6__	Supplies and Materials	2,000	2,481	4,481	2,253	2,226	2
42180	11-000-219-8__	Other Objects	2,000	(630)	1,370	820	149	401
43020	11-000-221-104	Salaries of Other Professional Staff	130,712	0	130,712	76,188	54,524	0
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	189	29	2,782

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43180	11-000-221-8__	Other Objects	2,500	0	2,500	995	200	1,305
43500	11-000-222-1__	Salaries	333,516	0	333,516	174,404	159,112	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000
43580	11-000-222-6__	Supplies and Materials	14,000	(100)	13,900	510	0	13,390
43600	11-000-222-8__	Other Objects	700	100	800	188	0	612
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	8,000	(610)	7,390	600	0	6,790
44160	11-000-223-8__	Other Objects	0	610	610	235	375	0
45000	11-000-230-1__	Salaries	279,211	0	279,211	148,362	130,849	0
45040	11-000-230-331	Legal Services	75,000	0	75,000	18,560	56,440	0
45060	11-000-230-332	Audit Fees	30,000	0	30,000	25,000	5,000	0
45120	11-000-230-340	Purchased Technical Services	19,050	8,515	27,565	8,515	0	19,050
45140	11-000-230-530	Communications/Telephone	61,242	0	61,242	(4,132)	64,376	998
45160	11-000-230-585	BOE Other Purchased Services	2,500	695	3,195	3,194	0	1
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	65,000	(39)	64,961	47,914	0	17,047
45200	11-000-230-610	General Supplies	7,000	(656)	6,344	3,100	288	2,957
45260	11-000-230-890	Miscellaneous Expenditures	18,849	0	18,849	12,467	120	6,262
45280	11-000-230-895	BOE Membership Dues and Fees	13,250	0	13,250	11,987	0	1,263
46000	11-000-240-103	Salaries of Principals/Assistant Princip	745,411	0	745,411	436,864	308,547	0
46020	11-000-240-104	Salaries of Other Professional Staff	126,548	0	126,548	73,933	52,615	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	214,240	60,612	274,852	151,955	122,897	0
46120	11-000-240-6__	Supplies and Materials	38,000	3,237	41,237	30,670	4,372	6,195
46140	11-000-240-8__	Other Objects	20,000	(3,237)	16,763	6,635	3,000	7,128
47000	11-000-251-1__	Salaries	357,196	(19,500)	337,696	187,844	149,852	0
47040	11-000-251-340	Purchased Technical Services	14,804	(3,399)	11,405	5,875	5,530	0
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	0	568	568	453	19	96
47100	11-000-251-6__	Supplies and Materials	10,000	5,500	15,500	14,259	1,163	78
47120	11-000-251-831	Interest on Current Loans	0	31,386	31,386	31,386	0	0
47180	11-000-251-890	Other Objects	4,500	(2,169)	2,331	2,075	0	256
47500	11-000-252-1__	Salaries	95,193	(10,000)	85,193	29,689	30,265	25,239
47540	11-000-252-340	Purchased Technical Services	4,000	0	4,000	0	0	4,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	34,250	0	34,250	30,408	1,277	2,565
47580	11-000-252-6__	Supplies and Materials	34,250	10,100	44,350	27,330	16,984	36
47600	11-000-252-8__	Other Objects	500	(100)	400	0	0	400
48500	11-000-261-1__	Salaries	101,903	0	101,903	59,810	42,093	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	250,000	142,182	392,182	229,960	122,838	39,383
48540	11-000-261-610	General Supplies	15,000	0	15,000	8,835	1,342	4,823
48560	11-000-261-8__	Other Objects	500	0	500	0	0	500
49000	11-000-262-1__	Salaries	1,008,702	0	1,008,702	532,002	475,100	1,600
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	90,761	547,710	638,471	177,272	215,844	245,354
49120	11-000-262-490	Other Purchased Property Services	33,000	0	33,000	15,115	17,885	0
49140	11-000-262-520	Insurance	131,572	8,480	140,052	140,052	0	0

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49160	11-000-262-590	Miscellaneous Purchased Services	100,728	2,020	102,748	53,973	48,759	16
49180	11-000-262-610	General Supplies	150,000	180	150,180	102,727	8,391	39,061
49200	11-000-262-621	Energy (Natural Gas)	128,500	10,000	138,500	25,333	109,061	4,106
49220	11-000-262-622	Energy (Electricity)	264,200	(11,500)	252,700	64,350	187,850	500
49280	11-000-262-8__	Other Objects	15,104	2,400	17,504	15,278	2,160	66
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	45,700	83,835	129,535	115,455	5,760	8,320
50060	11-000-263-610	General Supplies	1,000	(950)	50	47	0	3
50080	11-000-263-8__	Other Objects	250	(250)	0	0	0	0
51000	11-000-266-1__	Salaries	77,672	0	77,672	41,261	36,411	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	63,000	45,350	108,350	42,629	65,720	0
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	40,482	28,665	69,147	32,841	35,979	327
51060	11-000-266-610	General Supplies	1,000	15,382	16,382	14,957	1,345	81
51080	11-000-266-8__	Other Objects	250	(250)	0	0	0	0
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -	32,025	0	32,025	19,167	12,858	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	30,211	0	30,211	2,002	28,209	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	14,000	0	14,000	5,945	2,100	5,955
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter	2,652	0	2,652	0	0	2,652
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	70,000	0	70,000	26,766	552	42,682
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	55,000	0	55,000	15,653	23,891	15,456
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	600,000	0	600,000	243,614	329,890	26,496
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	3,171	4,829	2,000
52460	11-000-270-8__	Other objects	1,000	0	1,000	85	0	915
71020	11-000-291-220	Social Security Contributions	347,285	0	347,285	193,621	153,664	0
71060	11-000-291-241	Other Retirement Contributions - PERS	287,257	32,000	319,257	19,616	299,635	6
71140	11-000-291-250	Unemployment Compensation	30,000	(12,386)	17,614	0	0	17,614
71160	11-000-291-260	Workmen's Compensation	150,000	(30,942)	119,058	108,217	0	10,841
71180	11-000-291-270	Health Benefits	4,772,528	(47,500)	4,725,028	2,545,800	1,949,565	229,664
71200	11-000-291-280	Tuition Reimbursement	50,000	(1,327)	48,673	41,178	0	7,495
71220	11-000-291-290	Other Employee Benefits	1,000	47,769	48,769	48,693	0	76
73080	12-140-100-73__	Grades 9-12	0	27,451	27,451	24,707	2,743	1
75720	12-000-262-73__	Undist. Expend. - Custodial Services	0	31,000	31,000	4,202	26,591	208
75800	12-000-270-733	School Buses - Regular	20,466	1	20,467	20,466	0	1
75860	12-____-__00-73__	Special Schools (All Programs)	0	14,029	14,029	13,751	0	278
76080	12-000-400-450	Construction Services	60,000	61,735	121,735	61,735	60,000	0
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
Total			31,954,356	1,404,805	33,359,161	16,561,606	15,086,985	1,710,570



Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 Special Revenue Fund

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Assets and Resources

**Assets:**

101	Cash in bank		(\$75,437.82)
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	\$956,784.00	
302	Less revenues	(\$182,089.00)	\$774,695.00

**Total assets and resources**

**\$699,257.18**

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash in bank			(\$75,437.82)
411	Intergovernmental accounts payable - state			\$84,344.64
421	Accounts payable			\$0.00
431	Contracts payable			\$0.00
451	Loans payable			\$0.00
481	Deferred revenues			\$575.91
	Other current liabilities			\$6,869.96
	<b>Total liabilities</b>			<b>\$91,790.51</b>

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$310,937.37
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July		\$0.00	
607	Add: Increase in cur. exp. emer. reserve		\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$956,784.00	
602	Less: Expenditures	(\$349,317.33)		
	Less: Encumbrances	(\$310,937.37)	(\$660,254.70)	\$296,529.30
	<b>Total appropriated</b>			<b>\$607,466.67</b>

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	<b>Total fund balance</b>			<b>\$607,466.67</b>
	<b>Total liabilities and fund equity</b>			<b><u>\$699,257.18</u></b>

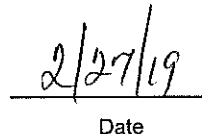
Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$956,784.00	\$660,254.70	\$296,529.30
Revenues	(\$956,784.00)	(\$182,089.00)	(\$774,695.00)
Subtotal	<u>\$0.00</u>	<u>\$478,165.70</u>	<u>(\$478,165.70)</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>\$478,165.70</u>	<u>(\$478,165.70)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$478,165.70</u>	<u>(\$478,165.70)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$478,165.70</u>	<u>(\$478,165.70)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$478,165.70</u>	<u>(\$478,165.70)</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00770	Total Revenues from State Sources	295,600	(1,034)	294,566	182,089	Under	112,477
00830	Total Revenues from Federal Sources	643,800	18,418	662,218	0	Under	662,218
Total		939,400	17,384	956,784	182,089		774,695
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		39,200	36,553	75,753	22,023	20,173	33,557
88000	Nonpublic Textbooks	16,300	(66)	16,234	11,729	3,302	1,203
88020	Nonpublic Auxiliary Services	110,100	0	110,100	18,118	0	91,982
88040	Nonpublic Handicapped Services	89,500	0	89,500	29,939	0	59,561
88060	Nonpublic Nursing Services	29,500	(12)	29,488	14,744	14,744	0
88080	Nonpublic Technology Initiative	11,000	(56)	10,944	0	10,216	728
88740	Total Federal Projects	643,800	(19,035)	624,765	252,765	262,503	109,497
Total		939,400	17,384	956,784	349,317	310,937	296,529

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00765 20-32___ Other Restricted Entitlements	295,600	(1,034)	294,566	182,089	Under	112,477
00775 20-441[1-6] Title I	148,000	2,160	150,160	0	Under	150,160
00780 20-445[1-5] Title II	34,000	386	34,386	0	Under	34,386
00785 20-449[1-4] Title III	14,800	(397)	14,403	0	Under	14,403
00790 20-447[1-4] Title IV	10,000	0	10,000	0	Under	10,000
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	437,000	16,269	453,269	0	Under	453,269
Total	939,400	17,384	956,784	182,089		774,695

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	39,200	36,553	75,753	22,023	20,173	33,557
88000 20-___-___-___ Nonpublic Textbooks	16,300	(66)	16,234	11,729	3,302	1,203
88020 20-___-___-___ Nonpublic Auxiliary Services	110,100	0	110,100	18,118	0	91,982
88040 20-___-___-___ Nonpublic Handicapped Services	89,500	0	89,500	29,939	0	59,561
88060 20-___-___-___ Nonpublic Nursing Services	29,500	(12)	29,488	14,744	14,744	0
88080 20-___-___-___ Nonpublic Technology Initiative	11,000	(56)	10,944	0	10,216	728
88500 20-___-___-___ Title I	148,000	2,160	150,160	51,553	59,277	39,330
88520 20-___-___-___ Title II	34,000	386	34,386	7,291	21,688	5,407
88540 20-___-___-___ Title III	14,800	(397)	14,403	1,426	9,456	3,521
88560 20-___-___-___ Title IV	10,000	0	10,000	0	2,190	7,810
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	437,000	(21,184)	415,816	192,495	169,892	53,430
Total	939,400	17,384	956,784	349,317	310,937	296,529

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 Capital Projects Fund

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Assets and Resources

**Assets:**

101	Cash in bank		\$99,612.67
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

**Accounts Receivable:**

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

**Loans Receivable:**

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

**Other Current Assets**

\$0.00

**Resources:**

301	Estimated revenues	\$0.00	
302	Less revenues	(\$52,644.72)	(\$52,644.72)

**Total assets and resources**

**\$46,967.95**

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$54,203.00
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$493,728.80	
602	Less: Expenditures	(\$377,479.27)	
	Less: Encumbrances	(\$54,203.00)	(\$431,682.27)
	<b>Total appropriated</b>		<b>\$116,249.53</b>
	Unappropriated:		
770	Fund balance, July 1		\$42,540.59
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$111,824.03)
	<b>Total fund balance</b>		<b>\$46,966.09</b>
	<b>Total liabilities and fund equity</b>		<b>\$46,967.95</b>

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 Capital Projects Fund

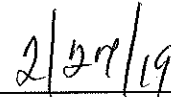
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$493,728.80	\$431,682.27	\$62,046.53
Revenues	\$0.00	(\$52,644.72)	\$52,644.72
Subtotal	<u>\$493,728.80</u>	<u>\$379,037.55</u>	<u>\$114,691.25</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>\$493,728.80</u>	<u>\$379,037.55</u>	<u>\$114,691.25</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$493,728.80</u>	<u>\$379,037.55</u>	<u>\$114,691.25</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$493,728.80</u>	<u>\$379,037.55</u>	<u>\$114,691.25</u>
Less: Adjustment for prior year	(\$381,904.77)	(\$381,904.77)	\$0.00
Budgeted fund balance	<u>\$111,824.03</u>	<u>(\$2,867.22)</u>	<u>\$114,691.25</u>

Prepared and submitted by :

  
Board Secretary

Date





Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 Capital Projects Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	52,645		(52,645)
Total		0	0	0	52,645		(52,645)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	493,729	493,729	377,479	54,203	62,047
Total		0	493,729	493,729	377,479	54,203	62,047

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	52,645		(52,645)
Total	0	0	0	52,645		(52,645)

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	493,729	493,729	377,479	54,203	62,047
Total	0	493,729	493,729	377,479	54,203	62,047

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 Debt Service Fund

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Assets and Resources

**Assets:**

101	Cash in bank		(\$604,800.86)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$727,048.00

**Accounts Receivable:**

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

**Loans Receivable:**

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

**Other Current Assets**

\$0.00

**Resources:**

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

**Total assets and resources**

**\$134,689.14**

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

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

Unappropriated:

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

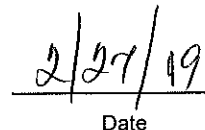
Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

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

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 Debt Service Fund

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

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 40 Debt Service Fund

**Revenues:**

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

**Expenditures:**

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

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 Enterprise Fund

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Assets and Resources

Assets:

101	Cash in bank		\$752,824.09
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$1,012,286.00	
302	Less revenues	(\$489,182.88)	\$523,103.12

**Total assets and resources**

**\$1,275,927.21**



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

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Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$477,393.07
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$1,012,286.00	
602	Less: Expenditures	(\$425,358.15)	
	Less: Encumbrances	(\$477,393.07)	(\$902,751.22)
	<b>Total appropriated</b>		<b>\$586,927.85</b>

Unappropriated:

770	Fund balance, July 1		\$580,926.36
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$51,259.00
	<b>Total fund balance</b>		<b>\$1,219,113.21</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$1,275,927.21</u></b>

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

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Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,012,286.00	\$902,751.22	\$109,534.78
Revenues	(\$1,012,286.00)	(\$489,182.88)	(\$523,103.12)
Subtotal	<u>\$0.00</u>	<u>\$413,568.34</u>	<u>(\$413,568.34)</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>\$413,568.34</u>	<u>(\$413,568.34)</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$413,568.34</u>	<u>(\$413,568.34)</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$413,568.34</u>	<u>(\$413,568.34)</u>
Less: Adjustment for prior year	(\$51,259.00)	(\$51,259.00)	\$0.00
Budgeted fund balance	<u>(\$51,259.00)</u>	<u>\$362,309.34</u>	<u>(\$413,568.34)</u>

Prepared and submitted by :

Board Secretary

Date

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

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Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 Enterprise Fund

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
<b>Revenues:</b>							
(Total of Accounts W/O a Grid# Assigned)		0	1,012,286	1,012,286	489,183	Under	523,103
Total		0	1,012,286	1,012,286	489,183		523,103
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
<b>Expenditures:</b>							
(Total of Accounts W/O a Grid# Assigned)		0	1,012,286	1,012,286	425,358	477,393	109,535
Total		0	1,012,286	1,012,286	425,358	477,393	109,535

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	1,012,286	1,012,286	489,183	Under	523,103
Total	0	1,012,286	1,012,286	489,183		523,103

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	0	0	15,502	23,898	(39,400)
99999	0	1,012,286	1,012,286	409,857	453,495	148,935
Total	0	1,012,286	1,012,286	425,358	477,393	109,535

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 95 STUDENT ACTIVITY

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Assets and Resources

Assets:

101	Cash in bank		\$143,334.65
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	\$186,318.08	
302	Less revenues	(\$137,251.08)	\$49,067.00

**Total assets and resources**

**\$192,401.65**

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

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

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$8,422.31
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
766	Reserve for Cur. Exp. Emergencies - July	\$0.00	
607	Add: Increase in cur. exp. emer. reserve	\$0.00	
312	Less: Bud. w/d from cur. exp. emer. reserve	\$0.00	\$0.00
762	Adult education programs		\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$186,318.08	
602	Less: Expenditures	(\$81,122.51)	
	Less: Encumbrances	(\$8,422.31)	(\$89,544.82)
	<b>Total appropriated</b>		<b>\$105,195.57</b>

Unappropriated:

770	Fund balance, July 1		\$87,091.08
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$115.00
	<b>Total fund balance</b>		<b>\$192,401.65</b>
	<b>Total liabilities and fund equity</b>		<b><u>\$192,401.65</u></b>

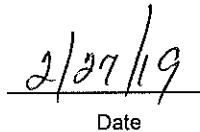
Starting date 7/1/2018 Ending date 1/31/2019 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$186,318.08	\$89,544.82	\$96,773.26
Revenues	(\$186,318.08)	(\$137,251.08)	(\$49,067.00)
Subtotal	<u>\$0.00</u>	<u>(\$47,706.26)</u>	<u>\$47,706.26</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>(\$47,706.26)</u>	<u>\$47,706.26</u>
Change in maintenance reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$47,706.26)</u>	<u>\$47,706.26</u>
Change in emergency reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$47,706.26)</u>	<u>\$47,706.26</u>
Less: Adjustment for prior year	(\$115.00)	(\$115.00)	\$0.00
Budgeted fund balance	<u>(\$115.00)</u>	<u>(\$47,821.26)</u>	<u>\$47,706.26</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2018 Ending date 1/31/2019 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		75,992	110,326	186,318	137,251	Under	49,067
Total		75,992	110,326	186,318	137,251		49,067
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		75,992	110,326	186,318	81,123	8,422	96,773
Total		75,992	110,326	186,318	81,123	8,422	96,773



Starting date 7/1/2018 Ending date 1/31/2019 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	75,992	110,326	186,318	137,251	Under	49,067
Total	75,992	110,326	186,318	137,251		49,067

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	75,992	110,326	186,318	81,123	8,422	96,773
Total	75,992	110,326	186,318	81,123	8,422	96,773

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

January 31, 2019

	Cash Balance 12/1/2018	Cash Receipts December-18	Cash Disbursements December-18	Cash Balance 12/31/2018
General Fund - 10	5,577,928.25	2,980,596.29	(3,117,261.27)	5,441,263.27
Special Revenue Fund - 20	(11,890.61)	46,149.00	(114,050.64)	(79,792.25)
Capital Projects Fund - 30	472,654.82	798.96	0.00	473,453.78
Debt Service Fund - 40	(604,800.86)	0.00	0.00	(604,800.86)
Enterprise Fund - 60	692,195.62	85,066.90	(80,100.24)	697,162.28
<b>Total</b>	<b>6,126,087.22</b>	<b>3,112,611.15</b>	<b>(3,311,412.15)</b>	<b>5,927,286.22</b>
Payroll Account	446.00	1,108,956.50	(1,108,956.50)	446.00
Payroll Agency Account	1,544.06	887,539.83	(888,441.43)	642.46
Unemployment Account	93,642.78	168.96	(175.23)	93,636.51
Summer Escrow Account	106,465.74	36,706.35	(144.16)	143,027.93
Flexible Spending Account	455.45	115.94	0.00	571.39
<b>Grand Total</b>	<b>6,328,641.25</b>	<b>5,146,098.73</b>	<b>(5,309,129.47)</b>	<b>6,165,610.51</b>

*Marianne M. M...*

Chief School Administrator

*2/27/19*

Date

District:

Hasbrouck Heights Board of Ed.

## Monthly Transfer Report NJ

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Month / Year:


Jan 31, 2019

02/27/19

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 1/31/2019	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	9,592,526	166,721	9,759,247	975,925	51,015	0.52%	1,026,940	924,910
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, OT, Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	5,286,769	850	5,287,619	528,762	(1,851)	-0.04%	526,911	530,613
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total School-Sponsored Athletics - Instr, Total Before/After School Programs - Ins, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	715,177	15,691	730,868	73,087	0	0.00%	73,087	73,087
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	2,546,265	0	2,546,265	254,627	0	0.00%	254,627	254,627
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	1,983,897	173	1,984,070	198,407	97,346	4.91%	295,753	101,061
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	144,212	0	144,212	14,421	0	0.00%	14,421	14,421
45300	Support Serv. - General Admin	11-000-230-XXX	571,102	8,515	579,617	57,962	0	0.00%	57,962	57,962
46160	Support Serv. - School Admin	11-000-240-XXX	1,144,199	0	1,144,199	114,420	60,612	5.30%	175,032	53,808
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	554,693	0	554,693	55,469	12,386	2.23%	67,855	43,083
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,519,324	304,427	2,823,751	282,375	568,826	20.14%	851,201	(286,451)
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	814,888	0	814,888	81,489	0	0.00%	81,489	81,489
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,638,070	0	5,638,070	563,807	(12,386)	-0.22%	551,421	576,193
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds to De	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240	Interest Earned on Current Exp. Emergenc	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		31,511,122	496,377	32,007,499	3,200,750	775,948	2.42%	3,976,698	2,424,802
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	20,466	41,480	61,946	6,195	31,001	50.04%	37,196	(24,806)

ATTACHMENT

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers / (from) 1/31/2019	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	66,858	60,000	126,858	12,686	1,735	1.37%	14,421	10,951
76320	Capital Reserve – Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380	Interest Deposit to Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		87,324	101,480	188,804	18,880	32,736	17.34%	51,616	(13,856)
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000	Transfer of Funds to Charter Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		31,598,446	597,857	32,196,303	3,219,630	808,684	2.51%	4,028,314	2,410,946


School Business Administrator Signature

2/27/19

Date



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

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

#### Tardy Progressive Discipline

4 Tardies = Verbal warning

5<sup>th</sup> Tardy = Memorandum of understanding

Another 5 Tardies (10 total) = Documented in evaluation (receive a 2 under professionalism)

Another 3 Tardies (13 total) = Withholding of increment or official written reprimand

Two consecutive years of 13 Tardies = Automatically results in withholding of increment

**If a staff member forgets to swipe in for attendance more than (3) three times, the fourth time will count as a tardy.**

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

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

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

Adopted: 20 November 2014

Revised: May 21, 2015

Revised: November 16, 2017

Revised: August 16, 2018

Revised: October 25, 2018

Revised (First Reading): January 31, 2019

Revised (Second Reading): February 28, 2019

## 2431.3 PRACTICE AND PRE-SEASON HEAT-ACCLIMATION FOR INTERSCHOLASTIC ATHLETICS

The Board of Education adopts this Policy as a measure to protect the safety, health and welfare of pupils participating in school-sponsored interscholastic athletic programs. The Board believes practice and pre-season heat-acclimation guidelines for student-athletes will minimize injury and enhance the student-athlete's health, performance, and well-being.

For the purposes of this Policy, "practice time," means the time a player engages in physical activity. Warm-up, stretching, conditioning, weight training, and "cool-down" periods shall be calculated in practice time.

For the purposes of this Policy "walk-through" means practice time where no protective equipment or strenuous activity is permitted and only balls and field markers (cones) may be used.

The first five days of the Board approved pre-season practice shall consist of no more than three hours of practice time. This three-hour practice time during the first five days may be divided into multiple sessions, but total practice time shall not exceed three hours. Full protective gear required for any athletic program may only be worn by student-athletes on the third day of practice and thereafter. Activities during the first two days of practice will be limited to those activities where full protective gear is not needed or required. Protective headgear may be worn on the first two days. Full equipment shall not be worn for any practice that is held before the NJSIAA official start of practice date.

A student-athlete shall not be permitted to participate in a scrimmage for any sport until he/she has completed six complete days of practice.

**During the heat-acclimation period,** aAn athletic team may not practice for more than six consecutive days and one twenty-four hour rest period must be included within a seven-day period. After the fifth day of practice, the maximum allotted time per day for practice shall not exceed five hours. The five-hour practice time may be divided into multiple sessions but total practice time in any day shall not exceed five hours. A five-hour practice day may not be followed by a practice day greater than three hours. Therefore, practice days may follow a 3-5-3-5 format. A minimum of a three-hour recovery period shall be provided after any session of greater than two hours in length and a three-hour recovery period should be provided before a walk-through.

The Superintendent of Schools may reduce the practice times in this Policy in the event the weather and/or temperature warrants such action. This Policy shall be approved by the school district's physician prior to Board of Education approval.

New Jersey State Interscholastic Athletic Association Pre-Season Heat-Acclimation Guidelines

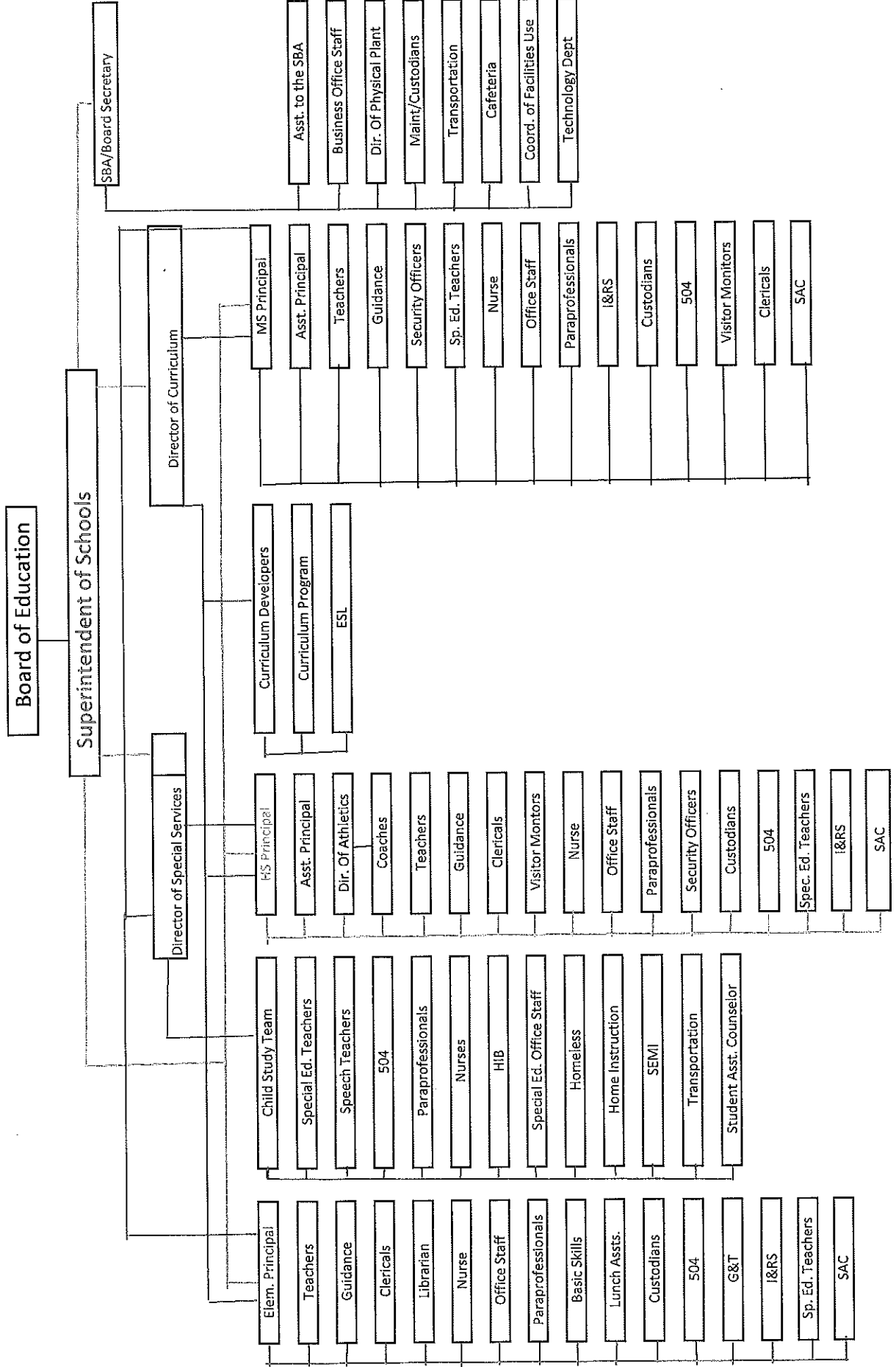
Adopted: 20 November 2014

Revised (First Reading): January 31, 2019

Revised (Second Reading): February 28, 2019

# ORGANIZATIONAL CHART

## Hasbrouck Heights Public Schools





## 8220 SCHOOL CLOSINGS – REGULATION

The Superintendent is authorized by the Board of Education to close schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of ~~pupils~~ **students** or school employees.

In the case of delayed openings, the following procedure shall be adhered to:

- ~~The Superintendent of Schools begins phone chain as soon as possible.~~
- ~~The Superintendent's secretary notifies appropriate radio stations.~~
- ~~Building Principals implement the phone chain.~~
  - **School Messenger sends out notification via phone and text**
  - **Posting on website**

### Middle School/High School Delayed Opening

1. Administrative staff reports at ~~9:00 a.m.~~ **9:30 am**
2. Secretarial staff reports at ~~9:00 a.m.~~ **9:30 am**
3. Teaching staff reports at 9:50 a.m.
4. ~~Pupils~~ **Students** report at 10:00 a.m.
5. Period 1 - 10:00 - 10:27 a.m.
6. Period 4-8 - 10:30-end of day-follows regular full-day schedule.

### Elementary Schools Delayed Opening

In case of delayed openings, the following procedure shall be adhered to:

1. Administrative staff reports at ~~9:00 a.m.~~ **9:30 am**
2. Secretarial staff reports at ~~9:00 a.m.~~ **9:30 am**
3. Teaching staff reports at ~~9:55 a.m.~~ **10:00 am**
4. ~~Pupils~~ **Students** report at ~~10:00 a.m.~~ **10:10 am**
5. Building Principals determine class schedules for the day. Schedule will include a lunch period of one hour.

Before school program will be cancelled.

## Other Notification Procedures - All Schools

1. ~~Radio stations (WOR, WCBS, WINS).~~ **School Messenger sends out notification via phone and text**
2. ~~Recording (201-288-1848).~~ **Posting on website**

## Emergency Closing

In the case of an emergency closing prior to the start of the school day, the following procedures shall be adhered to:

- ~~• The Superintendent of Schools begins phone chain as soon as possible.~~
- ~~• The Superintendent's secretary notifies appropriate radio stations.~~
- ~~• Building Principals notify staff and PTA presidents.~~
- ~~• PTA presidents notify class parents to notify all other parents.~~
- **School Messenger sends out notification via phone and text**

In the case of an emergency closing occurring at some point during the school day, the following procedures shall be adhered to:

## Elementary School - Grades Kindergarten - Five

1. The parent emergency contact person shall be called advising him/her of the impending closing.
2. In the event the parent or the parent's emergency contact cannot be reached, the child will not be dismissed.

## Middle School - Grades Six - Eight

~~Pupils~~ **Students** will be dismissed in accordance with the early emergency dismissal form that each parent signs and submits at the start of the school year.

## High School - Grades Nine - Twelve

~~Pupils~~ **Students** will be dismissed unless parents request alternate arrangements, in writing, at the beginning of the school year.

Issued: 20 November 2014

Revised (First Reading): February 28, 2019

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[See POLICY ALERT Nos. 102, 139, 161, 172, 208 and 217]

## 2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education Core Curriculum Content Standards (CCCS) **Student Learning Standards (NJSLS)** that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the **NJSLS CCCS** is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community. ~~The mission of the CCCS for comprehensive health and physical education is knowledge of health and physical education concepts and skills to empower students to assume lifelong responsibility to develop physical, social, and emotional wellness.~~

The **NJSLS CCCS** incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the **NJSLS CCCS** include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires **regular courses of instruction** in accident and fire prevention. ~~Regular courses of instruction in accident prevention and fire prevention shall be given in every public and private school in New Jersey. Instruction shall be adapted to the understanding of students at different grade levels.~~
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires **offering instruction on breast self-examination for students in grades seven through twelve**. ~~The Board of Education shall operate an educational program for students in grades seven through twelve with instruction in breast self-examination. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide school districts with sample activities that may be used to support implementation of the instructional requirement.~~



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3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs. ~~The school district is encouraged to establish bullying prevention programs and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement, and community members. To the extent funds are appropriated for these purposes, the school district shall: (1) provide training on the school district's Harassment, Intimidation, or Bullying Policy to school employees and volunteers who have significant contact with students; and (2) develop a process for discussing the district's Harassment, Intimidation, or Bullying Policy with students. Information regarding the school district Policy against harassment, intimidation, or bullying shall be incorporated into the school's employee training program.~~
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness **by the Commissioner of Education**. ~~The Commissioner of Education, in consultation with the State school Boards, shall develop a cancer awareness program appropriate for school-aged children.~~
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve. ~~The school district shall incorporate dating violence education that is age appropriate into the health education curriculum as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education for students in grades seven through twelve. The dating violence education shall include, but not be limited to, information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.~~
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse. ~~The Board of Education may include instruction on the problems of domestic violence and child abuse in an appropriate place in the curriculum of elementary school, middle school, and high school students. The instruction shall enable students to understand the psychology and dynamics of family violence;~~



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~~dating violence, and child abuse; the relationship of alcohol and drug use to such violence and abuse; the relationship of animal cruelty to such violence and abuse; and to learn methods of nonviolent problem solving.~~

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students. ~~A Board of Education that operates an educational program for elementary school students shall offer instruction in gang violence prevention and in ways to avoid membership in gangs. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide the school district with sample materials that may be used to support implementation of the instructional requirement.~~
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week. ~~Every student, except Kindergarten students, attending the public schools, insofar as he or she is physically fit and capable of doing so, as determined by the medical inspector, shall take such courses, which shall be a part of the curriculum prescribed for the several grades. The conduct and attainment of the students shall be marked as in other courses or subjects, and the standing of the student in connection therewith shall form a part of the requirements for promotion or graduation. The time devoted to such courses shall aggregate at least two and one-half hours each school week, or proportionately less when holidays fall within the week.~~
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines **for each grade Kindergarten through twelve.** ~~Instructional programs on the nature of drugs, alcohol,~~



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~~anabolic steroids, tobacco, and controlled dangerous substances, as defined in Section 2 of P.L.1970, c.226 (C.24:21-2), and their physiological, psychological, sociological, and legal effects on the individual, the family, and society shall be taught in the public school and in each grade from Kindergarten through grade twelve in a manner adapted to the age and understanding of the students. The programs shall be based upon the curriculum guidelines established by the Commissioner of Education and shall be included in the curriculum for each grade in such a manner as to provide a thorough and comprehensive treatment of the subject.~~

10. **Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3)** requires the development of Lyme Disease curriculum guidelines **and training to all teaching staff members who instruct students with Lyme Disease.** ~~The guidelines shall emphasize disease prevention and sensitivity for victims of the disease. The Commissioner of Education shall periodically review and update the guidelines to insure that the curriculum reflects the most current information available.~~
11. **Organ Donation (N.J.S.A. 18A:7F-4.3)** requires information relative to organ donation to be given to students in grades nine through twelve. The goals of the instruction shall be to:
  - a. ~~Emphasize the benefits of organ and tissue donation to the health and well being of society generally and to individuals whose lives are saved by organ and tissue donations, so that students will be motivated to make an affirmative decision to register as donors when they become adults.~~
  - b. ~~Fully address myths and misunderstandings regarding organ and tissue donation.~~
  - c. ~~Explain the options available to adults, including the option of designating a decision maker to make the donation decision on one's behalf.~~



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- d. ~~Instill an understanding of the consequences when an individual does not make a decision to become an organ donor and does not register or otherwise record a designated decision maker.~~

~~The instruction shall inform students that, beginning five years from the date of enactment of P.L.2008, c.48 (C.26:6-66 et al.), the New Jersey Motor Vehicle Commission will not issue or renew a New Jersey driver's license or personal identification card unless a prospective or renewing licensee or card holder makes an acknowledgement regarding the donor decision pursuant to Section 8 of P.L.2008, c.48 (C.39:3-12.4). The Commissioner of Education, through the non-public school liaison in the Department of Education, shall make any related instructional materials available to private schools educating students in grades nine through twelve, or any combination thereof. Such schools are encouraged to use the instructional materials at the school; however, nothing in N.J.S.A. 18A:7F-4.3 shall be construed to require such schools to use the materials.~~

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program **by the Commissioner of Education for utilization by school districts.** ~~The Department of Education in consultation with the advisory committee shall develop and establish guidelines for the teaching of sexual assault prevention techniques for utilization by local school districts in the establishment of a sexual assault prevention education program. Such program shall be adapted to the age and understanding of the students and shall be emphasized in appropriate places of the curriculum sufficiently for a full and adequate treatment of the subject.~~
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence. ~~Any sex education that is given as part of any planned course, curriculum, or other instructional program and that is intended to impart information or promote discussion or understanding in regard to human sexual behavior, sexual feelings and sexual values, human~~



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~~sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, regardless of whether such instruction is described as, or incorporated into, a description of "sex education," "family life education," "family health education," "health education," "family living," "health," "self esteem," or any other course, curriculum program, or goal of education, and any materials including, but not limited, to handouts, speakers, notes, or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases, and of avoiding pregnancy, shall stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.~~

14. ~~Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools. Instruction in suicide prevention shall be provided as part of any continuing education that public school teaching staff members must complete to maintain their certification; and inclusion of suicide prevention awareness shall be included in the CCCS in Comprehensive Health and Physical Education.~~
15. **Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)** (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) **requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.** ~~instruction in the use of automated external defibrillator for students. Instruction shall be provided in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student in a public school that includes grades nine through twelve prior to graduation as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education. The instruction provided shall be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally recognized association and shall include a hands-on learning component.~~





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16. **Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33)** requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.

1746. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the ~~New Jersey Department of Education's~~ ~~CCES~~ NJSLs in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life **education**, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

**The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.**

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of



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**a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.**

A copy of the ~~CCCS~~ NJSLs for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

**N.J.S.A. 18A:35-4.31; 18A:35-5; 18A:35-7; 18A:35-8**

Revised (First Reading) : February 28, 2019



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Educational Program Evaluation  
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[See POLICY ALERT Nos. 140, 172, 209 and 217]

## 2610 EDUCATIONAL PROGRAM EVALUATION

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. ~~To this end, the Superintendent shall employ such tests and methods that will ensure decision making is data driven and a variety of sources of data are used to analyze and monitor student achievement and progress, as well as evaluate school programs as may be indicated by sound professional judgment.~~ Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board ~~during the school year. Findings of the assessment program, that~~ evaluate the progress of students and the effectiveness of staff members. **The Superintendent shall use multiple (more than two) sources of data to monitor student achievement and the progress of students. The Superintendent shall also use multiple (more than two) sources of data to evaluate the effectiveness of programs, initiatives, and strategies.**

The Board will annually make available to the public the collective progress of students toward the goals of the district. The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6A:8-4.1 et seq.

N.J.A.C. 6A:19-2.6 [vocational districts]

Revised (First Reading): February 28, 2019



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SUPPORT STAFF MEMBERS

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Commercial Driver's **License** Controlled Substance  
and Alcohol Use Testing

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[See POLICY ALERT Nos. 130, 162 and 217]

## 4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient, and alcohol and drug-free workplace, that protects the district's students as well as the health and safety of its employees and the general public. The Board requires all **employees of the Board** ~~drivers~~ performing any safety-sensitive function ~~are to be~~ free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 ~~CFR C.F.R.~~ 382 et seq. and 49 ~~CFR C.F.R.~~ 40 et seq. **For the purpose of this Policy "employee" means a person required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities.** Safety-sensitive functions as defined by 49 ~~CFR C.F.R.~~ 382.107 means **any** all time from the time an **employee driver** begins to work or is required to be in readiness to work until the time the **employee driver** is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at the terminal, facility, ~~or~~ **other property, or on** any public property, waiting to be dispatched, unless relieved from duty;
2. All time inspecting equipment **as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;**
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon the commercial **motor** vehicle except **time spent resting** in an area defined as a sleeping berth;
5. All time loading ~~or and~~ unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded and unloaded; **and**



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SUPPORT STAFF MEMBERS

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Commercial Driver's **License** Controlled Substance  
and Alcohol Use Testing

6. ~~All time spent performing driver requirements related to accidents;~~  
**and All time repairing, obtaining assistance, or remaining in  
attendance upon a disabled vehicle.**
7. ~~All time repairing, obtaining assistance, or remaining in attendance  
with the vehicle.~~

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the **CDL Commercial Drivers License** requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that **any school bus employee drivers using a CDL** as well as drivers of private carriers of passengers contracted by the Board be required to submit to alcohol and controlled substance testing in accordance with 49 **CFR C.F.R.** Part 40.

The Board designates the **Valley Health Centers** as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal **law Regulations**. **In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.**

No **employee driver** at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No **employee driver** shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an **employee driver** that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use., **in accordance with 49 CFR 392.5.**

## Violations

Any violation of this **Ppolicy** may result in discipline, up to and including termination.



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## Prohibited Substances

The presence of any of the following controlled substances, listed in **49 CFR 40.87**, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in ~~the this Ppolicy~~, is prohibited for any employee assigned to a classification covered by this Ppolicy. All cutoff concentrations **shall be in accordance with** ~~are as per~~ 49 CFR ~~C.F.R.~~ 40.87 and ~~are expressed in nanograms per milliliter (ng/mL).~~ All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

### Type of Drug or Metabolite   Initial Test   Confirmation Test

Marijuana metabolites	50	
Delta 9 tetrahydrocanna- Binol 9 carboxylic acid (THC)		15
Cocaine metabolites	300	150
(Benzoylcegonine)		
Phencyclidine (PCP)	25	25
Amphetamines	1000	
Amphetamine		500
Methamphetamine		500*

(\*Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/mL.)

Opiate metabolites	2000	
Codeine		2000
Morphine		2000
6-acetylmorphine (6-AM)		10**

(\*\*Test for 6-AM in the specimen. Conduct this test only when specimen contains morphine at a concentration greater than or equal to 2000 ng/mL.)

Alcohol	.02 or higher	.02 or higher
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## Testing Procedures

All testing for controlled ~~dangerous~~ substances will be conducted in accordance with 49 ~~CFR C.F.R.~~ Part 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for the ~~above stated five~~ drugs or classes of drugs in accordance with 49 ~~CFR C.F.R.~~ 40.85. Testing for alcohol will be conducted in accordance with 49 ~~CFR C.F.R.~~ Part 40, Subparts J, K, L, M and N.

## Definitions

**"Alcohol use"** means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication), containing alcohol.

**"Aliquot"** means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

**"Confirmatory ~~dDrug t~~Test"** means a second analytical procedure performed on a ~~urine specimen~~ **an aliquot of the original specimen** to identify and quantify the presence of a specific drug or drug metabolite.

**"Confirmed ~~dDrug t~~Test"** means a confirmation ~~drug test~~ **result** received by a Medical Review Officer (MRO) from a ~~certified~~ laboratory.

**"Controlled substances"** means those substances identified in 49 ~~CFR C.F.R.~~ 40.85.

**"CCF"** means the Federal Drug Testing Custody and Control Form.

**"Designated Employer Representative (DER)"** is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The ~~Designated Employer Representative (DER)~~ shall receive test results and other communications for the employer, consistent with the requirements of this ~~P~~policy and 49 ~~CFR C.F.R.~~ 40. Service agents cannot act as a DER.

**"FMCSA"** means Federal Motor Carrier Safety Administration.

**"Initial ~~dDrug t~~Test (also known as a "Screening drug test")"** means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.



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"Initial ~~specimen v~~Validity ~~test Screening~~" means the first test used to determine if a **urine** specimen is adulterated, diluted, ~~or~~ substituted, **or invalid**.

"Medical Review Officer (**MRO**)" is a licensed physician responsible for receiving and reviewing laboratory results generated by the district's drug testing program and evaluating medical explanations for certain drug test results.

"Possess" **includes, but is not limited to,** ~~means~~ either in or on the driver's person, personal effects, motor vehicle, or areas substantially entrusted to the control of the driver.

"Service agent" is any person or entity, other than an employee of the Board, who provides services specified under 49 **CFR** ~~C.F.R.~~ 40 to the Board.

"Substance Abuse Professional (**SAP**)" is a person who evaluates employees who have violated a **Federal or State** drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. **An** individuals permitted to act as a **SAP** substance-abuse professionals must possess the credentials as outlined in 49 **CFR** ~~C.F.R.~~ 40.281.

"Work Site" means any motor vehicle, office, building, yard, or other location at which the driver is to perform work: **or any other school district property or at any school district event.**

## Categories of Testing

For the purpose of this **P**olicy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

### 1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy No. 4160. Such screening shall be conducted in accordance with the procedures set forth in this **P**olicy and 49 **CFR** ~~C.F.R.~~ 40. No individual receiving a positive confirmed test result will be employed by the Board.





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An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if exception to the pre-employment screening may be made if the prospective employee:

- a. **The employee** ~~h~~Has participated in a controlled substances testing program that met the requirements of 49 ~~CFR C.F.R.~~ 382 et seq. within the previous thirty days; and
- b. **The employee** while participating in that program either:
  - (1) Was tested for controlled substances within the past six months (from the date of application **with the employer to the commission**);; or
  - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application **with the employer. to the commission**); and
- c. ~~(3)~~ The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substances testing program within the previous six months.

If an individual is so exempted, the ~~Designated Employer Representative (DER)~~ shall contact the ~~alcohol and/or~~ controlled substances testing programs in which the **individual driver** participated and **shall obtain and retain from the testing program(s)** the following information in accordance with 49 ~~CFR C.F.R.~~ 382.301(c):

- a. Name and address of the program;
- b. Verification of the **individual's driver's** participation;
- c. Verification that the program conforms to Federal guidelines;
- d. Verification the **individual driver** qualified **under the law** and did not refuse to be tested for controlled substances;



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- e. The date the **individual driver** was last tested for controlled substances; and
- f. The results of any tests taken within the **previous** last six months and any other violations.

## [Optional for Districts that Conduct Pre-Employment Alcohol Tests]

In accordance with 49 ~~CFR C.F.R.~~ 382.301(d), the ~~commission~~ **Board** will conduct pre-employment alcohol tests before the first performance of safety-sensitive functions by a new ~~covered~~ employee or someone who has transferred to a position involving the performance of safety-sensitive functions. The alcohol test will be conducted after making a contingent offer of employment or transfer, subject to the **employee individual** passing the pre-employment alcohol test. All alcohol testing will be completed in accordance with 49 ~~CFR C.F.R.~~ 40 et seq. An ~~covered~~ employee will:

### [Select one of the following:

\_\_\_ not begin working unless the result of the test indicates an alcohol concentration of less than 0.04.

\_\_\_ not be offered employment and/or the transfer unless the result of the test indicates an alcohol concentration of less than 0.04.]

An **employee individual** who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position **requiring the employee** ~~now required~~ to operate a Board vehicle, shall submit a written consent authorizing the ~~commission~~ **Board** to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the **employee's individual's** application date or transfer into the new position. The written consent from the **employee individual** will permit the ~~Designated Employer Representative (DER)~~ to obtain the following information from previous **Division of Transportation (DOT)**-regulated employers:



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- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the **employee individual**.

The DER will obtain and review this information before the employee first performs ~~any driving and/or~~ safety-sensitive functions. If this is not feasible, the DER will not permit the **employee individual** to **perform safety-sensitive functions** ~~work~~ after thirty days from the ~~individual's first date~~ **the employee first performed safety-sensitive functions, of employment in the position** unless the DER has obtained or made and documented a good faith effort to obtain this information.

## 2. Random Testing

**Every** ~~A-covered~~ employee shall ~~be subject to~~ submit to **random** alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 **CFR** ~~C.F.R.~~ 383.305(i). Random testing will be spread reasonably throughout any given calendar year.



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The minimum annual percentage rate for random alcohol testing shall be **ten percent** ~~10%~~ of the average number of drivers **positions**. The minimum **annual percentage** rate for ~~of~~ random controlled substances testing shall be **twenty-five percent** ~~50%~~ of the average number of drivers **positions**. These **minimum annual percentage** rates may be adjusted as determined by the ~~FHWA~~ (Federal Highway Administration) **FMCSA** Administrator in accordance with 49 **CFR** ~~C.F.R.~~ 382.305.

**Employees** ~~Drivers~~ shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

### 3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person, who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.



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- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
  - (1) Bodily injury to any person; who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain **on file a record stating the reasons the test was not promptly administered** ~~the same record~~. Records shall be submitted to the FMCSA upon request.



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An **employee** ~~Drivers~~ who is subject to post-accident testing shall remain readily available for such testing or **may** be deemed **by the employer** to have refused to submit for testing. (An **employee driver** who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing.) Nothing herein shall be construed to prevent the **employee driver** from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

#### 4. Reasonable Suspicion Testing

The DER ~~may~~ **shall** require an **employee driver** to submit to an alcohol and/or controlled substance test when the **employee driver** is observed by a supervisor or school official who is trained in accordance with 49 ~~CFR C.F.R.~~ 382.603 and causes the observer to have reasonable suspicion to believe the **employee driver** has violated 49 ~~CFR C.F.R.~~ 382 et seq. Reasonable suspicion must exist to require the **employee driver** to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the **employee driver**. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the **employee driver** is required to be in compliance with the testing requirements of 49 ~~CFR C.F.R.~~ 382 et seq.

Reasonable suspicion testing may be required of an **employee driver** while the **employee driver** is performing, just before the **employee driver** will perform, or just after the **employee driver** has ceased performing safety-sensitive functions.



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If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No **employee driver** shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the **employee driver** is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse. The **employee driver** will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the **employee's driver's** concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

## 5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The ~~Designated Employer Representative (DER)~~ may recommend to the Superintendent of Schools the **employee's individual's** employment be terminated depending on the circumstances.



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~~In the event the DER does not recommend termination,~~ The DER shall ensure that before an **employee driver** returns to duty requiring the performance of a safety-sensitive function, the **employee driver** shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled substances test with a result indicating a verified negative result for controlled substances use as required in 49 ~~CFR C.F.R.~~ 40.305.

**Employees Drivers** permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a ~~Substance Abuse Professional (SAP).~~ These **employees individuals** must participate in an assistance program prescribed by the SAP and as required in 49 ~~CFR C.F.R.~~ 40 Subpart O.

The SAP will determine a written follow-up testing plan for any **employee individual** who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed ~~sixty~~ **forty-eight additional** months. Alcohol follow-up testing shall be performed only when the **employee driver** is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 ~~CFR C.F.R.~~ 40.307. The SAP will comply with all reporting requirements of 49 ~~CFR C.F.R.~~ 40.311.

**The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.**





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## Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a **MRO** ~~medical review officer~~ who is a licensed physician (M.D. or D.O.) and shall designate the **MRO Medical Review Officer** as the individual responsible for receiving laboratory results generated by the testing program. The **MRO medical review official** shall have knowledge of **controlled** substances abuse disorders and have appropriate medical training to interpret and evaluate the **employee's individuals confirmed drug test results** ~~positive test~~ together with his/her medical history and other biomedical data. The **MRO Medical Review Officer** will perform all functions and responsibilities as required in 49 **CFR C.F.R. 49 40.121** Subpart G.

## Employer Notification

The **MRO Medical Review Officer** may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the **MRO's Medical Review Officer's** evaluation. The **MRO Medical Review Officer** must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 **CFR C.F.R. 40.163**.

## Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 **CFR C.F.R. 40** Subpart H. **The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.** ~~Under split sample collection procedures, the driver has seventy-two hours from the time of notification of a positive result to request the MRO to order a test of the split specimen. If the driver does not request a split specimen test within seventy-two hours, the driver may present to the MRO information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the individual from making a timely request.~~



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~~If the split specimen is unavailable or appears insufficient, the laboratory will continue the testing process of the primary specimen as the laboratory would normally. The laboratory will report the results for the primary specimen without providing the MRO information regarding the unavailable split specimen. In the event the MRO requests the split specimen be forwarded to another laboratory, the laboratory will report to the MRO the split specimen is unavailable for testing and the laboratory will provide the MRO with as much information as possible about the cause of the unavailability.~~

## Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 ~~CFR C.F.R.~~ 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 ~~CFR C.F.R.~~ 40.43.

## Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 ~~CFR C.F.R.~~ 40. The laboratory will perform all responsibilities as required in accordance with 49 ~~CFR C.F.R.~~ 40 Subpart F.

## Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a **trained** representative of the Board **with appropriate documentation** at a **site designated and approved by the Board** ~~designated site~~. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 ~~CFR C.F.R.~~ 40.211 and 49 ~~CFR C.F.R.~~ 40.213.



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## Refusal to Submit

An **employee driver** will be deemed as refusing to take a drug test as described in 49 ~~CFR C.F.R.~~ 40.191. As per 49 ~~CFR C.F.R.~~ 40.191, an **employee individual** refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this **Ppolicy**. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an **additional drug second** test the DER or collector has directed the **employee individual** to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under ~~See~~ **49 CFR** 40.193(d). In the case of a pre-employment drug test, the **employee individual** is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;



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8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, **fails to wash hands after being directed to do so by the collector**); or
- ~~9. If the MRO reports the driver had a verified adulterated or substituted test result.~~
9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

**If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.**

If an ~~employee individual~~ refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "~~R~~efused to ~~T~~est ~~because~~" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the ~~employee driver~~ refuses to take a non-DOT test or to sign a non-DOT form, the ~~employee driver~~ has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.



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## Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this ~~P~~olicy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

## Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver's ability to properly perform safety-sensitive functions.

## Consequences to ~~Employees Drivers~~ Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance **who is permitted to return to work:**

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a **SAP** ~~substance abuse professional~~ who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a **SAP** ~~substance abuse professional~~ to determine that the **employee driver** has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow-up alcohol and/or controlled substance abuse testing;
7. Be subject to the disciplinary ~~P~~olicy and ~~R~~egulations of the Board.



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## Return-to-Work Agreement

An employee who has **been permitted to** returned to work and who fails to comply with any of the terms of **a Return to Work Agreement, if provided at the employer's discretion**, ~~the return to Work Agreement~~ shall be subject to **disciplinary action which may include** termination.

## Maintenance and Retention of Records

The DER shall maintain and retain all records as required by Federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
  - a. Collection logbooks (if used);
  - b. Documents related to the random selection process;
  - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
  - d. Documentation of Breath Alcohol Technician (BAT) training;
  - e. Documentation of reasoning for reasonable suspicion testing;
  - f. Documentation of reasoning for post-accident testing;
  - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
  - h. Consolidated annual calendar year summaries.
2. Records Related to the **Employee's Driver's** Test Results
  - a. Employer's copy of the alcohol test form, including results;
  - b. Employer's copy of the ~~drug~~ **controlled substance** test chain of custody and control form;
  - c. Documents sent to the employer by the **MRO Medical Review Officer**;



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- d. Documentation of any **employee's driver's** refusal to submit to a required alcohol or controlled substance test; and
  - e. Documents provided by an **employee driver** to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse **Policies Rules**
4. Records Related to Evaluations and Training
- a. Records pertaining to **the Substance Abuse Professional's (SAP's)** determination of **an employee's driver's** need for assistance;
  - b. Records concerning **an employee's driver's** compliance with **the** SAP's recommendations, and records related to education and training;
  - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
  - d. Documentation of compliance with **the** requirement to provide **employees drivers** with educational material, including **an employee's driver's** signed receipt of materials;
  - e. Documentation of supervisor training; and
  - f. Certification that training conducted under this **Policy rule** complies with all requirements of the **Policy rule**.
5. Records Related to Drug Testing
- a. Agreements with collection site facilities, laboratories, **MROs, Medical Review Officers (MRO's)** and consortia;
  - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
  - c. Monthly statistical summaries of urinalysis; and
  - d. The employer's drug testing policy and procedures.



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## 6. Required Period of Retention

Document to be maintained	Period required to be maintained
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
<b>Documentation of r</b> Refusals to submit to required alcohol or controlled substance tests (including <del>substituted</del> or adulterated test results)	5 Years
<del>Required</del> Calibration documentation of <del>Evidential</del> Breath Testing Devices (EBT's)	5 2 Years
<b>Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations All follow-up tests and schedules for follow-up tests</b>	5 Years
<b>Driver</b> Substance <del>Abuse</del> Professional's (SAP's) evaluations and referrals	5 Years
<b>A copy of each a</b> Annual calendar year summary	5 Years
<b>Records obtained from previous employers concerning alcohol and drug testing</b>	3 Years
Records related to the <b>alcohol and controlled substances</b> collection process (except calibration of <b>evidential breath testing devices</b> ) and <del>required training</del>	2 Years





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Document to be maintained	Period required to be maintained
<b>Records related to n</b> Negative and canceled controlled substance test results	1 Year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
<del>Records obtained from previous employers concerning alcohol and drug testing</del>	3 Years
<b>Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions</b>	<b>Indefinite time period</b>

Other specific types of records shall be maintained in accordance with 49 CFR 382.401.

## 7. Location of Records

All required records shall be maintained in accordance with Policy No. 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the ~~Federal Highway Administration~~ **FMCSA**.



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8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the **FMCSA** ~~Federal Highway Administration (FHWA)~~ will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each **employee driver** receives information in the manner specified below:

- a. By receiving a copy of this ~~P~~policy and any subsequent revisions.
- b. ~~Through attendance at a meeting~~ **The DER will provide written notice to employees of the following information at which a detailed discussion of the following is conducted:**
  - (1) The identity of the person designated by the employer to answer **employee driver** questions about the materials;
  - (2) Which **employees drivers** are subject to the alcohol misuse and controlled substance requirements;
  - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the **employee driver** is required to be in compliance;
  - (4) Specific information concerning **employee driver** conduct that is prohibited;



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- (5) The circumstances under which an **employee driver** will be tested for alcohol and/or controlled substances;
- (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
- (7) The requirement that an **employee driver** submit to alcohol and controlled substance tests;
- (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
- (9) The consequences for **employees drivers** found to have violated the prohibitions of this **Policy rule**, including the immediate removal of the **employee driver** from safety-sensitive functions;
- (10) The consequences for **employees drivers** found to have an alcohol concentration level of 0.02 or greater but less than 0.04;
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Omnibus Transportation **Employee Testing** Act of 1991

49 **CFR C.F.R.** 40 et seq.

49 **CFR C.F.R.** 382 et seq.

49 **CFR C.F.R.** 395.2

Revised (First Reading): February 28, 2019



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[See POLICY ALERT No. 217]

## R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

### A. Definitions

1. "Opioid antidote" means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. "Opioid antidote" includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
2. "Opioid overdose" means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
3. "School-sponsored function" means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized or supported by the school.

### B. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

1. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" – N.J.S.A. 24:6J-1 et seq.
2. The school nurse shall be responsible to:
  - a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:



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- (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
  - b. Document the administration of an opioid antidote on a student's health record;
  - c. Monitor the on-site inventory and replacement of the opioid antidote supply; and
  - d. Plan for the disposal of administered opioid antidote and expired opioid antidote.
3. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

## C. Authorization and Training for Administering an Opioid Antidote

1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.
2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.
3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b.
  - a. Each school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall receive training on standardized protocols for the administration of an opioid antidote to a



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person who experiences an opioid overdose. The training shall include the overdose prevention information described in the "Overdose Prevention Act" – N.J.S.A. 24:6J-5. The school district will provide training by an appropriate entity or entities as specified by the NJDOE's guidelines. A school nurse shall not be solely responsible to train the employees designated pursuant to N.J.S.A. 18A:40-12.24.c.

4. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 12.27, it shall not constitute a violation of the "Athletic Training Licensure Act" – N.J.S.A. 45:9-37.35 et seq.

## D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.
  - a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.
  - b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.
2. A staff member shall keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.
3. An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.
4. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.



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5. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.
- E. Use of Controlled Dangerous Substances
1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.

First Reading: February 28, 2019



## 5337 SERVICE ANIMALS - POLICY

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the policy of the Board to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district. (28 CFR §35.136)

### A. Definitions

1. "Act" means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. "Designated administrator" means Principal or person designated by the Principal to coordinate these activities.
3. "District" means this school district.
4. "Handler" means the animal's owner **who is an individual with a disability** or a person, such as a trainer, assisting the owner with control of the service animal.
5. "Service animal" means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. (28 CFR §36.104)
  - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
  - b. The work or tasks performed by a service animal must be directly related to the individual's disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).
  - c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

### B. Generally

1. The district shall permit the use of a service animal by an individual with a disability unless:
  - a. The animal is out of control and the animal's handler does not take effective action to control it;
  - b. The animal is not housebroken.
2. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means). (28 CFR §35.136(d))
3. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises. (28 CFR §35.136(b))
4. If there are places in the district where it is determined to be unsafe for a handler and service animal, reasonable accommodations will be provided to assure the individual **with a disability has** equal access to the activity.
5. Unless the need for a service animal is readily apparent, the **individual with a disability or his/her parent handler** will be required to provide the district with information that:



- a. The service animal is required because of a disability; and
  - b. What work or task the animal has been trained to perform.
6. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task. (28 CFR §35.136(f))
  7. Individuals **with a disability** who have service animals are not exempt from local animal control or public health requirements.
  8. Service animals must be licensed and registered in accordance with State and local laws.

#### C. Delegation of Responsibility

1. The district is not responsible for the care or supervision of a service animal, **in accordance with** (28 CFR §35.136(e))
  - a. **The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.**
  - b. **The district is responsible to provide assistance to an individual with a disability in performing the tasks required of the individual for the care and maintenance of the service animal.**
2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by his or her service animal. (28 CFR §35.136(h))
3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.

#### D. Notification and Responsibilities

1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
  - a. Notification to parents of students who may be in contact with the service animal;
  - b. **Appropriate accommodations:**
    - (1) **For students who are allergic to the service animal; and/or**
    - (2) **For students who have fears regarding the service animal.**
  - cb. Appropriate etiquette regarding service animals to include:
    - (1) Never pet a service animal while it is working;
    - (2) Never feed a working service animal;
    - (3) Do not deliberately startle, tease, or taunt a service animal;
    - (4) Do not hesitate to ask the handler if he or she would like assistance regarding directions **for navigating** ~~or~~ the facility.
2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
3. The district ~~will require~~ **may request , but cannot require,** that the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504

Accommodation Plan, maintain liability insurance for the service animal in the amount required by the Board of Education. **The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.**

E. Miniature Horses

1. Miniature horses, although not included in the Act under the definition of “service animal,” may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below. (28 CFR §35.136(i))
2. Ponies and full size horses are not considered miniature horses.
3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:
  - a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
  - b. Whether the handler has sufficient control of the miniature horse;
  - c. Whether the miniature horse is housebroken; and
  - d. Whether the miniature horse’s presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

28 CFR §35.136

28 CFR §36.104

Adopted: December 13, 2012

Revised: September 23, 2015

Revised: January 28, 2016

Revised (First Reading): February 28, 2019

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[See POLICY ALERT Nos. 204, 206 and 217]

## 5756 TRANSGENDER STUDENTS

The Board of Education is committed to providing a safe, supportive, and inclusive learning environment for all students. The New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-12(11)(f), generally makes it unlawful for schools to subject individuals to differential treatment based on gender identity or expression. Title IX of the Education Amendments of 1972 ("Title IX") specifically prohibits discrimination on the basis of sex in Federally-funded education programs and activities [20 U.S.C. § 1681(a)].

N.J.S.A. 18A:36-41 directs the Commissioner of Education to establish guidelines outlined in this Policy to provide direction for schools in addressing common issues concerning the needs of transgender students, and to assist schools in establishing policies and procedures that ensure a supportive and nondiscriminatory environment for transgender students.

### Definitions/Terms

A safe and supportive environment within a school begins with understanding and respect. The Board believes students, teachers, and administrators should be provided with common terminology associated with gender identity. The terms listed below are commonly used by advocacy and human rights groups, however students may prefer other terms to describe their gender identity, appearance, or behavior. It is recommended school personnel discuss with the student the terminology and pronouns each student has chosen.

"Gender identity" means a person's internal, deeply held sense of gender. All people have a gender identity, not just transgender people. For transgender people, the individual's internal gender identity is not the same as the gender assigned at birth.

"Gender expression" means external manifestations of gender, expressed through a person's name, pronouns, clothing, haircut, behavior, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture.



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“Assigned sex at birth (ASAB)” refers to the biological sex designation recorded on a person’s birth certificate upon the initial issuance of that certificate, should such a record be provided at birth.

“Gender assigned at birth” refers to the gender a child is assigned at birth or assumed to be, based on their biological sex assigned at birth.

“Sexual orientation” describes a person’s enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. A transgender person may be straight, lesbian, gay, bisexual, or asexual. For example, a person who transitions from male to female and is attracted solely to men may identify as a straight woman.

“Transgender” is a term for an individual whose gender identity and/or gender expression differs from those typically associated with the sex and gender assigned at birth.

“Transition” is the process by which a transgender person recognizes that their authentic gender identity is not the same as the gender assigned at birth, and develops a more affirming gender expression that feels authentic. Some individuals socially transition, for example, through dress, use of names and/or pronouns. Some individuals may undergo physical transition, which might include hormone treatments and surgery. School district personnel should avoid the phrase “sex change,” as it is an inaccurate description of the transition process; the process is more accurately described as “gender-confirming.”

“LGBTQ” is an acronym for “lesbian, gay, bisexual, transgender, and queer/questioning.”

“Gender nonconforming” describes a person whose gender expression does not conform to the gender expectations of their family or community. Gender nonconformity is not necessarily an indication that a youth is transgender; many non-transgender youth do not conform to stereotypical expectations.

“Gender expansive, Gender diverse, Gender fluid, Gender non-binary, A gender, Gender queer” are terms that convey a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system. For example, students who identify as gender queer or gender fluid might not identify as boys or girls; for these students, the non-binary gender identity functions as the student’s gender identity.

“Cisgender” refers to individuals whose gender identity, expression, or behavior conforms with those typically associated with their sex assigned at birth.



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## Student-Centered Approach

The school district shall accept a student's asserted gender identity; parental consent is not required. A student need not meet any threshold diagnosis or treatment requirements to have his or her gender identity recognized and respected by the school district, school, or school staff members. In addition, a legal or court-ordered name change is not required. There is no affirmative duty for any school district staff member to notify a student's parent of the student's gender identity or expression.

There may be instances where a parent of a minor student disagrees with the student regarding the name and pronoun to be used at school and in the student's education records. In the event a parent objects to the minor student's name change request, the Superintendent or designee should consult the Board Attorney regarding the minor student's civil rights and protections under the NJLAD. School staff members should continue to refer to the student in accordance with the student's chosen name and pronoun at school and may consider providing resource information regarding family counseling and support services outside of the school district.

School districts should be mindful of disputes between minor students and parents concerning the student's gender identity or expression. Many support resources are available through advocacy groups and resources from the New Jersey Department of Children and Families and New Jersey Department of Education's "Child Abuse, Neglect, and Missing Children" webpage.

The Principal or designee should have an open, but confidential discussion with the student to ascertain the student's preference on matters such as chosen name, chosen pronoun to use, and parental communications. A transgender student shall be addressed at school by the name and pronoun chosen by the student, regardless of whether a legal name change or change in official school records has occurred. The school shall issue school documentation for a transgender student, such as student identification cards, in the name chosen by the student. A transgender student shall be allowed to dress in accordance with the student's gender identity.

The Principal or designee should also discuss with the student, and any other individuals at the student's request, the risks associated with the student's transgender status being inadvertently disclosed. For example, the Principal or designee should inform the student the transgender status may be revealed due to other students' discussions at home. The Principal or designee should work with the transgender student to ensure awareness of activities and events that may inadvertently disclose the transgender student's status.



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## Safe and Supportive Environment

The Board developed and adopted this Policy to ensure that its schools provide a safe and supportive learning environment that is free from discrimination and harassment for transgender students, including students going through a gender transition. Gender-based policies, rules, and practices can have the effect of marginalizing, stigmatizing, and excluding students, whether they are gender nonconforming or not.

The Superintendent or designee shall review and update existing policies and procedures, including those regarding classroom activities, school ceremonies, school photographs, and dress codes, to verify transgender students are not excluded. In addition, the school district shall take the following steps to establish and maintain a nondiscriminatory environment for all students, including transgender and transitioning students:

- The school district must comply with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7, which prohibit harassment, intimidation, and bullying. The Board is required to develop, adopt, and implement a Policy in accordance with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7 that prohibits harassment, intimidation, or bullying on school property, at a school-sponsored function, or on a school bus. If harassment, intimidation, or bullying based on gender identity creates a hostile environment, the school must take prompt and effective steps to end the harassment, intimidation, or bullying, prevent its recurrence, and, as appropriate, remedy its effects.
- The Superintendent or designee should ensure training is provided to school staff members on sensitivity and respect towards transgender students.
- Social and Emotional Learning (SEL) concepts should be incorporated into school culture and curricula.
- The school district may seek a variety of professionals, including counselors and school psychologists, to provide emotional supports for all students who demonstrate a need. The Superintendent or designee shall ensure school counselors are knowledgeable regarding issues and concerns relevant to transgender students, students facing other gender identity issues, or students who may be transitioning.



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- Student dress codes should not be enforced more strictly for transgender and gender nonconforming students than for other students.
- The school district shall honor and recognize a student's asserted gender identity, and shall not require any documentation or evidence in any form, including diagnosis, treatment, or legal name change.
- A school's obligation to ensure nondiscrimination on the basis of gender identity requires schools to provide transgender students equal access to educational programs and activities, even in circumstances in which other students, parents, or community members raise objections or concerns.

## Confidentiality and Privacy

School staff members may not disclose information that may reveal a student's transgender status except as allowed by law. The Principal or designee is advised to work with the student to create an appropriate confidentiality plan regarding the student's transgender or transitioning status.

The school district shall keep confidential a current, new, or prospective student's transgender status. Schools should address the student using a chosen name and the student's birth name should be kept confidential by school and school staff members.

Due to a specific and compelling need, such as the health and safety of a student or an incident of bias-related crime, the school district may be obligated to disclose a student's status. In this event, the Principal or designee should inform the student the school or school district intends to disclose the student's transgender status for the student's protection and well-being. Prior to disclosure, the student should be given the opportunity to personally disclose that information. The school district should make every effort to ensure any disclosure is made in a way that reduces or eliminates the risk of re-disclosure and protects the transgender student from further harassment. Those measures may include the facilitation of counseling for the student and the student's family to facilitate the family's acceptance and support of the student's transgender status.



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During a harassment, intimidation, or bullying investigation the school district is obligated to develop a procedure to report, verbally and in writing, an act of harassment, intimidation, and bullying committed by an adult or youth against a student, pursuant to N.J.A.C. 6A:16-7.7(a)2viii. In this instance, the Principal or designee should inform the student of the school's obligation to report the findings of the harassment, intimidation, and bullying investigation pursuant to N.J.S.A. 18A:37-15(d), which permits the parents of the students who are parties to the investigation to receive information about the investigation in accordance with Federal and State law and regulation. Under harassment, intimidation, and bullying legal requirements, parents are entitled to know the nature of the investigation; whether the district found evidence of harassment, intimidation, or bullying; or whether disciplinary action was imposed or services provided to address the incident of harassment, intimidation, or bullying.

The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense, pursuant to N.J.A.C. 6A:16-7.7(a)2viii(2).

Disclosure of personally identifiable information from a student's education record to other school officials within the school district, whom the school district has determined have a legitimate educational interest in the information, may be permissible under Family Educational Rights and Privacy Act (FERPA) (34 C.F.R. § 99.31(a)(1)). The school district shall make a concerted effort to ensure school officials obtain access to only those education records in which they have legitimate educational interests.

The school district shall comply with all laws and regulations regarding the confidentiality of student records and student privacy; including the requirements set forth at 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. § 7917, 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





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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 all other existing Federal and State laws and rules pertaining to student records and confidentiality.

## School Records

If a student has expressed a preference to be called by a name other than their birth name, permanent student records containing the student's birth name should be kept in a separate, confidential file. This file should only be shared with appropriate school staff members after consultation with a student. A separate file containing records bearing the student's chosen name may also be kept. If the student has previously been known at school or in school records by a birth name, the Principal or designee should direct school staff members to use the student's chosen name and not the student's birth name.

To ensure consistency among teachers, school administrators, substitute teachers, and other school staff members, every effort should be made to immediately update student education records (for example, attendance records, transcripts, Individualized Education Programs (IEP), etc.) with the student's chosen name and gender pronouns, consistent with the student's gender identity and expression, and not circulate records with the student's birth name, unless directed by the student.

- The school district shall report to the New Jersey Department of Education (NJDOE) through NJ SMART a student's name or gender based upon that student's chosen name and corresponding gender identity. Changing the name or gender identity from what was reported in previous years will not affect the reliability of the data reported.
- If the school district changes a student's name or gender identity, it must also maintain locally a separate record reflecting the student's legal name and sex assigned at birth until receipt of documentation of a legal change of name or gender.

## Activities

With respect to gender-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity.



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Transgender Students

The school district shall:

- Provide transgender students with the same opportunities to participate in physical education as other students in accordance with their gender identity;
- Permit a transgender student to participate in gender-segregated school activities in accordance with the student's gender identity;
- Permit and support the formation of student clubs or programs regarding issues related to lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) youth; and
- Offer support in the creation of peer led educational groups.

## Use of Facilities

All students are entitled to have access to restrooms, locker rooms, and changing facilities in accordance with their gender identity to allow for involvement in various school programs and activities.

In all cases, the Principal or designee must work with the student and school staff members so all parties are aware of facility policies and understand the student may access the restroom, locker room, and changing facility that corresponds to the student's gender identity. While some transgender students will want this arrangement, others may be uncomfortable with it. Transgender students who are uncomfortable using a sex-segregated restroom should be provided with a safe and adequate alternative, such as a single "unisex" restroom or the nurse's restroom. Similarly, some transgender students may be uncomfortable using the changing facilities that correspond to the student's gender identity. Non-transgender students should also be afforded the option to use a private facility, such as a unisex facility or the nurse's restroom, should they feel uncomfortable.

- The school district shall allow a transgender student to use a restroom or locker room based on the student's gender identity.
- Reasonable alternative arrangements shall be made if needed to ensure a student's safety and comfort. This direction for accommodations should come from the student.



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Transgender Students

The Superintendent or designee will make available to school staff members a variety of resources regarding professional development opportunities as sourced by the NJDOE as well as developmentally appropriate information for students regarding LGBTQ issues.

The Board adopts this Policy to help school and district administrators take steps to create an inclusive environment in which transgender and gender nonconforming students feel safe and supported, and to ensure each school provides equal educational opportunities for all students, in compliance with N.J.A.C. 6A:7-1.1 et seq.

N.J.S.A. 18A:36-41; 18A:37-15  
N.J.A.C. 6A:7-1.1 et seq.; N.J.A.C. 6A:16-7.7  
New Jersey Department of Education – October 2018  
Transgender Student Guidance for School Districts

Revised (First Reading): February 28, 2019



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[See POLICY ALERT Nos. 96, 214 and 217]

## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

The Superintendent of Schools shall designate a school administrator, **or a school employee with expertise in school safety and security**, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.



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Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

Revised (First Reading): February 28, 2019



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[See POLICY ALERT Nos. 96, 214 and 217]

## R 7440 SCHOOL DISTRICT SECURITY

### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the **school** district or community provider and structures that support these buildings, such as school **district** wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

### B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;



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- b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.
- C. Key Control System for Access to School Buildings and Facilities
- 1. School staff members will be provided access to a school building using the school's key control system as follows:
    - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.



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- (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
  - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
  3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.

## D. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.





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- a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.
3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
  4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
  5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

## E. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator, **or a school employee with expertise in school safety and security**, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.



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2. The School Safety Specialist shall:

- a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
- b. Ensure that these policies and procedures are in compliance with State law and regulations; and
- c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.

3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

F. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.
2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Revised (First Reading): February 28, 2019



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[See POLICY ALERT Nos. 215, 216 and 217]

**[SCHOOL DISTRICTS NOT PARTICIPATING IN A UNITED STATES DEPARTMENT OF AGRICULTURE'S (USDA) SCHOOL NUTRITION PROGRAMS ARE NOT REQUIRED TO ADOPT POLICY 8561.]**

## 8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

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

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

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

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



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## A. General Procurement

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

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

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

### Micro-Purchases (2 CFR 200.67):

**Non-Public Schools Only** - Purchases of supplies or services, within the micro-purchase threshold (the aggregate amount does not exceed **the Federal micro-purchase threshold as set by 48 CFR 2.101** ~~\$3,500 as defined by 2 CFR 200.67~~) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.



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3. Formal bid procedures will be applied on the basis of:

**[Choose one or more of the following:**

- ☐ centralized system;
- ☐ individual school;
- ☐ multi-school system; and/or
- ☐ State contract.]

4. Because of the potential for purchasing more than the public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

#### B. Formal Procurement

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

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:
  - a. A general description of items to be purchased;
  - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
  - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;



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- d. The deadline for submission of sealed bids or proposals;  
and
  - e. The address of the location where complete specifications  
and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid  
on the same specifications.
4. The developer of written specifications or descriptions for  
procurements will be prohibited from submitting bids or proposals  
for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The  
following list includes requirements, not exclusive, to be addressed  
in the procurement document:
- a. Contract period;
  - b. The Board of Education is responsible for all contracts  
awarded (statement);
  - c. Date, time, and location of IFB/RFP opening;
  - d. How the vendor is to be informed of bid acceptance or  
rejection;
  - e. Delivery schedule;
  - f. Requirements (terms and conditions) the bidder must fulfill  
in order for bid to be evaluated;
  - g. Benefits to which the Board of Education will be entitled if  
the contractor cannot or will not perform as required;
  - h. Statement assuring positive efforts will be made to involve  
minority and small business;



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- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200;
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;
- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;



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- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;
- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
- y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017; and
- z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested.





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6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.
  - a. The School Business Administrator/Board Secretary will be responsible for securing all bids or proposals.
  - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
  - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
  - a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
  - b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.



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

## C. Small Purchase Procedures

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

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.



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

#### D. Noncompetitive Proposal Procedures

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

1. Written specifications will be prepared and provided to the vendor.



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2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. **Non-Public Schools Only** - The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than \$3,500 **the Federal micro-purchase threshold (2 CFR 200.67)** to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

#### E. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.



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3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

## F. Emergency Purchases

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

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

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 **through** .326 and applicable program regulations and guidance.



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2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met:
  - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;
  - b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
  - c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
  - d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
  - e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
  - f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
  - g. The Buy American provisions are included in the procurement of food and agricultural products; and
  - h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.



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## H. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
  - a. Written rationale for the method of procurement;
  - b. A copy of the original solicitation;
  - c. The selection of contract type;
  - d. The bidding and negotiation history and working papers;
  - e. The basis for contractor selection;
  - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
  - g. The basis for award cost or price;
  - h. The terms and conditions of the contract;
  - i. Any changes to the contract and negotiation history;
  - j. Billing and payment records;
  - k. A history of any contractor claims;
  - l. A history of any contractor breaches; and
  - m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.



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## I. Code of Conduct for Procurement

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





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## J. Food Service Management Company (FSMC)

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

N.J.S.A. 18A:18A – Public School Contracts Law  
New Jersey Department of Agriculture  
“Procurement Procedures for School Food  
Authorities” Model Policy – September 2018

Revised (First Reading): February 28, 2019



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## APPENDIX

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART		
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.		
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 without QPA	N.J.S.A 18A:18A-3	Sound Business Practice *
Below \$6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 up to \$29,000 or \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE: ANNUAL AGGREGATE AMOUNTS		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		
\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)

**Note:** The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document



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can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

Adopted:



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[See POLICY ALERT Nos. 95 and 217]

## 8860 MEMORIALS

The Board of Education recognizes that each officer and employee of this district is important ~~not only~~ to the school district ~~and but~~ to the community at large. The loss of any officer or employee of this Board by death is a loss that the Board and the school district will share with the community **and memorialize in an appropriate manner.**

~~In order to memorialize that loss in a fitting manner, the Board directs that, whenever notice is received of the death of a Board member or a person employed by the Board, the flag of the United States at each school district building shall be flown at half mast for one school day. Written notice shall be posted in an appropriate manner in each district building on that day in order that students, staff members, and visitors are informed of the purpose of the memorialization.~~

~~The Superintendent may, in his/her discretion, grant an employee of this district a brief absence without loss of pay or personal leave for the purpose of attending the funeral of his/her direct supervisor or subordinate provided that no disruption in the educational program will be caused by any such absence.~~

The Superintendent shall recommend to the Board and the Board may approve appropriate recognition measures ~~beyond those provided for in this policy~~ when the deceased Board officer or employee has, ~~by length of service or extraordinary accomplishment,~~ especially distinguished his/her service to this school district.

**The Superintendent may, in his/her discretion, grant an employee of the school district a brief absence without loss of pay or personal leave for the purpose of attending the funeral of his/her direct supervisor or subordinate provided that no disruption in the educational program will be caused by any such absence.**

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[See POLICY ALERT Nos. 167, 211 and 217]

## 2415.06 UNSAFE SCHOOL CHOICE OPTION

The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The USCO provision under the ESSA contains two provisions that apply to school districts that receive funds under ESSA: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving ESSA funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of this USCO Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under ESSA. The Superintendent is required to certify compliance with this USCO Policy to the NJDOE in the application for ESSA funds.

### USCO Policy Provision I - Persistently Dangerous Schools (PDS)

#### 1. Criteria for Determining PDS.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the NJDOE for three consecutive years and is part of a school district that receives funds under ESSA. The NJDOE will use the most current available data from the ~~Electronic Violence and Vandalism Reporting System (EVVRS)~~ **Student Safety Data System (SSDS)** to identify PDS on or before July 31 of each year.



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## 2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS. Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of the notice and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that have not been identified as low performing, under the State's ESSA accountability system. When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected students and parents.

## 3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified by the NJDOE as persistently dangerous, the district will submit to the NJDOE documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. Additionally, the district is required to develop and submit for



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approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the ~~EVVRS~~ **SSDS**. The NJDOE will provide the school with guidance for its corrective action plan, as well as monitor the school district's timely completion of the approved plan.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing its corrective action plan and compare the current year's incidents of violence, as reported on the ~~EVVRS~~ **SSDS**, to the criteria for determining PDS. A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by September 30 of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date of notice and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year in accordance with 2. above.

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by evidence of the school's progress toward successfully completing the approved corrective action plan, and evidence of incidents that no longer meet the criteria for determining PDS, described above, for one school year, the year in which the corrective action plan was in effect.



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## 4. Procedures and Guidelines for Early Warning of Schools.

When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.

If a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of the pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit for approval a school safety plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The school safety plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the ~~EVVRS~~ **SSDS**. The NJDOE will provide an early warning school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan. A school receiving an "early warning" notice is not required to provide the transfer option to students.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing its school safety plan and compare the current year's incidents of violence, as reported on the ~~EVVRS~~ **SSDS**, to the criteria for determining PDS. The school will be notified of its status on or before July 31 of the respective year.

A school that no longer meets the criteria for PDS for one school year, the year in which the school safety plan was in effect, will no longer be required to submit a school safety plan.

A school that meets the criteria for PDS for a third consecutive year will be designated persistently dangerous and will be required to submit for approval a corrective action plan on or before September 30 of that year, which will apply to the respective school year and provide the transfer option to students in the school designated as persistently dangerous.





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5. Schools Not Receiving ESSA Funds, but Meeting the Criteria for PDS.

School buildings and districts that do receive Federal funds under ESSA, but meet any one of the criteria for PDS will be contacted by the NJDOE and be required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the ~~EVVRS~~ **SSDS**. The NJDOE will provide the school with guidance for its school safety plan, as well as monitor the school's timely completion of the approved plan.

**[Optional]**

Only required for Regional Day Schools, Special Services School Districts, and Educational Services Commissions:

6. Special Schools Meeting the Criteria for PDS.

Regional Day Schools, Special Services Districts, and Educational Services Commissions that meet the criteria for PDS will not be identified as such, but will be contacted by the NJDOE and required to develop and submit for approval a school safety plan on or before September 30 of the respective year. The school safety plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the ~~EVVRS~~ **SSDS**. The NJDOE will provide the school with guidance for their school safety plan, as well as monitor the school's timely completion of the approved plans.]

## USCO Policy Provision II – Victims of Violent Criminal Offenses

The Unsafe School Choice Option provision under the ESSA requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.



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The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy. The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)13*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

## 1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:

A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
  - (1) Law enforcement officials have filed formal charges against the offender(s) for commission of the violent crime; or
  - (2) The offender(s) has received sanctions in accordance with the Board of Education's Code of Student Conduct; or



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- (3) The offender(s) either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
- (4) The pre-existence of a restraining order against the offender(s).

## 2. Procedures and Guidelines

Effective the first day of each school year, the district must be prepared to begin the transfer of any student who chooses to exercise the individual choice option provision. The district must offer, within fourteen calendar days of the incident, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.

To the extent possible, the district will allow any transferring student to transfer to a school that has not been identified as low performing, under the State's ESSA accountability system. In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required. The district may take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.

## 3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision of this Policy are identified and explained below. The offenses apply to completed offenses, as



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well as attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the school grounds, as defined in N.J.A.C. 6A:16-1.3, of the school that the student attends. The offenses apply whether they occur wholly or in part in or on the grounds of the school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups.

#### 4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A student is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling, or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(1-3) and 2C:12-1(B)(1-4)] - A person is a victim of an assault when the actor: purposely, knowingly, or recklessly causes bodily injury to the victim; negligently, recklessly, knowingly, or purposely causes bodily injury to the victim with a deadly weapon; attempts by physical menace to put the victim in fear of imminent serious bodily injury; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded.



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- c. Sexual Assault [N.J.S.A. 2C:14-2] - A student is a victim of a sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of an act of sexual penetration under any of the following circumstances:
- (1) The victim is less than thirteen years old.
  - (2) The victim is at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.
  - (3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.
  - (4) The actor uses physical force or coercion.
  - (5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.
- d. Bias Intimidation [N.J.S.A. 2C:16-1(A)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:
- (1) With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
  - (2) Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or



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- (3) Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
  - (a) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation, or ethnicity; or
  - (b) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation, or ethnicity.
- e. Terroristic Threat [N.J.S.A. 2C:12-3(A) and 2C:12-3(B)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under this Policy against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in this Policy under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
- f. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; threatens the victim with or purposely puts the victim in fear of immediate bodily injury.



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- g. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time with any of the following purposes: to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
- h. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor purposely or knowingly starts a fire or causes an explosion in or on the grounds of a school whereby the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

## Miscellaneous Provisions of USCO

### 1. Transfer Time Period – PDS

The transfer will be temporary and will be in effect as long as the student's original school is identified as persistently dangerous.

#### **[Optional**

The transfer may be in effect longer and the district will consider the educational needs of the student, as well as other factors affecting the student's ability to succeed if returned to the transferring school. (i.e. The school district may allow a student to complete his or her education through the highest grade level at the receiving school if the student would otherwise be required to return to their original school.)]



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## 2. Charter School Transfer Option

While ESSA permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered public local education agencies (LEA's), pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the charter school must select students to attend using a random selection process for enrollment.

## 3. Funding Sources for USCO

The USCO statute does not authorize resources specifically to help cover USCO costs associated with transferring a student from a PDS. However, under certain circumstances Federal funds may be used. For example, ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)] may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home. In addition, ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)] funds may be used to help cover costs such as tuition or transportation related to the USCO or expansion of public school choice.





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4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).

5. Transfer Schools

In the event there is not another school within the school district for a transferring student, the district

**[Optional]**

\_\_\_\_\_ is not required to transfer the student to a school outside the school district.

or

\_\_\_\_\_ will explore other appropriate options such as an agreement with a neighboring school district to accept transfer students.]

**[Optional]**

6. The district will offer students the transfer option if they do not meet the criteria for determining victims of violent criminal offenses under the USCO Policy Provision II as one response for providing relief to students whose victimization has affected their safety and ability to learn.]

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not



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limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

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

Title VIII, Part F, Subpart 2, SEC. 8532  
Every Student Succeeds Act (ESSA) of 2015

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PROGRAM

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Special Education - Free and Appropriate

Public Education

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[See POLICY ALERT Nos. 95, 101, 104, 108, 112, 119, 129, 132, 138,  
146, 152, 155, 159, 185, 211 and 217]

## R 2460.8 SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION

A free and appropriate public education is available to all students with disabilities between the ages of three and twenty-one including students with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a free and appropriate public education to students with disabilities who are suspended or expelled are as follows:

1. School officials responsible for implementing suspensions/expulsions in the district are the following: (List school officials/designees by district organizational level.)
  - a. \_\_\_ Grades Nine – Twelve Principal/Vice Principal or designee;
  - b. \_\_\_ Grades Six – Eight Principal/Vice Principal or designee;
  - c. \_\_\_ Grades Pre-Kindergarten – Five Principal/Vice Principal or designee;
2. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. (Notification must be in written format for documentation.)
  - a. Removal for at least half of the school day shall be reported via the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**.
3. Each Principal or designee will ensure that a system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons. Documentation will include:



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- a. Student's name;
  - b. The infraction;
  - c. Time suspended; and
  - d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.
4. When a student is suspended from transportation:
  - a. Suspension from transportation is not counted as a day of removal if the student attended school.
  - b. Suspension from transportation is counted as a day of removal if the student does not attend school.
  - c. If transportation is included in the student's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
  - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the student does not attend school.
5. When a student with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is not considered removal when determining whether a manifestation determination must be conducted if the program provides the following:
  - a. Opportunity for the student to participate and progress in the general curriculum,
  - b. Services and modifications specified in the student's IEP,
  - c. Interaction with peers who are not disabled to the extent they would have in the current placement, and
  - d. The student is counted as present for the time spent in the in-school suspension program.
6. When a series of short-term removals will accumulate to more than ten school days in the year:
  - a. The Principal/Vice Principal or designee and the case manager will consult to determine whether the removals



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create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administration and the case manager shall be maintained by the case manager.

- b. If it is determined that there is no change in placement, the Principal/Vice Principal or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:
    - (1) Enable the student to participate and progress appropriately in the general education curriculum; and
    - (2) Advance appropriately toward achieving the goals set out in the student's IEP.
  - c. Written documentation of the consultation and services provided shall be maintained in the student's file.
7. When a disabled student is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, Individuals with Disabilities Education Act Amendments of 2004, 20 U.S.C. §1415(k). The IEP Team shall:
- a. Review the behavioral intervention plan and its implementation;
  - b. Determine if modifications are necessary; and
  - c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.

The case manager will document the date and the outcome of the meeting.

The documentation shall be placed in the student's file.



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## Procedures Regarding the Provision of a Free and Appropriate Public Education to Preschool Age Students with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

The following procedures will be followed:

1. A parent of a preschool-age student suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Preschool Coordinator or **Director of Special Services**.
2. Upon receipt of the written request, the request shall be dated and signed by the recipient.
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).
4. A file will be initiated for the potentially disabled preschooler:
  - a. The **Director of Special Services** will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
  - b. A "Notice of Referral/Identification Meeting" will be sent to the parent(s);
  - c. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet;
  - d. The meeting will be attended by the CST, including a speech language specialist, the parent(s), and a teacher who is knowledgeable about the district's program; and
  - e. A program shall be in place no later than ninety calendar days from the date of consent.

## Procedures Regarding the Provision of a Free, Appropriate Public Education to Students with Disabilities Who Are Advancing From Grade to Grade



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The **Director of Special Services**, through in-service training, shall ensure students with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the student continues to require specially designed services to progress in the general education curriculum and the use of functional assessment information supports the IEP Team's determination.

## Procedures Involving Procedural Safeguards to Students Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to students not yet eligible for special education. The parent and/or adult student may assert any of the protections of the law if the district had knowledge the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Revised (First Reading): February 28, 2019



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[See POLICY ALERT Nos. 135, 144, 147, 158, 203 and 217]

## 5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, pursuant to The Zero Tolerance For Guns Act, N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Policy and Regulation 5611 shall apply to a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school's general education program for a period of not less than one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.1 et seq. **The Superintendent may modify on a case-by-case basis the removal of a general education student in accordance with N.J.A.C. 6A:16-5.5(b)1.** A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these firearm offenses, the student shall be immediately returned to the program from which he or she was removed.





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## Removal of Students for Firearms Offenses

The Superintendent shall make the final determination on whether the general education student removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy is prepared to return to the general education program or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9.1 **et seq.**, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i).

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.5 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-6.1 et seq.; 6A:16-7.1 et seq.;  
6A:16-8.1 et seq.; 6A:16-9.1 et seq.; 6A:16-10.2

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[See POLICY ALERT Nos. 135, 144, 147, 158, 203 and 217]

## R 5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES

### A. Definitions

~~"Removal" means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.~~

~~"Suspension" means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.~~

~~"Expulsion" means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.~~

"School **buildings**" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. "School **buildings**" and "school grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; **night field lights**; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School **buildings**" and "school grounds" also includes other facilities ~~such as defined in N.J.A.C. 6A:26-1.2,~~ playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land **in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.**



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Removal of Students for Firearms Offenses

## B. Removal of Students for Firearm Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.5, any student, other than a student with a disability, committing the following offenses shall be immediately removed from the school's general education program for a period of not less than one calendar year:
  - a. Convicted or adjudicated delinquent for possession of a firearm on school grounds;
  - b. Convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; and
  - c. Found knowingly in possession of a firearm on school grounds.
2. The Superintendent may modify, on a case-by-case basis, the removal of a general education student.
  - a. The Superintendent shall develop and maintain a written record of case-by-case modifications of the removal requirement of N.J.A.C. 6A:16-5.5(b)1, which shall be made available to the Commissioner of Education upon request.
3. Nothing in N.J.A.C. 6A:16-5.5 or this Policy and Regulation shall be construed to prohibit the expulsion of a general education student.
4. The Board shall immediately remove students with disabilities for offenses involving firearms in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.

## C. Procedures - Removal of Students for Firearm Offenses

1. The Principal shall:
  - a. Remove a student as set forth in B. above;
  - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;



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## Removal of Students for Firearms Offenses

- c. Immediately report to the Superintendent the removal of the student;
  - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
  - e. Notify the student's parent of the following information:
    - (1) The removal action;
    - (2) The law enforcement notification;
    - (3) The change of custody, if it occurs; and
    - (4) A general education student's due process rights, as set forth in N.J.A.C. 6A:16-7.2 through 7.6, or the due process rights of a student with a disability, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
2. A student, other than a student with a disability, removed from the general education program pursuant N.J.A.C. 6A:16-5.5 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.1 *et seq.*
- a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to a hearing before the Board of Education in accordance with N.J.A.C. 6A:16-7.3 through 7.5.
5. If it is found that the removed student did not commit the offenses in B. above, the student shall be immediately returned to the program from which he or she was removed.



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Removal of Students for Firearms Offenses

## D. Return to General Education Program

1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program, or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9.1 *et seq.*, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10, based on the following criteria:
  - a. The nature and severity of the offense;
  - b. The Board's removal decision;
  - c. The results of relevant testing, assessment, or evaluation of the student; and
  - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

## E. Exception

1. The provisions of N.J.A.C. 6A:16-5.5 shall not apply to a firearm that is lawfully stored in a locked vehicle on school grounds, or when it is for activities approved and authorized by the Board of Education, as long as the Board adopts appropriate safeguards to ensure student safety.
  - a. All students shall obtain written authorization from the Superintendent to possess a firearm stored inside a locked vehicle on school grounds or used for participation in a school-sponsored function.
    - (1) The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or for a crime involving the use of a firearm.

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Assaults on District Board of Education  
Members or Employees

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[See POLICY ALERT Nos. 158, 203 and 217]

## 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.



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Assaults on District Board of Education  
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In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2; 6A:16-7.3; 6A:16-7.4;  
6A:16-7.5

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[See POLICY ALERT Nos. 203 and 217]

## R 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

### A. Definitions

~~"Removal" means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.~~

~~"Suspension" means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.~~

~~"Expulsion" means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.~~

~~"School buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also includes athletic stadiums, swimming pools, any associated structures or related equipment tied to such facilities including, but not limited to, grandstands, greenhouses, garages, facilities used for non-instructional or non-educational purposes, and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.~~





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Assaults on District Board of Education  
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## **AB.** Removal of Students for Assault on Board Members and Employees

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.7, any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school Board employee, or Board of Education member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, pursuant to N.J.S.A. 18A:37-2.1 shall be immediately removed from school.
2. A student, other than a student with a disability, who commits an assault pursuant to **AB.1.** above, shall be immediately removed from school consistent with due process procedures, pending a hearing, pursuant to N.J.A.C. 6A:16-7.2 through 7.5.
  - a. Nothing in N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student.
3. A student with a disability who commits an assault pursuant to **AB. 1.** above shall be removed in accordance with N.J.A.C. 6A:14.

## **BG.** Procedures – Removal of Students for Assault on Board Members and Employees

1. The Principal or designee shall:
  - a. Remove a student as set forth in **AB.** above;
  - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or an appropriate agency takes custody of the student;
  - c. Immediately report to the Superintendent the removal of the student;
  - d. Notify the student's parent of the removal action and the student's due process rights; and



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- e. Notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.
2. The Board of Education shall provide due process proceedings for all students in accordance with N.J.A.C. 6A:16-7.2, 7.3, 7.4, and 7.5 and for a student with a disability in accordance with N.J.A.C. 6A:14-2.7 and 2.8.

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Removal of Students for Assaults with  
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[See POLICY ALERT Nos. 203 and 217]

## 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.1 *et seq.* **The Superintendent may modify on a case-by-case basis the removal of a general education student in accordance with N.J.A.C. 6A:16-5.6(b)1.** A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.



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Removal of Students for Assaults with  
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The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of students pursuant to N.J.A.C. 6A:16-5.6 utilizing the ~~Electronic Violence and Vandalism Reporting System~~ **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6; 6A:16-6.1 et seq.; 6A:16-7.1 et seq.;  
6A:16-8.1 et seq.; 6A:16-9.1 et seq.; 6A:16-10.2

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[See POLICY ALERT Nos. 203 and 217]

## R 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

### A. Definitions

~~“Removal” means the exclusion of a student from the general education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.~~

~~“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.~~

~~“Expulsion” means permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.~~

“School **buildings**” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School **buildings**” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; **night field lights**; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School **buildings**” and “school grounds” also includes other facilities **such as defined in N.J.A.C. 6A:26-1.2**, playgrounds; and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land **in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.**



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## B. Removal of Students for Assaults with Weapons Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.6, any student, other than a student with a disability, who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5 shall be immediately removed from the school's general education program for a period not exceeding one calendar year.
2. The Superintendent may modify on a case-by-case basis the removal of a general education student.
3. Nothing in N.J.A.C. 6A:16-5.6 shall be construed to prohibit the expulsion of a general education student.
4. The Board shall immediately remove students with disabilities for assaults with weapons offenses in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.

## C. Procedures – Removal of Students for Assaults with Weapons Offenses

1. The Principal or designee shall:
  - a. Remove a student as set forth in B. above;
  - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;
  - c. Immediately report to the Superintendent the removal of the student;
  - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and



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e. Notify the student's parent of the following information:

- (1) The removal action;
- (2) The law enforcement notification;
- (3) The change of custody, if it occurs; and
- (4) A general education student's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.5 or a student with a disability's due process rights, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.

2. A student, other than a student with a disability, removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.1 *et seq.*:

a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.

3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.

4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to an informal hearing, pursuant to N.J.A.C. 6A:16-7.2 and 7.3, and a hearing before the Board of Education pursuant to N.J.A.C. 6A:16-7.3.

5. If it is found that the removed student did not commit the offense(s), the student shall be immediately returned to the program from which he or she was removed.

D. Return to General Education Program

1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the following criteria:



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- a. The nature and severity of the offense;
- b. The Board's removal decision;
- c. The results of relevant testing, assessment, or evaluation of the student; and
- d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

## E. Exception

- 1. The provisions of N.J.A.C. 6A:16-5.6 shall not apply to a student who has obtained the Superintendent's written authorization to lawfully possess a firearm or other weapon while participating in a school-sponsored function.
  - a. The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or weapon or for a crime involving the use of a firearm.

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## 8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION, BULLYING, ALCOHOL, AND OTHER DRUG OFFENSES ABUSE

The Board of Education shall observe "School Violence Awareness Week" during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence. **The Board of Education shall disseminate to students' parents an informational pamphlet prepared by the New Jersey Department of Education (NJDOE) on how a parent can limit a child's exposure to violence on television, cell phones, computers, and other electronic devices, on an annual basis pursuant to N.J.S.A. 18A:40-44.**

**In accordance with N.J.A.C. 6A:16-5.3 a**Any school employee who observes or has direct knowledge from a participant or victim of an act of violence; **including harassment, intimidation, and bullying;** or the possession ~~and/or~~ distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident detail and offender and victim information that are reported on the ~~Electronic Violence and Vandalism Reporting System (EVVRS)~~ **Student Safety Data System (SSDS).**

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident ~~report~~ of violence; **including vandalism;** harassment, intimidation, **and bullying, vandalism, and alcohol and other drug offenses** ~~or other drug abuse~~, shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify



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the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.

The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, **including vandalism**, harassment, intimidation, **and** ~~or~~ bullying, **and vandalism**, pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

~~Twice~~ ~~Two times~~ each school year, **once** between September 1 and January 1 and **once** between January 1 and June 30, ~~at a public hearing held pursuant to N.J.S.A. 18A:17-46,~~ the Superintendent shall report to the Board **at a public meeting** all acts of violence, **including vandalism**, harassment, intimidation, **and** bullying, **vandalism**, and ~~incidents of~~ alcohol and other drug **offenses abuse** that occurred during the previous reporting period, **according to** ~~in accordance with~~ the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83 (C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reporting period to the **NJDOE Department of Education**. The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the



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purposes of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website. The grade for the district and each school of the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within ten days of the receipt of a grade by the school and district.

Whenever it is alleged a school employee has knowingly falsified **reported information on acts of the report on violence, or vandalism, harassment, intimidation, or bullying or any incident included in the annual report on violence and vandalism** required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(fg)2. Upon a determination by the Board that an employee has knowingly falsified the **reported information**, the Board may take appropriate action as outlined in N.J.A.C. 6A:16-5.3(g)3. ~~Any action taken by the Board shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record. Any employee having been found responsible for the falsification of the report by the Board shall have the right to file a grievance under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. The availability of appeal options shall be based upon the action taken by the Board.~~

**The** A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

The Board shall provide ongoing staff training, in cooperation with the **NJDOE** ~~Department of Education~~, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1; **18A:40-44**

N.J.A.C. 6A:16-5.2; 6A:16-5.3

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[See **POLICY ALERT** Nos. 179, 180, 193 and 217]

R 8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT,  
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Any school employee who observes or has direct knowledge from a participant or victim of an act of violence; **including harassment, intimidation, and bullying;** vandalism; or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form to include all of the incident detail and offender and victim information that are reported on the ~~Electronic Violence and Vandalism Reporting System (EVVRS)~~ **Student Safety Data System (SSDS)**. A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

- A. Reporting Violence; **Including Harassment, Intimidation, and Bullying;** Vandalism; **and Alcohol and ~~or~~ Other Drug Offenses Use**
1. For each incident report of violence; **including harassment, intimidation, and bullying;** vandalism; ~~or and~~ alcohol ~~or and~~ other drug **offenses abuse**, the Principal shall:
    - a. Review the incident report for accuracy in indicating the incident type, offender information, victim information, student demographics, and incident location;
    - b. Forward a copy of the incident report to the Superintendent; and
    - c. Notify the Superintendent of the action taken regarding the incident.
  2. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.



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3. The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46.
  - a. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

### B. Reporting Requirements

#### 1. The Superintendent shall:

- a. Submit a report to the **New Jersey** Department of Education in accordance with the provisions of N.J.S.A. 18A:17-46 of each incident of violence, **including harassment, intimidation, and bullying**, vandalism and alcohol and other drug **offenses abuse** in the school district utilizing the ~~EVVRS~~ **SSDS**;

(1) **The reports shall be submitted twice each school year, once for all incidents occurring between September 1 and January 1 and once for all incidents occurring between January 1 and June 30, and shall include, at a minimum, all information pursuant to N.J.S.A. 18A:17-46;**

(21) Prior to submission, the Superintendent shall **verify the accuracy of the reported information** ~~review the report to verify that it is an accurate and final report of all incidences of violence and vandalism in all of the schools in the school district;~~

(2) ~~Verify that the data entered onto the EVVRS are correct and in accordance with N.J.A.C. 6A:16-7.1(a)6; and~~



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- (3) The grade regarding the harassment, intimidation, and bullying efforts of each school and each school district shall be posted on the homepage of the school district's website, in accordance with the guidelines promulgated by the Commissioner of Education pursuant to N.J.S.A. 18A:17-46.

- b.(3) Provide for the annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

## C. Hearing Requirements

The Superintendent shall report to the Board all acts of violence, **including** vandalism, harassment, intimidation, **and** bullying, **vandalism**, and ~~incidents of~~ alcohol and other drug **offenses abuse** that occurred during the previous reporting period, in accordance with the provisions of N.J.S.A. 18A:17-46.

## D. Knowingly Falsifying ~~t~~The Annual **Report on** Violence and Vandalism ~~Report~~ Required Under N.J.S.A. 18A:17-46

1. Whenever it is alleged that a school employee has knowingly falsified ~~the~~ reported **information on acts of violence or vandalism, or any incident included in the annual report on violence and vandalism**, the Board shall make a determination regarding whether the employee committed the act.
2. Any employee alleged to have knowingly falsified ~~the~~ reported **information** shall be notified in writing of such allegation and shall be entitled to a hearing before the Board.
  - a. ~~The hearing shall take place within thirty business days of the date on which the employee is notified of the allegation;~~
  - b. ~~The employee shall be entitled to be represented by a person of his or her choosing and to present witnesses on his or her behalf; and~~



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- e. ~~The Board shall notify the employee of its determination in writing within five school days of the hearing.~~
3. Upon a determination by the Board that an employee has knowingly falsified the reported **information, the Board**, it shall take **appropriate disciplinary action**. ~~one or more of the following actions:~~
- a. ~~Impose minor discipline on a tenured or non-tenured employee notwithstanding any other law to the contrary and if negotiated with the majority representative of the employees in the appropriate collective bargaining unit;~~
- b. ~~Withhold a tenured or nontenured employee's increment for predominantly disciplinary reasons, which shall be subject to the grievance procedures established pursuant to law and shall be subject to the grievance procedures of section 8 of N.J.S.A. 34:13A-29;~~
- c. ~~File tenure charges with the Secretary of the Board in writing and with a written statement of evidence under oath to support such charges;~~
- d. ~~Terminate employment for an employee:~~
- (1) ~~For tenured employees, the termination shall be in accordance with the outcome of the proceedings in D.3.c. above; or~~
- (2) ~~Impose such other disciplinary sanctions as may be authorized by law.~~
4. ~~Any action taken by the Board pursuant to D.3. above shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.~~



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5. ~~Any employee having been found responsible for the falsification of the report by the Board shall have the right to:~~
- a. ~~File a grievance under their respective bargaining agreements;~~
  - b. ~~Appeal the Board's determination to the Commissioner of Education in accordance with N.J.A.C. 6A:3-1.3 through 1.17 and subsequently to the State Board of Education; or~~
  - c. ~~Appeal the decision to the Superior Court of New Jersey.~~
6. ~~The availability of appeal options shall be based upon the action taken by the Board.~~

**The A** Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

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