

HASBROUCK HEIGHTS BOARD OF EDUCATION
Wednesday, September 23, 2015
Regular Meeting Agenda (Final)
Time: 8:00 p.m.

I. A. Meeting called to order at:

B. Announcement of adequate meeting:

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

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on **January 06, 2015**. 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 Minute: 8/27/15
- 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
- B. Special Education
- C. Technology
- D. Facilities
- E. Recreation
- F. Finance
- G. Personnel
- H. Policy
- I. NJ/BCSBA
- J. Borough Council Liaison
- K. Faculty Liaison
- L. PTA Liaison

X. Resolutions:

Awards/Presentations:

None

Education Committee

E09-01-16	Approve Monthly Superintendent Discipline Report
E09-02-16	Approve Monthly Superintendent HIB Report
E09-03-16	Approve Monthly District Calendar
E09-04-16	Approve PSAT Day
E09-05-16	Approve Mission Statement
E09-06-16	Approve Workshops
E09-07-16	Approve Program
E09-08-16	Approve Program
E09-09-16	Approve Competition

Special Education Committee

S09-01-16	Approve Special Services
S09-02-16	Approve Membership
S09-03-16	Approve Contracted Service
S09-04-16	Approve OOD Placements
S09-05-16	Approve Workshops

Technology Committee

T09-01-16	Approve Donation
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Facilities Committee

B09-01-16	Approve Facilities Use
B09-02-16	Approve Karl & Associates

Recreation Committee

R09-01-16	Approve Field Trip Calendar
R09-02-15	Approve Convention

Finance Committee

F09-01-16	Approve Financial Certification
F09-02-16	Approve Actual Payroll for August
F09-03-16	Approve Estimated Payroll for September
F09-04-16	Approve Bill Authorization – September
F09-05-16	Approve Actual Bills List - July
F09-06-16	Approve Board Secretary's Report - July
F09-07-16	Approve Line Item Transfers - July
F09-08-16	Approve OOD Placement Lunch Program
F09-09-16	Approve Purchases
F09-10-16	Approve Contract with BCSS
F09-11-16	Approve Budget for Extraordinary aid
F09-12-16	Approve Rullo & Juliette
F09-13-16	Approve Plan Management Software

Personnel

P09-01-16	Approve Personnel Action
P09-02-16	Approve Personnel Action
P09-03-16	Approve Personnel Action
P09-04-16	Approve Personnel Action
P09-05-16	Approve Personnel Action
P09-06-16	Approve Personnel Action
P09-07-16	Approve Personnel Action
P09-08-16	Approve Personnel Action
P09-09-16	Approve Personnel Action
P09-10-16	Approve Personnel Action
P09-11-16	Approve Personnel Action
P09-12-16	Approve Personnel Action
P09-13-16	Approve Personnel Action
P09-14-16	Approve Personnel Action
P09-15-16	Approve Personnel Action
P09-16-16	Approve Personnel Action

Policy Committee:

PL09-01-16	Approve Policies
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XI. Old Business

XII. New Business

XIII. Open Public Hearing

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

XIV. Private Session (If necessary)

XV. Adjournment

HASBROUCK HEIGHTS BOARD OF EDUCATION
RESOLUTIONS – September 23, 2015 (Final)

Awards/Presentations:

RESOLUTIONS:

AWARDS:

None

EDUCATION COMMITTEE:

RESOLUTIONS:

- E09-01-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016 school year:
- Accept Monthly Discipline Report
- E09-02-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016 school year:
- Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents:
(if applicable)
- 2015 – HS - 0
2015 – MS - 0
2015 – LS - 1 (one investigation non HIB
2015 - ES - 0
- E09-03-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015-2016 school year:
- The monthly district calendar

- E09-04-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015-2016 school year:
- 10/14/15 – PSAT Day for grades 8 through 11 – senior class to report to school at 10:30 am
- E09-05-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015-2016 school year:
- Approve New Vision and Mission Statement and Slogan (**Attachment A**)
- E09-06-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2015-2016 school year:
- 10/8/15 – C. Jarosiewicz & A. Rogers – “Strengthening Structures in Phonics & Spelling” – Teacher’s College, NYC
10/20/15 – D. Incognito, L. Palladino, D. Robertson – “Fifth Grade Nonfiction Text Complexity” - Teacher’s College, NYC
9/22/15 – M. Farruggio, L. Tomesco, P. McSweeney – “We Are Readers” – Teacher’s College, NYC
- E09-07-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015-2016 school year:
- Heroes & Cool Kids Program @ \$4,500 plus busing
- E09-08-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2015-2016 school year:
- 12/9/15 – G. Rodkey (author) to speak to MS students
1/27/16 – J. Callonita (author) to speak to MS students
@ a cost of \$250 for both

- E09-09-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015-2016 school year:
- Date TBD – Robotics Club participation in STEM competition at a cost of \$1,800 for the parts needed
- E09-10-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015-2016 school year:
- Revised 2015 Uniform State Memorandum of Agreement between HH Public Schools & HH Police (**on file in the business office**)

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

- S09-01-16 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 2015 – 2016 school year:
- Student #1000417 – home instruction – 2 hrs per week – 9/2/15 – 12/31/15 – not to exceed \$2278 - BCSS
Student #1000004 – continued PT services at OOD ½ hr/week not to exceed \$2,375 for the 2015 – 2016 school year – BCSS
Student #1000417 – PT services – 4 hours per week not to exceed \$19,000 – BCSS
Student #1000074 – “Teacher of the Deaf” services – 2 times per week not to exceed \$11,380 – additional 2 hrs for in service workshop – 9/1/15 – 5/13/16 – BCSS
Student #1000004 & 7006 – 1:1 aides at OOD – through Leonia School district for the 2015 – 2016 school year @ \$29,000 each for a total of \$58,000
Student #6180 – home instruction - 2 hrs per subject per week @ \$40/hr
- S09-02-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016 school year:
- S. Confrancisco - NJSEAA Membership @ \$200

S09-03-16 Be it Resolved that upon the recommendation of the Superintendent of schools the Hasbrouck Heights Board of Education approve the following contracted services for the 2015 – 2016 school year:

SBJC to provide specific services to our district (**Attachment B**)

S09-04-16 Be it Resolved that upon the recommendation of the Superintendent of schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016 school year:

Student #286 - Parent transportation contract for OOD @ \$12.65 per diem not to exceed \$2,277 – 9/1/15 – 6/30/16

S09-05-16 Be it Resolved that upon the recommendation of the Superintendent of schools the Hasbrouck Heights Board of Education approve the following workshops for the 2015 – 2016 school year:

10/5, 10/20, 10/27/15 - K. Toy, M. Binzeski, F. Avella, B. Trexler – Prism workshops on Next Generation Science Standards – Montclair University @ \$450 per person

S09-06-16 Be it Resolved that upon the recommendation of the Superintendent of schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016 school year:

HH District Nursing Services Plan (**on file in the business office**)

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

T09-01-16 Be it Resolved that upon the recommendation of the Superintendent of schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016 school year:

Accept donation of technology supplies from J. DiGiacinto of Symrise Corporation

FACILITIES COMMITTEE:

RESOLUTIONS:

- B09-01-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following:

Facilities Use (**Attachment C**)

- B09-02-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for 2015-2016 school year:

Approve Karl Environmental Group @ \$5,900 for Asbestos Consulting Services

RECREATION COMMITTEE:

RESOLUTIONS:

- R09-01-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for 2015-2016 school year:

District Field Trip Calendar

- R09-02-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for 2015-2016 school year:

11/12/15 – 11/15/15 – B. Thorne & J. Mastropietro – Pilot's Log National Convention – Orlando, FL – cost not to exceed \$2,800

FINANCE COMMITTEE:

RESOLUTIONS:

- F09-01-16 Be it resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

F09-02-16 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 August 2015 in the amount of \$338,426.81 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F09-03-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of September 2015 at \$1,400,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,400,000.

F09-04-16 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 September 2015.

F09-05-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015-2016 school year:

Bills List for the month of July 2015 (Attachment D)

Fund 10	General Fund	\$	936,880.10
Fund 20	Special Revenue	\$	0.00
Fund 30	Capital Projects	\$	0.00
Fund 40	Debt Service	\$	0.00
Fund 60	Enterprise	\$	73,753.70
Fund 95	Student Activity	\$	2,986.00
Total		\$	1,013,619.80

Fund 10	Voided Checks	(0.00)
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F09-06-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report
Cash Report
Monthly Fund Transfer Report
July 2015
(Attachment E)

F09-07-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016:

.F09-08-16 Approve the monthly line item transfers for July 2015 (**Attachment F**)
Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016:

Approve Resolution by sending districts to Forum School with respect to lunch program (**Attachment G**)

F09-09-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2015 – 2016:

NJSA 18A:1810(a)

P. O. #600635 – Dell - \$363.99 – Contract #WN88ABZ

P. O. #600636 – PCL Solutions - \$842.65 – TCPN Contract #R5065A

P. O. #600642 – Gov Connection - \$2,217.23 – NCPA Contract #NCPA 01-02

P. O. #600735 – Dell – \$3,476.40 - WSCA Contract #WN88ABZ

Technology Supplies

Renewal of the Assessment Management System – Interactive Achievement -
P. O. #600639 - \$25,080.00

Quotes Attached – P. O. #600783 – Shmoop - \$4,000 - online Pilot License for students and teachers – test prep for PSAT, SAT, and AP

F09-10-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016:

Approve annual contract with BCSS for IDEA Services for non public schools not to exceed \$49,176

F09-11-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016:

To increase the 2015 – 2016 budget for the additional extraordinary aid:

	Original	Revised
<u>Revenue:</u>		
10-3131-00	\$268,258.00	\$321,105.00
<u>Appropriations:</u>		
11-000-216-320-00-01-55	\$668,258.00	\$721,105.00
F09-12-16	Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016:	
	Approve re-appointment – Rullo and Juillet Assoc. Inc @ \$3,500 for Right to Know and Hazard Communications Consultant	
F09-13-16	Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2015 – 2016:	
	10/12/15, 10/14/15, 10/16/15, 10/23/15, 10/30/15 - Gotham Education @ \$2,600 for training on the Curriddler Curriculum and Lesson Plan Management Software	

PERSONNEL COMMITTEE:

RESOLUTIONS:

- P09-01-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:
- Summer Administrative Assistants:**
L. Mason - @ \$10/hr
- P09-02-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:
- Amend Resolution P06-15-15 – to change L. Pizzute – summer CST hours from 65 to 67.5
Amend resolution P06-15-15 – to change K. Baptista – summer CST hours from 45 to 47

P09-03-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Paraprofessionals:

T. Aromando – OOD at Bleshman School @ \$20,482 – no benefits – pro-rated effective 9/10/15 *

*pending contract negotiations

Substitute Paraprofessionals:

C. Stevens @ \$10/hr

P09-04-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Sub Keys Teacher:

A. Alosco @ \$14.30/hr (not district employee)

L. Tattoli @ \$28.60/hr

Sub Keys Assistant:

M. Garden @ \$14.30/hr

Sub Visitor Monitor:

M. Garden @ \$14.30/hr

P09-05-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Volunteer:

S. Gomez @ LS

P09-06-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action:

Amend resolution #P08-21-16 – approve K. Venneman as AM media specialists @ \$1,293*

Amend resolution P08-21-16 – rescind M. Warren and add C. Cassidy to gay straight alliance advisor @ \$807*

Amend resolution P08-21-16 – approve ES safety patrol – 50/50 split L. Brinker and L. Palladino @ \$776 each*

Amend resolution #P08-21-16 –National Honor Society - 50/50 split T. Kida & B. Medina \$403.50 each*

*Pending contract negotiations

P09-07-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015 – 2016 school year:

Stipends:

A. Washburn – MS World Language Club @ \$807*

*Pending contract negotiations

P09-08-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015 – 2016 school year:

Amend Resolution #P08-03-16 – J. Rivera - .65 of MA Step 2 (\$53,895 x .65 = \$35,031.75) *

Amend Resolution #P08-26-16 – M. Blau to start 9/16/15 @ \$53,395 plus benefits pro-rated*

*Pending contract negotiations

P09-09-15 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 2015 – 2016 school year:

9/21/15 – 12/10/15 - D. Cohen – WPU @ ES with D. Cerneka
S. Roldan – SPU – 5 hours observation with K. Kane @ LS
C. Tattoli – internship with J. Schmarak – HH Athletic Director

P09-10-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

6th Period Stipends:

M. Stoebs – one day per week @ \$700 effective 10/1/15 – to be pro-rated

P. Cassano – one day per week @ \$700 effective 9/2/15

S. Michaeli – one day per week @ \$700 effective 9/2/15

J. Ascolese – five days per week @ \$3,500 effective 9/2/15

D. Cassiere – five days per week @ \$3,500 effective 9/2/15

P09-11-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Extra Pay:

M. Neumann – review of immunization records for 5 hrs @ \$32/hr = \$160*

L. Busse – 10 hrs coverage for K. Stevenson @ \$32/hr = \$320*

C. Drozdowski – Orton Gillingham training effective 9/1/15 @ 2 hrs per week plus prep at \$32/hr*

L. Ciraco – IEP meeting - .75 hr @ \$32hr = \$24.00*

*Pending contract negotiations

P09-12-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Substitute Teachers:*

C. Risquet – county certified - \$13.91/hr

S. Algauer – county certified - \$13.91/hr

C. Arce – county certified - \$13.91/hr

A. Drozdowski – county certified - \$13.91/hr

L. Sims – county certified - \$13.91/hr

*Pending receipt of paperwork

P09-13-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Leave of Absence:

S. Johnson Gallo – paid sick leave of absence – 9/1/15 to 9/14/15

P09-14-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Home Instruction:

S. Kos – College Comp & Literature Studies – 2 hrs per week @ \$40/hr – student #6180*

F. Avella – Algebra II – 2 hrs per week @ \$40/hr – student #6180*

M. Sparacio – Music Appreciation – 2 hrs per week @ \$40/hr – student #6180*

*Pending contract negotiations

- P09-15-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Retirements:

C. McCarthy – effective 12/31/15

- P09-16-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following appointments or personnel action for the 2015-2016 school year:

Transfers:

P. Montanez from Maintenance to Night Time HS custodian @ \$39,202 plus night differential of \$2,744.14 = \$41,946.14 pro-rated as of 9/21/15 plus benefits

J. Manero from LS custodian to Maintenance @ \$39,202 pro-rated as of 9/21/15 plus benefits

POLICY COMMITTEE:

RESOLUTIONS:

- PL09-01-16 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following activities for 2015-2016 school year: **(Second Readings)**
(Attachment H)

Policy #5337 – Service Animals

Policy #8550 – Outstanding Food Service Charges

Policy #5756 – Transgender Students

Policy #3322/4322 – Staff Members use of Cellular Telephones

Policy/Regulation #5330 – Administration of Medication

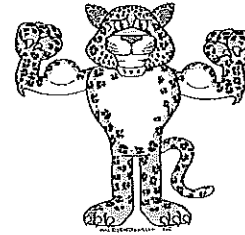
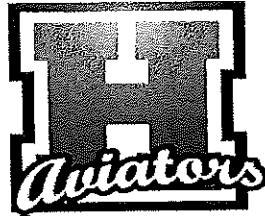
Policy #5339 – Screening for Dyslexia

Policy #5615 – Suspected Gang Activity

Regulation #8540 – Free and Reduced Rate Meals (abolished and name change)

Policy #8540 – School Nutrition Program
Policy #8820 – Opening Exercises/Ceremonies
Policy #5516 – Cellular Phone Policy

Policy #TD – Administrative Appointment to Extra – Curricular Clubs or
Programs (**First Reading**)

*Eagles**Leopards*

Mission Statement

The mission of the Hasbrouck Heights School District is to focus on student development within a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning.

Vision Statements

STUDENTS

Hasbrouck Heights School District believes that learning is measured by the integrity and achievement of its students.

- Students will become independent and self-sufficient citizens, who will succeed and contribute responsibly in a global society.
- Students will be accountable for their work and behavior.
- Students will take pride in their school and community.
- Students will have mutual respect for the different learning styles, strengths, needs and challenges of others.
- Students will be actively engaged in the learning process through diversified classroom activities that challenge all learners.
- Students will be 21st century, college and career ready.

COMMUNITY STAKEHOLDERS

The Hasbrouck Heights School District believes in the value of a diverse community and is actively involved in efforts to promote and create partnerships that celebrate the qualities and individuals that make our community unique.

- Parents/guardians are actively involved in all aspects of the educational process.
- Community service promotes effective partnerships with community stakeholders.
- District and local government connections are apparent through various collaborative efforts.
- The district establishes effective relationships with various educational institutions.

TECHNOLOGY

The Hasbrouck Heights School District believes that technology plays an integral role in improving the quality of instruction and supports learning by providing students and staff with the tools necessary to affect the mission of the district.

- . District enhances student learning through the use of technology tools.
- . Students will learn effective communication, research, presentation, and personal productivity skills through the effective application of technology.
- . Students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate to create and communicate knowledge.
- . Students will develop an understanding of the nature and impact of technology as they relate to the individual and a global society.

CURRICULUM

The Hasbrouck Heights School District will provide each student with a diverse education, aligned with New Jersey Core Content Curriculum and Common Core Standards

- . The curriculum reflects the District's commitment to innovation, continuous improvement, and excellence.
- . The teachers will maintain the curriculum to reflect changes in standards in order to meet the instructional needs of students.
- . The curriculum provides students with the tools necessary to become 21st Century College and Career ready.
- . The district will provide ongoing professional development to support the effectiveness of the curriculum and to strengthen instruction.
- . The curriculum cultivates active student learning.

CONTRACTED SERVICES WITH THE SOUTH BERGEN JOINTURE COMMISSION

The South Bergen Jointure Commission agrees to provide the **Hasbrouck Heights** School District with the following service(s) for the 2015-16 school year:

- | | |
|---|------------|
| 1. Occupational Therapy | <u>N/A</u> |
| 2. Physical Therapy | <u>N/A</u> |
| 3. Speech Therapy | <u>N/A</u> |
| 4. Teacher of the Handicapped | <u>N/A</u> |
| 5. School Psychologist | <u>N/A</u> |
| 6. School Social Worker | <u>N/A</u> |
| 7. Learning Disability Teacher-Consultant | <u>N/A</u> |
| 8. Behaviorist | <u>N/A</u> |
| 9. Teacher Specials (specify) | <u>N/A</u> |
| 10. Teacher Assistant | <u>N/A</u> |
| 11. Evaluations: | |
| a. CST | <u>N/A</u> |
| b. OT | <u>N/A</u> |
| c. PT | <u>N/A</u> |
| d. Speech | <u>N/A</u> |
| e. Other | <u>N/A</u> |
| f. | |
| 12. Payroll Services | <u>N/A</u> |
| 13. **Transportation: | |
| a. Athletic & Field Trips | <u>N/A</u> |
| b. Bergen Tech & Academies | <u>✓</u> |
| c. In District | <u>N/A</u> |
| d. Non Public | <u>N/A</u> |
| e. Special Ed | <u>✓</u> |
| 14. Home Instruction: | <u>✓</u> |
| 15. Home Programming: | <u>✓</u> |

To the extent possible and assuming 1.) the availability of the services, 2.) the continuing need for the services and 3.) that the services continue to be cost effective, the **Hasbrouck Heights** School District agrees that it will make a good faith effort to continue to renew these services annually at or before the beginning of each school year. This is due to a recognition that only a long term commitment can provide program and service stability and continuity. If it is anticipated that any of these services may be terminated, in the next school year, the **Hasbrouck Heights** School District will provide the SBJC as much notice as possible but no less than ninety (90) days.

The cost of each service shall be based on the SBJC Board of Education's established charges developed by charging salaries, benefits, and expenses of the employees' and a 5% administrative fee. ****Transportation** administration fee is 3%. The formula for reimbursement shall ensure that the SBJC will not incur any district related expense when providing services, including the training of an individual.

The district also agrees not to employ personnel assigned to their district as their own employee for a period of one year after the present contract expires.

Board of Education of: Hasbrouck Heights

South Bergen Jointure Commission

Board Secretary: _____

Ms. Susan Cucciniello, Board Sec.: _____

Board President: _____

Mr. Stephen Kollinok, Board President: _____

Date: _____

Date: _____

ATTACHMENT C

DATE REQUESTED

FACILITY REQUEST

Sep-15

CONTACT

ORGANIZATION

[illegible]

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

ATTACHMENT D

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Starting date 7/1/2015

Ending date 7/31/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
010333 H	07/09/15		5925	CEBULA; MIKE	\$306.00
010336 H	07/17/15		1673	MONTELBANO, KEVIN	\$480.00
010337 V	07/17/15	07/17/15	1673	MONTELBANO, KEVIN	
010338 H	07/17/15		1692	LASH, MALCOLM	\$360.00
010340 H	07/17/15		1706	WHRITENOUR, MIKE	\$360.00
010350 H	07/27/15		0353	REGA, ANASTASIA	\$160.00
010352 V	07/07/15	07/07/15	1874	NORTH JERSEY RUNNING ASSOCIATION	
052988 V	10/22/14	07/20/15	1359	NEW MILFORD ATHLETIC BOOSTER	(\$175.00)
054333	07/09/15		2081	BOWLER CITY, INC.	\$448.00
054334	07/09/15		2727	FIRST STUDENT, INC.	\$195.00
054390	07/14/15		0898	M&D FAST FOODS	\$71.00
054391	07/14/15		0924	MCDONALDS	\$597.07
054392 V	07/14/15	09/03/15	9669	NEW JERSEY STATE BAR FOUNDATION	\$40.00
054399	07/15/15		0017	HELFANT, MATTHEW	\$2,500.00
054400	07/16/15		2727	FIRST STUDENT, INC.	\$260.00
054406	07/22/15		3180	BOWCRAFT AMUSEMENT PARK	\$1,243.40
054407	07/22/15		3137	CARVEL	\$108.00
054408	07/22/15		2727	FIRST STUDENT, INC.	\$260.00
054409 H	07/23/15		6351	COSTCO	\$250.91
054410	07/23/15		3021	A.T. &T	\$113.47
054411	07/23/15		0003	AGILE SPORTS TECNOLOGIES, INC.	\$1,600.00
054412	07/23/15		0240	ARC SPORTS	\$823.60
054413	07/23/15		2867	ARTHUR J. GALLAGHER	\$9,001.00
054414	07/23/15		1496	BANC OF AMERICA PUBLIC CAPITAL CORP	\$5,717.49
054415	07/23/15		1627	BAYADA HOME HEALTH CARE, INC.	\$767.50
054416	07/23/15		1826	BCCA HOLIDAY WRESTLING TOURNAMENT	\$420.00
054417	07/23/15		1216	BISCHOFF; MICHELLE	\$120.00
054418	07/23/15		4336	CABLEVISION	\$174.85
054419	07/23/15		9024	CABLEVISION LIGHTPATH	\$11,765.82
054420	07/23/15		0949	CARRERA, ROSARIO	\$750.00
054421	07/23/15		1487	CCL THERAPY, LLC	\$3,025.00
054422	07/23/15		8168	DE LAGE LANDEN PUBLIC FINANCE	\$2,275.14
054423	07/23/15		1033	DELL FINANCIAL SERVICES	\$5,126.37
054424	07/23/15		1150	DELTA DENTAL	\$24,972.15
054425	07/23/15		0403	DEMCO	\$86.28
054426	07/23/15		0426	DINGERTOPADRE; MARIA	\$1,020.00
054427	07/23/15		9042	GIANCASPRO, VALERIE	\$50.00
054428	07/23/15		4316	HEALY AWARDS, INC.	\$699.75
054429	07/23/15		0716	HOME DEPOT	\$3,603.50

Starting date 7/1/2015 Ending date 7/31/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
054430	07/23/15		1555	IMPALLI, EDNA	\$386.75
054431	07/23/15		2894	JOHNSON; DAWN	\$134.85
054432	07/23/15		0898	M&D FAST FOODS	\$85.00
054433	07/23/15		4579	MASTROPIETRO, JOSEPH	\$50.00
054434	07/23/15		6173	MAXIM HEALTHCARE SERVICES, INC.	\$551.25
054435	07/23/15		0111	MUNICIPAL CAPITAL CORP	\$4,545.00
054436	07/23/15		1003	NASCO	\$266.40
054437	07/23/15		4250	NJ PRINCIPALS & SUPVSR'S ASSOC	\$1,875.00
054438	07/23/15		2236	NJASA	\$400.00
054439	07/23/15		4234	NJIC	\$3,400.00
054440	07/23/15		1149	NJSBA	\$11,987.10
054441	07/23/15		7259	NJSIAA	\$2,150.00
054442	07/23/15		1148	NSBA NATIONAL SCHOOL BOARDS ASSOC	\$2,675.00
054443	07/23/15		1228	OTIS ELEVATOR COMPANY	\$8,761.91
054444	07/23/15		0227	PITNEY BOWES	\$837.00
054445	07/23/15		3158	PITNEY BOWES PURCHASE POWER	\$1,074.98
054446	07/23/15		0373	RITE AID HDQTERS CORP	\$1,550.38
054447	07/23/15		2978	SCHOOL ALLIANCE INSURANCE FUND, % PEGAS	\$41,403.00
054448	07/23/15		0008	SCHOOL MESSENGER/RELIANCE COMMUNICATIONS	\$3,685.50
054449	07/23/15		3662	SHIRTS ILLUSTRATED	\$1,025.00
054450	07/23/15		5000	SPORTIME/SCHOOL SPECIALTY	\$648.85
054451	07/23/15		2070	STANS SPORTS CENTER	\$3,303.00
054452	07/23/15		2086	STRAUSS ESMAY ASSOC. INC.	\$2,445.00
054453	07/23/15		0710	TYCO INTERGRATED SECURITY LLC.	\$305.33
054454	07/23/15		0639	UNITED WATER OF NEW JERSEY	\$1,318.76
054455	07/23/15		4454	VERIZON	\$1,685.29
054456	07/23/15		5355	WELLS FARGO INS SERV USA-SU, NJ	\$34,963.68
054457	07/24/15		0716	HOME DEPOT	\$4,061.17
054458	07/27/15		4625	PETTY CASH/BOARD OF EDUCATION	\$500.00
054459	07/27/15		1240	PETTY CASH/HIGH SCHOOL	\$500.00
054460	07/27/15		6758	PETTY CASH/MIDDLE SCHOOL	\$300.00
054461	07/27/15		2620	PETTY CASH/EUCLID SCHOOL	\$300.00
054462	07/27/15		1493	PETTY CASH/LINCOLN SCHOOL	\$300.00
054463	07/27/15		1648	PETTY CASH/CHILD STUDY TEAM	\$300.00
054464	07/27/15		3020	MASCHIO'S FOOD SERVICE, INC.	\$26,087.08
054465	07/29/15		0934	BURGER KING	\$382.73
054466	07/29/15		2727	FIRST STUDENT, INC.	\$260.00
054467	07/29/15		0032	FUNTIME JUNCTION INC	\$1,007.45
054471	07/29/15		0716	HOME DEPOT	\$3,915.06

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Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

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Starting date 7/1/2015

Ending date 7/31/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
054472	07/28/15		0716	HOME DEPOT	\$5,147.87
061815 H	07/20/15		0271	PRUDENTIAL RETIREMENT(DCRP)	\$670.11
072715 H	07/27/15		3151	NJ DIV. OF PENSIONS & HEALTH	\$336,028.36
072915 H	07/31/15		7269	HASBROUCK HEIGHTS PR AGENCY	\$7,011.67
073015 H	07/31/15		7269	HASBROUCK HEIGHTS PR AGENCY	\$22,192.44
073115	07/31/15		PAY	HASBROUCK HEIGHTS PAYROLL	\$392,245.53
103340 H	07/13/15		1167	GOLDEN WRESTLING CAMPS	\$600.00
103377 H	07/17/15		1678	FACENDOLA, ADAM	\$120.00
103390 H	07/17/15		0778	PEREZ, RAY	\$120.00
103410 H	07/17/15		1707	MEZATESTA, GLEN	\$480.00

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

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Starting date 7/1/2015

Ending date 7/31/2015

Fund Totals		
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10	General Funds	\$9,211.67
11	GENERAL FUND	\$920,266.92
12	Capital Outlay	\$7,401.51
60	Enterprise Fund	\$73,753.70
95	STUDENT ACTIVITY	\$2,986.00
Total for all checks listed		\$1,013,619.80

Prepared and submitted by: _____

Board Secretary

Date

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$2,773,779.10
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		\$26,211,839.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$96,084.64	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$5,326.00	\$101,410.64

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	\$28,761,896.00	
302	Less revenues	(\$27,304,947.41)	\$1,456,948.59

Total assets and resources

\$30,546,177.33

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$40,455.19
421	Accounts payable		\$272,512.42
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$7,500.00
	Other current liabilities		\$0.00
Total liabilities			\$320,467.61

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

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances		\$22,913,249.28
761	Capital reserve account - July	\$701,912.00	
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	\$701,912.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00
762	Adult education programs		\$126,287.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$29,225,797.48	
602	Less: Expenditures (\$913,129.83)		
	Less: Encumbrances (\$22,697,188.80)	(\$23,610,318.63)	\$5,615,478.85
	Total appropriated		\$29,356,927.13

Unappropriated:

770	Fund balance, July 1	\$1,332,684.07	
771	Designated fund balance	\$0.00	
303	Budgeted fund balance	(\$463,901.48)	
	Total fund balance		\$30,225,709.72
	Total liabilities and fund equity		<u>\$30,546,177.33</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$29,225,797.48	\$23,610,318.63	\$5,615,478.85
Revenues	(\$28,761,896.00)	(\$27,304,947.41)	(\$1,456,948.59)
Subtotal	<u>\$463,901.48</u>	<u>(\$3,694,628.78)</u>	<u>\$4,158,530.26</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$701,912.00)	\$701,912.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$463,901.48</u>	<u>(\$4,396,540.78)</u>	<u>\$4,860,442.26</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$463,901.48</u>	<u>(\$4,396,540.78)</u>	<u>\$4,860,442.26</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$463,901.48</u>	<u>(\$4,396,540.78)</u>	<u>\$4,860,442.26</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	27,331,594	0	27,331,594	27,212,443	Under	119,151
00520	SUBTOTAL – Revenues from State Sources	1,411,637	0	1,411,637	92,504	Under	1,319,133
00570	SUBTOTAL – Revenues from Federal Sources	18,665	0	18,665	0	Under	18,665
Total		28,761,896	0	28,761,896	27,304,947		1,456,949
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	8,827,288	92,041	8,919,329	915	8,692,296	226,118
10300	Total Special Education - Instruction	2,859,021	313	2,859,334	29,970	2,803,979	25,385
11160	Total Basic Skills/Remedial – Instruct.	97,387	0	97,387	0	97,387	0
12160	Total Bilingual Education – Instruction	105,712	0	105,712	0	105,492	220
17100	Total School-Sponsored Co/Extra Curricul	212,921	225	213,146	1,091	197,556	14,500
17600	Total School-Sponsored Athletics – Instr	485,605	10,435	496,040	12,221	358,353	125,466
29180	Total Undistributed Expenditures - Instr	2,784,486	0	2,784,486	0	0	2,784,486
29680	Total Undistributed Expenditures – Atten	60,558	0	60,558	4,695	55,863	0
30620	Total Undistributed Expenditures – Healt	236,335	173	236,508	1,550	219,338	15,619
40580	Total Undistributed Expend – Speech, OT,	928,384	0	928,384	768	260,211	667,405
41080	Total Undist. Expend. – Other Supp. Serv	418,485	0	418,485	1,568	326,918	90,000
41660	Total Undist. Expend. – Guidance	475,376	0	475,376	4,699	469,178	1,500
42200	Total Undist. Expend. – Child Study Team	859,796	0	859,796	22,043	828,920	8,834
43200	Total Undist. Expend. – Improvement of I	0	187,705	187,705	7,530	180,175	0
43620	Total Undist. Expend. – Edu. Media Serv.	424,720	0	424,720	12,440	399,226	13,054
44180	Total Undist. Expend. – Instructional St	6,000	0	6,000	0	0	6,000
45300	Support Serv. - General Admin	611,069	309	611,378	52,483	358,824	200,071
46160	Support Serv. - School Admin	1,018,108	9	1,018,117	88,657	887,203	42,257
47200	Total Undist. Expend. – Central Services	341,588	12,750	354,338	25,088	294,150	35,100
47620	Total Undist. Expend. – Admin. Info. Tec	128,311	0	128,311	5,713	34,904	87,694
51120	Total Undist. Expend. – Oper. & Maint. O	2,220,290	13,843	2,234,133	191,543	1,574,420	468,169
52480	Total Undist. Expend. – Student Transpor	745,347	0	745,347	3,611	59,688	682,048
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	4,809,438	0	4,809,438	439,144	4,296,603	73,690
75880	TOTAL EQUIPMENT	0	14,694	14,694	0	14,694	0
76260	Total Facilities Acquisition and Constr	165,807	71,268	237,075	7,402	181,812	47,862
Total		28,822,032	403,765	29,225,797	913,130	22,697,189	5,615,479

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

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 General Funds

				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:									
00100	10-1210	Local Tax Levy		27,211,839	0	27,211,839	27,211,839		0
00260	10-1910	Rents and Royalties		48,000	0	48,000	0	Under	48,000
00300	10-1__	Unrestricted Miscellaneous Revenues		70,000	0	70,000	604	Under	69,396
00340	10-1__	Interest Earned on Capital Reserve Funds		1,755	0	1,755	0	Under	1,755
00420	10-3121	Categorical Transportation Aid		35,899	0	35,899	35,899		0
00430	10-3131	Extraordinary Aid		268,258	0	268,258	0	Under	268,258
00460	10-3176	Equalization Aid		16,038	0	16,038	16,038		0
00470	10-3177	Categorical Security Aid		40,567	0	40,567	40,567		0
00500	10-3__	Other State Aids		1,050,875	0	1,050,875	0	Under	1,050,875
00540	10-4200	Medicaid Reimbursement		18,665	0	18,665	0	Under	18,665
Total				28,761,896	0	28,761,896	27,304,947		1,456,949
Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-__-101	Kindergarten – Salaries of Teachers		505,125	0	505,125	0	505,125	0
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		3,108,016	0	3,108,016	0	3,108,016	0
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		1,762,312	0	1,762,312	0	1,762,312	0
02140	11-140-__-101	Grades 9-12 – Salaries of Teachers		2,975,072	0	2,975,072	0	2,975,072	0
03020	11-190-1__-320	Purchased Professional – Educational Ser		56,700	7,400	64,100	0	5,600	58,500
03040	11-190-1__-340	Purchased Technical Services		83,063	2,067	85,130	0	35,804	49,326
03080	11-190-1__-610	General Supplies		220,000	105,674	325,674	915	294,933	29,826
03100	11-190-1__-640	Textbooks		110,000	(23,100)	86,900	0	4,797	82,103
03120	11-190-1__-8__	Other Objects		7,000	0	7,000	0	637	6,363
04500	11-204-100-101	Salaries of Teachers		111,693	0	111,693	0	111,693	0
04520	11-204-100-106	Other Salaries for Instruction		84,386	0	84,386	0	84,386	0
04600	11-204-100-610	General Supplies		1,000	20	1,020	0	617	403
04620	11-204-100-640	Textbooks		500	(20)	480	0	0	480
07000	11-213-100-101	Salaries of Teachers		1,872,916	0	1,872,916	0	1,872,916	0
07020	11-213-100-106	Other Salaries for Instruction		433,954	0	433,954	0	433,954	0
07100	11-213-100-610	General Supplies		8,000	313	8,313	0	4,327	3,986
07120	11-213-100-640	Textbooks		1,000	0	1,000	0	0	1,000
07140	11-213-100-8__	Other Objects		850	0	850	0	0	850
08500	11-216-100-101	Salaries of Teachers		133,344	0	133,344	0	133,344	0
08520	11-216-100-106	Other Salaries for Instruction		84,386	0	84,386	0	84,386	0
08600	11-216-100-6__	General Supplies		4,000	0	4,000	0	2,623	1,377
08620	11-216-100-8__	Other Objects		500	0	500	0	0	500
09260	11-219-100-101	Salaries of Teachers		55,000	0	55,000	750	54,250	0
09500	11-221-100-101	Salaries of Teachers		28,325	0	28,325	13,648	14,677	0
09540	11-221-100-106	Other Salaries for Instruction		18,667	0	18,667	11,861	6,806	0
09560	11-221-100-320	Purchased Professional-Educational Servi		20,000	0	20,000	3,711	0	16,289
09620	11-221-100-610	General Supplies		500	0	500	0	0	500
11000	11-230-100-101	Salaries of Teachers		97,387	0	97,387	0	97,387	0
12000	11-240-100-101	Salaries of Teachers		104,412	0	104,412	0	104,412	0

Report of the Secretary to the Board of Education
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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	1,080	20
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	198,421	0	198,421	1,091	197,330	0
17040	11-401-100-6__	Supplies and Materials	14,500	225	14,725	0	225	14,500
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	325,605	0	325,605	0	325,605	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	0	45,000	0	0	45,000
17540	11-402-100-6__	Supplies and Materials	80,000	10,435	90,435	4,826	31,868	53,741
17560	11-402-100-8__	Other Objects	35,000	0	35,000	7,395	880	26,725
29020	11-000-100-562	Tuition to Other LEAs within the State -	548,623	0	548,623	0	0	548,623
29040	11-000-100-563	Tuition to County Voc. School District-R	320,238	0	320,238	0	0	320,238
29060	11-000-100-564	Tuition to County Voc. School District-S	236,640	0	236,640	0	0	236,640
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	601,750	0	601,750	0	0	601,750
29100	11-000-100-566	Tuition to Priv. School for the Disabled	1,046,531	0	1,046,531	0	0	1,046,531
29160	11-000-100-569	Tuition – Other	30,704	0	30,704	0	0	30,704
29500	11-000-211-1__	Salaries	60,558	0	60,558	4,695	55,863	0
30500	11-000-213-1__	Salaries	214,335	0	214,335	0	214,335	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	10,000	0	10,000	0	0	10,000
30580	11-000-213-6__	Supplies and Materials	9,000	0	9,000	0	4,830	4,170
30600	11-000-213-8__	Other Objects	3,000	173	3,173	1,550	173	1,450
40500	11-000-216-1__	Salaries	256,126	0	256,126	0	256,126	0
40520	11-000-216-320	Purchased Professional – Educational Ser	668,258	(2,400)	665,858	768	0	665,091
40540	11-000-216-6__	Supplies and Materials	4,000	2,400	6,400	0	4,085	2,315
41000	11-000-217-1__	Salaries	328,485	0	328,485	1,568	326,918	0
41020	11-000-217-320	Purchased Professional – Educational Ser	90,000	0	90,000	0	0	90,000
41500	11-000-218-104	Salaries of Other Professional Staff	427,075	0	427,075	912	426,163	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	46,801	0	46,801	3,787	43,015	0
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	500	0	500	0	0	500
41620	11-000-218-6__	Supplies and Materials	500	0	500	0	0	500
41640	11-000-218-8__	Other Objects	500	0	500	0	0	500
42000	11-000-219-104	Salaries of Other Professional Staff	755,780	0	755,780	14,958	740,822	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	87,516	0	87,516	7,084	80,432	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	500	0	500	0	0	500
42160	11-000-219-6__	Supplies and Materials	14,500	(500)	14,000	0	6,846	7,154
42180	11-000-219-8__	Other Objects	1,500	500	2,000	0	820	1,180
43000	11-000-221-102	Salaries of Supervisor of Instruction	0	187,705	187,705	7,530	180,175	0
43500	11-000-222-1__	Salaries	404,020	0	404,020	12,354	391,666	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	5,026	974
43580	11-000-222-6__	Supplies and Materials	14,000	0	14,000	86	2,431	11,483
43600	11-000-222-8__	Other Objects	700	0	700	0	103	597
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)	6,000	0	6,000	0	0	6,000
45000	11-000-230-1__	Salaries	236,319	0	236,319	19,068	217,251	0

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Hasbrouck Heights Board of Ed.

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
45040	11-000-230-331	Legal Services	75,000	0	75,000	0	0	75,000
45060	11-000-230-332	Audit Fees	30,000	0	30,000	0	0	30,000
45120	11-000-230-340	Purchased Technical Services	19,050	0	19,050	0	4,800	14,250
45140	11-000-230-530	Communications/Telephone	154,500	300	154,800	15,751	132,507	6,542
45160	11-000-230-585	BOE Other Purchased Services	2,500	(300)	2,200	0	0	2,200
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	57,000	0	57,000	0	0	57,000
45200	11-000-230-610	General Supplies	7,000	0	7,000	0	109	6,891
45260	11-000-230-890	Miscellaneous Expenditures	16,450	309	16,759	5,676	4,158	6,925
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	611,070	0	611,070	58,049	553,021	0
46020	11-000-240-104	Salaries of Other Professional Staff	116,916	0	116,916	9,743	107,173	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass	234,122	0	234,122	18,949	215,173	0
46080	11-000-240-3__	Purchased Professional and Technical Ser	0	3,151	3,151	0	0	3,151
46120	11-000-240-6__	Supplies and Materials	38,000	(1,367)	36,633	0	7,251	29,381
46140	11-000-240-8__	Other Objects	18,000	(1,775)	16,225	1,915	4,585	9,725
47000	11-000-251-1__	Salaries	302,284	0	302,284	25,088	277,196	0
47020	11-000-251-330	Purchased Professional Services	0	12,750	12,750	0	12,750	0
47040	11-000-251-340	Purchased Technical Services	19,804	0	19,804	0	0	19,804
47100	11-000-251-6__	Supplies and Materials	15,000	0	15,000	0	3,214	11,786
47180	11-000-251-890	Other Objects	4,500	0	4,500	0	990	3,510
47500	11-000-252-1__	Salaries	23,311	0	23,311	2,027	21,284	0
47540	11-000-252-340	Purchased Technical Services	11,000	0	11,000	3,686	0	7,315
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series	25,000	0	25,000	0	285	24,715
47580	11-000-252-6__	Supplies and Materials	67,000	0	67,000	0	13,335	53,665
47600	11-000-252-8__	Other Objects	2,000	0	2,000	0	0	2,000
48500	11-000-261-1__	Salaries	94,251	0	94,251	7,756	86,495	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	150,000	9,928	159,928	8,762	28,714	122,452
48540	11-000-261-610	General Supplies	2,500	0	2,500	0	0	2,500
48560	11-000-261-8__	Other Objects	500	0	500	0	0	500
49000	11-000-262-1__	Salaries	952,077	0	952,077	61,043	891,034	0
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	100,000	0	100,000	0	11,507	88,493
49120	11-000-262-490	Other Purchased Property Services	33,000	0	33,000	1,319	31,681	0
49140	11-000-262-520	Insurance	134,550	0	134,550	85,368	41,404	7,778
49160	11-000-262-590	Miscellaneous Purchased Services	96,540	0	96,540	4,545	91,995	0
49180	11-000-262-610	General Supplies	130,000	3,915	133,915	16,728	30,685	86,503
49200	11-000-262-621	Energy (Natural Gas)	138,500	(10,000)	128,500	0	128,500	0
49220	11-000-262-622	Energy (Electricity)	190,000	10,000	200,000	0	200,000	0
49280	11-000-262-8__	Other Objects	15,600	0	15,600	0	2,750	12,850
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	38,000	0	38,000	0	0	38,000
50060	11-000-263-610	General Supplies	500	0	500	0	0	500
50080	11-000-263-8__	Other Objects	500	0	500	0	0	500

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

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 10 General Funds

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
51020	11-000-266-3__	Purchased Professional and Technical Ser		100,000	0	100,000	0	0	100,000
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.		42,772	0	42,772	6,023	29,656	7,093
51060	11-000-266-610	General Supplies		500	0	500	0	0	500
51080	11-000-266-8__	Other Objects		500	0	500	0	0	500
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) -		29,684	0	29,684	1,334	28,350	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho		28,000	0	28,000	0	28,000	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services		14,000	0	14,000	0	0	14,000
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) -		62,000	0	62,000	0	0	62,000
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr		100,068	0	100,068	2,277	3,338	94,453
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre		497,943	0	497,943	0	0	497,943
52440	11-000-270-615	Transportation Supplies		10,000	0	10,000	0	0	10,000
52460	11-000-270-8__	Other objects		1,000	0	1,000	0	0	1,000
71020	11-000-291-220	Social Security Contributions		328,100	0	328,100	22,192	305,908	0
71060	11-000-291-241	Other Retirement Contributions - PERS		293,397	0	293,397	0	293,397	0
71140	11-000-291-250	Unemployment Compensation		30,000	0	30,000	0	0	30,000
71160	11-000-291-260	Workmen's Compensation		178,765	(600)	178,165	0	136,600	41,565
71180	11-000-291-270	Health Benefits		3,853,398	0	3,853,398	349,632	3,502,325	1,441
71200	11-000-291-280	Tuition Reimbursement		50,000	0	50,000	0	49,915	85
71220	11-000-291-290	Other Employee Benefits		75,778	600	76,378	67,320	8,458	600
73080	12-140-100-73__	Grades 9-12		0	8,697	8,697	0	8,697	0
75680	12-000-252-73__	Undistributed Expenditures - Admin. Info		0	5,997	5,997	0	5,997	0
76080	12-000-400-450	Construction Services		70,131	70,763	140,894	0	99,890	41,004
76140	12-000-400-721	Lease Purchase Agreements - Principal		88,818	505	89,323	7,402	81,921	0
76200	12-000-400-800	Other Objects		6,858	0	6,858	0	0	6,858
Total				28,822,032	403,765	29,225,797	913,130	22,697,189	5,615,479

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$68,023.70
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	\$15,877.21	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$15,877.21

Loans Receivable:

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

Other Current Assets

Resources:

301	Estimated revenues	\$1,028,355.00	
302	Less revenues	(\$28,587.00)	\$999,768.00
	Total assets and resources		<u>\$1,083,668.91</u>

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$25,424.28
421	Accounts payable	\$22,879.09
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$575.91
	Other current liabilities	\$6,434.63
	Total liabilities	\$55,313.91

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

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$152,968.36
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$1,030,771.00		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	(\$152,968.36)	(\$152,968.36)	\$877,802.64
	Total appropriated			\$1,030,771.00

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$2,416.00)
	Total fund balance			\$1,028,355.00
	Total liabilities and fund equity			<u>\$1,083,668.91</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,030,771.00	\$152,968.36	\$877,802.64
Revenues	(\$1,028,355.00)	(\$28,587.00)	(\$999,768.00)
Subtotal	<u>\$2,416.00</u>	<u>\$124,381.36</u>	<u>(\$121,965.36)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,416.00</u>	<u>\$124,381.36</u>	<u>(\$121,965.36)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$2,416.00</u>	<u>\$124,381.36</u>	<u>(\$121,965.36)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$2,416.00</u>	<u>\$124,381.36</u>	<u>(\$121,965.36)</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	20,950	43	20,993	8,944	Under	12,049
00745	Total Revenues from Local Sources	2,000	0	2,000	0	Under	2,000
00770	Total Revenues from State Sources	317,140	(2,416)	314,724	19,643	Under	295,081
00830	Total Revenues from Federal Sources	640,000	50,638	690,638	0	Under	690,638
Total		980,090	48,265	1,028,355	28,587		999,768
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	38,950	588	39,538	0	0	39,538
84100	Local Projects	2,000	0	2,000	0	0	2,000
88000	Nonpublic Textbooks	21,150	0	21,150	0	0	21,150
88020	Nonpublic Auxiliary Services	136,460	0	136,460	0	0	136,460
88040	Nonpublic Handicapped Services	114,500	0	114,500	0	0	114,500
88060	Nonpublic Nursing Services	33,670	0	33,670	0	33,670	0
88080	Nonpublic Technology Initiative	11,360	0	11,360	0	0	11,360
88740	Total Federal Projects	210,000	462,093	672,093	0	119,298	552,795
Total		568,090	462,681	1,030,771	0	152,968	877,803

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	20,950	43	20,993	8,944	Under	12,049
00740 20-1___ Other Revenue from Local Sources	2,000	0	2,000	0	Under	2,000
00765 20-32___ Other Restricted Entitlements	317,140	(2,416)	314,724	19,643	Under	295,081
00775 20-441[1-6] Title I	138,000	3,816	141,816	0	Under	141,816
00780 20-445[1-5] Title II	37,000	(937)	36,063	0	Under	36,063
00785 20-449[1-4] Title III	35,000	9,252	44,252	0	Under	44,252
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	430,000	38,507	468,507	0	Under	468,507
Total	980,090	48,265	1,028,355	28,587		999,768

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	38,950	588	39,538	0	0	39,538
84100 20-___-___-___ Local Projects	2,000	0	2,000	0	0	2,000
88000 20-___-___-___ Nonpublic Textbooks	21,150	0	21,150	0	0	21,150
88020 20-___-___-___ Nonpublic Auxiliary Services	136,460	0	136,460	0	0	136,460
88040 20-___-___-___ Nonpublic Handicapped Services	114,500	0	114,500	0	0	114,500
88060 20-___-___-___ Nonpublic Nursing Services	33,670	0	33,670	0	33,670	0
88080 20-___-___-___ Nonpublic Technology Initiative	11,360	0	11,360	0	0	11,360
88500 20-___-___-___ Title I	138,000	3,816	141,816	0	115,033	26,783
88520 20-___-___-___ Title II	37,000	(937)	36,063	0	4,265	31,798
88540 20-___-___-___ Title III	35,000	9,252	44,252	0	0	44,252
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	0	449,962	449,962	0	0	449,962
Total	568,090	462,681	1,030,771	0	152,968	877,803

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:			
101	Cash in bank		\$38,436.24
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$669,505.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$669,505.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			\$2,680,668.00
Resources:			
301	Estimated revenues	\$0.00	
302	Less revenues	(\$1.80)	(\$1.80)
Total assets and resources			<u>\$3,388,607.44</u>

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00	
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$1,748,020.30
Total liabilities			\$1,748,020.30

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 30 Capital Projects Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2, _____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$0.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00

Unappropriated:

770	Fund balance, July 1			\$1,640,587.14
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00

Total fund balance \$1,640,587.14

Total liabilities and fund equity \$3,388,607.44

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	(\$1.80)	\$1.80
Subtotal	<u>\$0.00</u>	<u>(\$1.80)</u>	<u>\$1.80</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1.80)</u>	<u>\$1.80</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1.80)</u>	<u>\$1.80</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$1.80)</u>	<u>\$1.80</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 7/1/2015 Ending date 7/31/2015 Fund: 30 Capital Projects Fund

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:						
(Total of Accounts W/O a Grid# Assigned)	0	0	0	2		(2)
Total	0	0	0	2		(2)

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 30 Capital Projects Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	2		(2)
Total	0	0	0	2		(2)

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		\$42,653.85
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$706,288.00

Accounts Receivable:

132	Interfund	\$6,392.00	
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	\$6,392.00

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	\$880,390.00	
302	Less revenues	(\$706,288.00)	\$174,102.00

Total assets and resources

\$929,435.85

Liabilities and Fund Equity

Liabilities:

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

Total liabilities

\$0.00

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

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 40 Debt Service Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$903,094.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$903,094.00
	Total appropriated			\$903,094.00

Unappropriated:

770	Fund balance, July 1			\$49,045.85
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$22,704.00)
	Total fund balance			\$929,435.85
	Total liabilities and fund equity			<u>\$929,435.85</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$903,094.00	\$0.00	\$903,094.00
Revenues	(\$880,390.00)	(\$706,288.00)	(\$174,102.00)
Subtotal	<u>\$22,704.00</u>	<u>(\$706,288.00)</u>	<u>\$728,992.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$22,704.00</u>	<u>(\$706,288.00)</u>	<u>\$728,992.00</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$22,704.00</u>	<u>(\$706,288.00)</u>	<u>\$728,992.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$22,704.00</u>	<u>(\$706,288.00)</u>	<u>\$728,992.00</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	706,288	0	706,288	706,288		0
0093A	Other	174,102	0	174,102	0	Under	174,102
Total		880,390	0	880,390	706,288		174,102

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	903,094	0	903,094	0	0	903,094
Total		903,094	0	903,094	0	0	903,094

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

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	706,288	0	706,288	706,288		0
00890	40-3160	Debt Service Aid Type II	174,102	0	174,102	0	Under	174,102
Total			880,390	0	880,390	706,288		174,102

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	258,094	0	258,094	0	0	258,094
89620	40-701-510-910	Redemption of Principal	645,000	0	645,000	0	0	645,000
Total			903,094	0	903,094	0	0	903,094

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

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$618,185.98
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

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

Other Current Assets

Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	(\$30,971.87)	(\$30,971.87)

Total assets and resources

\$587,214.11

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$4,325.09
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$67,072.75
	Other current liabilities	\$0.00
Total liabilities		\$71,397.84

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			(\$3,847.23)
761	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$13,987.98		
602	Less: Expenditures	(\$47,609.77)		
	Less: Encumbrances	\$17,835.21	(\$29,774.56)	(\$15,786.58)
	Total appropriated			(\$19,633.81)
Unappropriated:				
770	Fund balance, July 1			\$549,438.06
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$13,987.98)
	Total fund balance			\$515,816.27
	Total liabilities and fund equity			\$587,214.11

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$13,987.98	\$29,774.56	(\$15,786.58)
Revenues	\$0.00	(\$30,971.87)	\$30,971.87
Subtotal	<u>\$13,987.98</u>	<u>(\$1,197.31)</u>	<u>\$15,185.29</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>\$13,987.98</u>	<u>(\$1,197.31)</u>	<u>\$15,185.29</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$13,987.98</u>	<u>(\$1,197.31)</u>	<u>\$15,185.29</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$13,987.98</u>	<u>(\$1,197.31)</u>	<u>\$15,185.29</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 7/1/2015 Ending date 7/31/2015 Fund: 60 Enterprise Fund

		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
Revenues:							
(Total of Accounts W/O a Grid# Assigned)		0	0	0	30,972		(30,972)
Total		0	0	0	30,972		(30,972)
		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
Expenditures:							
(Total of Accounts W/O a Grid# Assigned)		0	13,988	13,988	47,610	(17,835)	(15,787)
Total		0	13,988	13,988	47,610	(17,835)	(15,787)

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999		0	0	0	30,972		(30,972)
Total		0	0	0	30,972		(30,972)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999		0	13,988	13,988	47,610	(17,835)	(15,787)
Total		0	13,988	13,988	47,610	(17,835)	(15,787)

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$93,081.26
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	\$63,341.43	
302	Less revenues	(\$81,010.94)	(\$17,669.51)

Total assets and resources

\$75,411.75

Liabilities and Fund Equity

Liabilities:

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

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

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Starting date 7/1/2015 Ending date 7/31/2015 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$5,160.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$63,341.43	
602	Less: Expenditures	(\$2,986.00)		
	Less: Encumbrances	(\$5,160.00)	(\$8,146.00)	\$55,195.43
	Total appropriated			\$60,355.43
Unappropriated:				
770	Fund balance, July 1			\$15,056.32
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$75,411.75
	Total liabilities and fund equity			<u>\$75,411.75</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$63,341.43	\$8,146.00	\$55,195.43
Revenues	(\$63,341.43)	(\$81,010.94)	\$17,669.51
Subtotal	<u>\$0.00</u>	<u>(\$72,864.94)</u>	<u>\$72,864.94</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>(\$72,864.94)</u>	<u>\$72,864.94</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$72,864.94)</u>	<u>\$72,864.94</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$72,864.94)</u>	<u>\$72,864.94</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	63,341	63,341	81,011		(17,670)
Total		0	63,341	63,341	81,011		(17,670)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	63,341	63,341	2,986	5,160	55,195
Total		0	63,341	63,341	2,986	5,160	55,195

Starting date 7/1/2015 Ending date 7/31/2015 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	63,341	63,341	81,011		(17,670)
	Total 0	63,341	63,341	81,011		(17,670)
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	63,341	63,341	2,986	5,160	55,195
	Total 0	63,341	63,341	2,986	5,160	55,195

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

July 31, 2015

	Cash Balance 7/1/2015	Cash Receipts July-15	Cash Disbursements July-15	Cash Balance 7/31/2015
General Fund - 10	2,234,186.89	1,522,102.06	(982,509.85)	2,773,779.10
Special Revenue Fund - 20	(233,142.30)	301,166.00	0.00	68,023.70
Capital Projects Fund - 30	38,434.44	1.80	0.00	38,436.24
Debt Service Fund - 40	42,653.85	0.00	0.00	42,653.85
Enterprise Fund - 60	652,181.37	40,321.86	(74,317.25)	618,185.98
Total	2,734,314.25	1,863,591.72	(1,056,827.10)	3,541,078.87
Payroll Account	0.40	272,265.10	(272,265.10)	0.40
Payroll Agency Account	90,340.97	183,329.23	(194,466.60)	79,203.60
Unemployment Account	141,049.65	30.27	(2,585.39)	138,494.53
Summer Escrow Account	58.06	0.00	(43.85)	14.21
Flexible Spending Account	2,163.94	263.62	0.00	2,427.56
Grand Total	2,967,927.27	2,319,479.94	(1,526,188.04)	3,761,219.17

Chief School Administrator

Date

Monthly Transfer Report NJ

Hasbrouck Heights Board of Ed.

District:

Month / Year: Jul 31, 2015

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - A:23A-2.3	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 7/31/2015	% 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	8,827,288	92,041	8,919,329	891,933	0	0.00%	891,933	891,933
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	4,408,989	313	4,409,302	440,930	0	0.00%	440,930	440,930
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricular, Total School-Sponsored Athletics - Instr, Total Before/After School Programs - Ins, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Education, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	698,526	10,661	709,187	70,919	0	0.00%	70,919	70,919
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	2,784,486	0	2,784,486	278,449	0	0.00%	278,449	278,449
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	2,056,785	173	2,056,958	205,696	0	0.00%	205,696	205,696
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	193,705	0	193,705	19,371	0	0.00%	19,371	19,371
45300	Support Serv. - General Admin	11-000-230-XXX	611,069	309	611,378	61,138	0	0.00%	61,138	61,138
46160	Support Serv. - School Admin	11-000-240-XXX	1,018,108	9	1,018,117	101,812	0	0.00%	101,812	101,812
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	469,899	12,750	482,649	48,265	0	0.00%	48,265	48,265
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,220,290	13,843	2,234,133	223,413	0	0.00%	223,413	223,413
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	745,347	0	745,347	74,535	0	0.00%	74,535	74,535
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	4,809,438	0	4,809,438	480,944	0	0.00%	480,944	480,944
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		28,843,930	130,098	28,974,028	2,897,403	0	0.00%	2,897,403	2,897,403
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	5,997	5,997	600	8,697	145.02%	9,297	(8,097)

ATTACHMENT

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

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09/18/15

Month / Year: Jul 31, 2015

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - A:23A-2.3	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 7/31/2015	% 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	165,807	79,965	245,772	24,577	(8,697)	-3.54%	15,880	33,274
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		165,807	85,962	251,769	25,177	0	0.00%	25,177	25,177
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		29,009,737	216,060	29,225,797	2,922,580	0	0.00%	2,922,580	2,922,580

School Business Administrator Signature

Date

Hasbrouck Heights Board of Education									
Transfers									
July 2015									
		Account Number	Account Description	From	To	Description			
11 000	219	610 01	General Supplies	500					
11 000	219	890 01	Miscellaneous Expenditures		500	Memberships for CST			
11 000	221	104 01	Sal of Other Prof Staff	187,705					
11 000	221	102 01	Sal Supv of Instruction		187,705	Staff reclassification			
11 000	230	585 01	BOE Other Purchased Services	300					
11 000	230	530 01	Communications/Telephone		300	Cell phone expenses			
11 000	240	890 02	Miscellaneous Expenditures	200					
11 000	240	610 02	General Supplies		200	Supplies for high school office			
11 000	240	890 02	Miscellaneous Expenditures	1,575					
11 000	240	320 02	Purchased Prof Ed Services		1,575	Professional development for the administrators			
11 000	240	610 04	General Supplies	788					
11 000	240	320 04	Purchased Prof Ed Services		788	Professional development for the administrators			
11 000	240	610 05	General Supplies	788					
11 000	240	320 05	Purchased Prof Ed Services		788	Professional development for the administrators			
11 000	262	621	Energy (Natural Gas)	10,000					
11 000	262	622	Energy (Electricity)		10,000	Electrical charges			
11 000	291	260	Workmen's Compensation	600					
11 000	291	290	Other Employee Benefits		600	Catastrophic illness fund			
11 190	100	610 15	General Supplies	7,400					
11 190	100	320 01	Purchased Prof Ed Services		7,400	Professional development for Go-Math series			
11 190	100	640 03	Textbooks	19,100					
11 190	100	610 03	General Supplies		19,100	Teaching supplies for the middle school			
11 190	100	640 05	Textbooks	4,000					
11 190	100	610 05	General Supplies		4,000	Teaching supplies for lincoln school			
11 204	100	640 05	Textbooks	20					
11 204	100	610 05	General Supplies		20	Teaching supplies for lincoln school			
12 000	400	450	Construction Service - Euclid Boiler	8,697					
12 140	100	730	Instruction - Equipment		8,697	Specialized equipment per student IEP, technology equipment			

July 2015

Account Number	
12 000	400 450
12 000	400 721

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

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

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

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

NOW, THEREFORE, it is hereby

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

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

Certified to be a true copy.

Board Secretary Signature

Date

POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

PUPILS
5337/page 1 of 2
Service Animals

5337 SERVICE ANIMALS

The Board of Education may permit the use of a service animal by a pupil or staff member provided the provisions of this Policy are strictly followed. It is the pupil or staff member's responsibility to ensure the safety of a service animal and the safety of others that would come into contact with the service animal. One afforded the opportunity to use a service animal on school grounds must assume the responsibility the animal behaves and responds appropriately at all times.

A service animal is an animal that has been individually trained to provide assistance to perform tasks for the benefit of a person with a physical or mental disability which substantially limits one or more of their life functions.

- ~~Guide dog: A dog that is carefully trained that serves as a travel tool by individuals who are blind or have low vision.~~
- ~~Hearing dog: A dog that has been trained to alert a person with a significant hearing loss or who is deaf when a sound occurs (e.g. a knock on the door, a fire alarm, the phone ringing).~~
- ~~Service dog (assistance dog): A dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.~~
- ~~Sig dog: A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement, such as hand flapping. A person with autism may have deficits in sensory input and may need the same support services from a dog that one might provide for a person who is blind or deaf.~~
- ~~Seizure response dog: A dog trained to assist a person with a seizure disorder. The methods in which the dog serves the person depends on the individual's needs. Some dogs have learned to predict a seizure and warn the person in advance.~~

Documentation Requirements

The handler/partner of the service animal must show proof that the animal has met the following regulations:

1. ~~Licensing: The animal must meet the student's resident town licensing requirements and wear the tags designated by the student's resident town. Records are to be maintained by the Hasbrouck Heights Board of Health.~~
2. ~~Health records: The animal must have a health statement, including vaccinations from a licensed veterinarian dated within the past year. Proof of good health must be provided on an annual basis. The animal must be well groomed, and measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals. Note that the animal must have current inoculations and evidence~~

~~of such on an annual basis. Records are to be maintained by the Hasbrouck Heights Board of Health.~~

~~3. Control Requirements:~~

- ~~a. The animal must be on a leash at all times. It should never be permitted to wander around off leash except if the animal is working.~~
- ~~b. The handler/partner must be in full control of the animal at all times.~~
- ~~c. The animal must be as unobtrusive as possible.~~

~~4. Exclusion for behavior: A service animal may be excluded from school grounds when that animal's behavior poses a direct threat to the health and safety of others. Should the animal be excluded due to being out of control, the school district will give the individual who uses the service animal the option of continuing to attend the school without having the service animal on the premises.~~

~~5. Consequences for behavior: When an assistance animal is determined to be out of control, the infraction will be treated on an individual basis. If the animal poses a threat to the safety of others, consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and its partner, or exclusion from school facilities.~~

~~Public Etiquette by the Animal~~

~~-~~

~~The animal:~~

- ~~1. Must not be allowed to sniff people, store shelves, tables in eating areas, or personal belongings of others.~~
- ~~2. Must not initiate contact with someone without the partner's direct permission.~~
- ~~3. Must not display any behaviors or noises that are disruptive to others, such as barking, whining, or growling.~~
- ~~4. Must avoid excessive personal grooming in public settings.~~
- ~~5. Must not block an aisle or passageway.~~
- ~~6. Must be trained not to be attracted to food that may be in common areas.~~

~~Public Etiquette by Students/Staff/Faculty/Administration on School Grounds~~

~~Individuals should not:~~

- ~~1. Pet a service animal while it is working. Service animals are trained to be protective of their partners, and petting distracts them from their responsibilities~~
- ~~2. Feed a working service animal.~~
- ~~3. Deliberately startle, tease or taunt a service animal.~~
- ~~4. Separate or attempt to separate a partner from his/her handler.~~

5. ~~Hesitate to ask a student if he/she would like assistance if the team seems confused about a direction to turn, an accessible entrance, the location of an elevator, etc.~~

Relief Areas

~~Relief areas will be designated on an individual basis with the collaboration of the building principal and the school grounds personnel. The areas will be included in mobility training and orientation of students and animals that are new to the school. It is the student's responsibility to be aware of the dog's need to relieve itself and act accordingly.~~

Areas of Safety

~~There are certain instances when it may be considered unsafe for animals in such places as medical facilities, laboratories, mechanical rooms or any other place where the safety of the animal or its partner may be threatened. All areas of the school district will be considered as to its safety potential. When it is determined unsafe for the team to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the activity.~~

Emergency Situations

~~In the event of an emergency, a Crisis Intervention Team (Emergency Response Team) will be assigned to respond. The Team shall be trained to recognize service animals and to be aware that the animal may be trying to communicate the need for assistance. The animal may become disoriented from the smell of smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The partner and/or animal may be confused in a stressful situation. The Team should be aware that the animal is trying to be protective and, in its confusion, is not to be considered harmful. The Team should make every effort to keep the animal with its partner.~~

Conflicting Disabilities

~~It is common for persons to have a disability that precipitates an allergic reaction to animals. Persons who have asthma/allergy/medical issue with the animal are to be directed to make the complaint to the building principal and/or superintendent. The person making the complaint must provide verifiable medical documentation to support their claim. Action will be taken to consider the needs of both persons to resolve the problem as efficiently and effectively as possible.~~

Visitors with Service Animals

~~All visitors to the school grounds with a service animal(s) must adhere to the same guidelines as students attending the school district.~~

It is the policy of the Hasbrouck Heights Board of Education ("Board") to provide equal access and reasonable modifications to policies, practices, and procedures for individuals with disabilities to participate in any program, service, activity, or opportunity provided by the Board; and to comply with applicable state and federal law related to service dogs and miniature horses for persons with disabilities, including any such person who is a student at, employed at, and/or visiting the Board's schools or its school grounds. As used in this policy, disability means a physical and/or mental impairment that substantially limits one or more major life activities of an individual.

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Revised 2009), and its implementing regulation, a “service animal” is defined as *any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.*

Visitors, students, faculty, staff, or other persons with a service animal shall be provided with this policy and referred to Hasbrouck Heights School District for more information and/or advice on using a service animal in District activities or on school grounds. Board employees should contact the Superintendent for more information at 365 Boulevard, Hasbrouck Heights, New Jersey, 07604; (201) 288-6150.

A “service animal” is not an “emotional support animal” “companion animal,” or a “therapy animal.” A “companion animal” is prescribed for some disabilities for their calming influence, affection, stability or feeling of security. The work or tasks performed by a service animal must be directly related to the individual’s disability.

If there are any questions as to whether a dog qualifies as a service animal for purposes of this policy, such determination will be made by the Superintendent. The Superintendent shall be permitted to make this determination based on the following considerations:

- whether the animal is required because of a disability; and
- what specific work or task that the animal has been trained to perform.

Individuals with disabilities will be permitted to be accompanied by their service animals in the areas of the District’s facilities where they would normally be allowed to go. Notification of the Board’s decision of whether to permit a service animal onto school property shall be made within five (5) business days of receipt of the Board’s Service Animal Request Form.

A service animal must have a harness, leash, or other tether, unless the student 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 student’s or handler’s control.

The District is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal’s need to relieve itself.

- The District is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- Students with service animals or their handlers are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his or her service animal, the parents are responsible for providing care and supervision of the animal themselves or through an appropriate handler. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

Users/Owners of service animals are liable for any harm or injury caused by the service animal to others, including students, staff, and visitors and may be charged for any damage to school property caused by the animal in accordance with District practice.

The service animal must be under the control of the student or its handler at all times. The District may exclude or ask the individual to remove his/her animal from the premises if the animal is out of control and the handler does not take effective action to control it; if the animal is not housebroken; if the presence of the animal poses a direct threat to the health or safety of others; or its presence would require a fundamental alteration to the service, program, or activity of the district.

In specific cases, the District may make reasonable modifications of policies, practices, or procedures to permit the use of a miniature horse if the animal has been individually trained to do work or perform tasks for the benefit of an individual with a disability, after consideration of the following factors: the type, size, and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse; whether the miniature horse is housebroken; and whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation. Requests to permit miniature horses will be handled on a case-by-case basis. Other requirements which apply to service animals shall also apply to miniature horses.

The Superintendent will develop a comprehensive implementation plan addressing service animals in the school. The plan will include training to staff on service animals, the functions that service animals typically perform, and may address any the health and safety issues that might arise when a service animal is in school property. This plan shall be developed and implemented within three (3) months of this Policy's adoption.

Adopted: December 13, 2012
Revised (First Reading): August 27, 2015
Revised (Second Reading): September 23, 2015



POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

OPERATIONS
8550/page 1 of 1
Outstanding Food Service Charges

8550 OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears, the Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter. In the event the parent refuses to meet with the Principal or designee or is unable to resolve the matter, the Principal or designee will report the parent's failure to provide breakfast or lunch, as applicable, for the child, to the New Jersey Department of Children and Families, Division of Child Protection and Permanency.

This provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent.

N.J.S.A. 18A:33-21

First Reading: August 27, 2015
Second Reading: September 23, 2015



POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

PUPILS
5756/page 1 of 3
Transgender Students

5756 TRANSGENDER STUDENTS

The Board of Education is **committed** ~~strives~~ to provide a safe, ~~and~~ supportive, ~~and~~ inclusive learning environment for all students. In furthering this goal, the Board adopts this Policy to **ensure all students, including** ~~address the needs of transgender and gender nonconforming students, enrolled in the school district~~ **have equal educational opportunities and equal access to the school district's educational programs and activities. The Board of Education, administration, and all school staff members will comply with Federal and State laws and regulations regarding transgender students and no student shall be subjected to discrimination on the basis of gender identity or expression.**

For the purposes of this Policy:

1. "Gender expression" refers to the way a student represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
2. "Gender identity" means a student's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.
3. "Gender identity or expression" also means having or being perceived as having a gender-related identity or expression whether or not stereotypically associated with a person's assigned sex at birth.
4. "Gender nonconforming" describes a student whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.
5. "Transgender" describes students whose gender identity is different from their gender assigned at birth.

~~Gender-related identity may be provided to the school district by a parent of a student or by an adult student with evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held as part of the student's core identity.~~

The Board of Education believes the responsibility for determining a student's gender-related identity rests with the student; or, in the case of young students not yet able to advocate for themselves, with the parent. Therefore, the Board will accept a student's assertion of his or her gender identity when there is consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held as a part of the student's core identity. **The Board of Education will not question or disregard the assertion of a student's gender identity. However,** ~~the~~ Board authorizes the Superintendent or designee to question a student's asserted gender identity when there is a credible basis for believing the student's gender-related identity is being asserted for some improper purpose.

Confirmation of a student's asserted gender **identity** must include a letter from a parent ~~or the adult student~~ to the Superintendent of Schools indicating the student is gender non-conforming. **In the event the parent does not consent to the student's gender identity, the Superintendent or designee will meet with the parent and the student to determine how the student's gender identity shall be addressed by the school district.**

The Board recognizes school-related issues regarding transgender students will vary on a case-by-case basis. Therefore, the Superintendent of Schools or designee will meet with the parent and the student to discuss school-related issues. The issues to be discussed shall include, but are not limited to, the following:

- 1. Names/Pronouns – The school district will honor the request of the parent and student to have the student addressed by a name or pronoun different from those associated with the student's gender at birth.**
- 2. Student Records – The school district's official, permanent student record will be maintained in accordance with Federal law, State statutes, and administrative code and will indicate the legal name and gender appearing on the student's birth certificate, unless there is a legal name change. However, the school district will use the name requested by the parent and student in other school-related documents to include, but not be limited to, student identification cards, library cards, school photographs, grade books, posted lists of student names, and any other places where students' names are commonly written.**
- 3. Restrooms – Transgender students shall have access to the restroom that corresponds to their gender identity. The use of a "gender neutral" restroom, if available, shall be a matter of choice by a transgender student.**
- 4. Locker Rooms – Transgender students shall have access to locker room facilities that correspond to their gender identity. The school district will make available a reasonable alternative changing area for a transgender student, if requested.**
- 5. Physical Education Classes - Transgender students shall be permitted to participate in physical education classes in a manner consistent with their gender identity.**
- 6. Intramurals Programs – A transgender student's participation in the school district's intramural athletic programs shall be in accordance with the eligibility requirements for participation in interscholastic athletics as determined by the New Jersey Interscholastic Athletic Association.**
- 7. Interscholastic Athletics – A transgender student's participation in the school district's interscholastic athletic programs shall be in accordance with eligibility requirements for participation in interscholastic athletics as determined by the New Jersey State Interscholastic Athletic Association.**
- 8. Dress Codes – Transgender students shall comply with the dress code requirements that correspond to their gender identity.]**

In the event a student no longer identifies with a previously asserted gender other than their gender at birth, a parent of the student must submit a letter to the Superintendent of Schools

indicating the student is no longer gender nonconforming. The Superintendent or designee will meet with the parent and the student to discuss the transition of the student from gender nonconforming to gender conforming. In the event the parent does not consent to the student's assertion the student is no longer gender nonconforming, the Superintendent or designee will meet with the parent and the student to determine how the student's gender identity should be addressed by the school district.

The school district and school staff members will ensure the privacy of any student's transgender status and will not disclose or acknowledge a student's transgender status unless required to in accordance with any Federal law, State statute, administrative code, or if the parent and student have authorized such disclosure.

N.J.S.A. 10:5-1 et seq.

Title IX, 20 U.S.C. Section 1681

Adopted: 20 November 2014

Revised (First Reading): August 27, 2015

Revised (Second Reading): September 23, 2015



POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3322/page 1 of 1

Staff Member's Use of Cellular Telephones

3322 STAFF MEMBER'S USE OF CELLULAR TELEPHONES

The Hasbrouck Heights Board of Education recognizes a school teaching staff member may need to **electronically communicate on make a non-school related, personal matter using a personal cellular telephone or other personal communication device** ~~telephone call~~ during their workday ~~when the telephone call cannot be made before the staff member reports to work and/or after the staff member's workday has concluded.~~ **Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.**

In the event the **teaching** staff member needs to **electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device** ~~has an occasion to make a personal telephone call~~ during their workday, ~~and the telephone call is of such a nature that it cannot be made before the staff member's workday begins or after the workday has concluded,~~ the school **teaching** staff member may **do so make a personal telephone call using their personal cellular telephone during the workday provided:**

- the **communication** ~~telephone call~~ is made during the **teaching** staff member's duty free lunch or break periods and/or preparation periods for teaching staff and is made outside the presence of students in an area inside the school building designated by the **teaching** staff member's Building Principal or immediate supervisor.

A teaching staff member's personal cellular telephone or other personal communication device shall be secured by the teaching staff member and outside the view of others when the teaching staff member is performing assigned school district responsibilities.]

An electronic communication by a teaching staff member on a non-school related, personal matter using a personal cellular telephone or other personal communication device ~~A personal telephone call by a school staff member on their personal cellular telephone~~ shall not be made while the teaching staff member is performing assigned school district responsibilities.

In the event the **teaching** staff member has an emergency requiring immediate attention that requires **such a communication while performing assigned school district responsibilities** ~~the personal use of their personal cellular telephone,~~ the teaching staff member shall inform their Building Principal or immediate supervisor before or immediately after ~~the communication using the cellular telephone,~~ depending on the nature of the emergency. **The Board of Education is not responsible if a teaching staff member's personal cellular telephone or other communication device is lost, stolen, or missing.**

Adopted: 20 November 2014
Revised (First Reading): August 27, 2015
Revised (Second Reading): September 23, 2015



POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4322/page 1 of 1

Staff Member's Use of Cellular Telephones

4322 STAFF MEMBER'S USE OF CELLULAR TELEPHONES

The Hasbrouck Heights Board of Education recognizes a ~~school~~ support staff member may **need to electronically communicate on** ~~have the need to make a non-school related, personal matter using a personal cellular telephone or other personal communication device~~ **telephone call** during their workday when ~~the telephone call cannot be made before the staff member reports to work and/or after the staff member's workday has concluded.~~ **Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.**

In the event the **support** staff member **needs to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device** ~~has an occasion to make a personal telephone call during their workday, and the telephone call is of such a nature that it cannot be made before the staff member's workday begins or after the workday has concluded,~~ the ~~school~~ **support** staff member may ~~do so make a personal telephone call using their personal cellular telephone during the workday~~ provided:

- the **communication** ~~telephone call~~ is made during the **support** staff member's free lunch / or break periods and is made outside the presence of students in an area inside the school building designated by the **support** staff member's ~~Building~~ Principal or immediate supervisor.

A support staff member's personal cellular telephone or other personal communication device shall be secured by the support staff member and outside the view of others when the support staff member is performing assigned school district responsibilities.

An electronic communication by a support staff member on a non-school related, personal matter **using a personal cellular telephone or other personal communication device** ~~A personal telephone call by a support staff member on their personal cellular telephone~~ shall not be made while the support staff member is performing assigned school district responsibilities.

In the event the **support** staff member has an emergency requiring immediate attention that requires **such a communication while performing assigned school district responsibilities** ~~the personal use of their personal cellular telephone,~~ the support staff member shall inform their ~~Building~~ Principal or immediate supervisor before ~~making the call~~ or immediately after **the communication** ~~using the cellular telephone,~~ depending on the nature of the emergency. **The Board of Education is not responsible if a support staff member's personal cellular telephone or other communication device is lost, stolen, or missing.**

Adopted: 20 November 2014 Revised (First Reading): August 27, 2015
Revised (Second Reading): September 23, 2015



POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

PUPILS
5330/page 1 of 2
Administration of Medication
M

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of ~~an~~ the illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents ~~and legal guardians~~ are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent(s) ~~or legal guardian(s)~~, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent(s) ~~or legal guardian(s)~~.

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) ~~or legal guardian(s)~~ must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the student.

The parent(s) ~~or legal guardian(s)~~ of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent(s) ~~or legal guardian(s)~~ shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the

epinephrine via a pre-filled auto-injector mechanism to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7; 18A:40-12.8
N.J.S.A. 45:11-23
N.J.A.C. 6A:16-2.3(b)

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REGULATION

HASBROUCK HEIGHTS HASBROUCK HEIGHTS BOARD OF EDUCATION

PUPILS
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Administration of Medication
M

R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5(i).
8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Endorsement, school nurse, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.



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B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. ~~Parent(s) or legal guardian(s)~~ requests for the administration of medication in school must be made in writing and signed by the ~~parents or legal guardian~~.
4. The ~~parent(s) or legal guardian(s)~~ must submit a certified statement written and signed by the student's physician. The statement must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
 - a. An approved request will be signed by the Principal and given to the school nurse and the student's ~~parent(s) or legal guardian(s)~~.
 - b. The ~~parent(s) or legal guardian(s)~~ will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

C. Administration of Epinephrine To Students

1. The ~~parent(s) or legal guardian(s)~~ may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided that:
 - a. The ~~parent(s) or legal guardian(s)~~ provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for



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anaphylaxis.

- b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent(s) ~~or legal guardian(s)~~ must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).
- c. The parent(s) ~~or legal guardian(s)~~ must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury **to a student** arising from the administration of epinephrine **via a pre-filled auto-injector mechanism** ~~to the student~~.
- d. The parent(s) ~~or legal guardian(s)~~ must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent(s) ~~or legal guardian(s)~~ shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism **to the student**.
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and **trained** designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
- g. The school nurse or **trained** designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
- h. The school nurse or **trained** designee shall arrange for the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.
- i. **In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, the school nurse or a designated employee trained to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.**



- j. Each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, and that is accessible to the school nurse

and trained designees for administration to a student having an anaphylactic reaction.

D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a student with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent(s) or legal guardian(s) of the student must provide the Board written authorization for the self-administration of medication;
2. The parent(s) or legal guardian(s) of the student must also provide the Board with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the student would not be able to attend school.
3. The parent(s) or legal guardian(s) of the student have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent(s) or legal guardian(s) shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;
4. The parent's and/or legal guardian's written authorization and the physician's written certification shall be reviewed by the Building Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:



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- a. The request will be signed by the Principal and given to the school nurse and the student's parent(s) or legal guardian(s);
- b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent;.

5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.

E. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:

- a. All medications must be delivered to the school by the parent(s) or legal guardian(s).
- b. All medications must be in the original container, with the prescription information affixed.
- c. The school nurse shall be custodian of students' medication, which will be properly secured.
- d. Any unused medication must be picked up by the student's parent(s) or legal guardian(s).
- e. After reasonable efforts to have the parent(s) or legal guardian(s) retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or _____ two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.

2. Medications to be self-administered by a student:

- a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a student must be kept in the student's possession.
- b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
- c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.
- d. Students who are permitted to self-administer medications shall only have in their

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possession the quantity of medication necessary for the time period of the student's school day.

- e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.

F. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored event except as permitted by Board policy and this regulation.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent(s) or legal guardian(s) will be invited to attend. If neither the school nurse nor the parent(s) or legal guardian(s) can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the event.

G. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).
2. **Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.**



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H. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent(s) or legal guardian(s) removed the medication or, if the parent(s) or legal guardian(s) failed to remove the medication, the medication was destroyed and the date on which that occurred.

I. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent(s) or legal guardian(s) of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

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POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

PUPILS
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Screening for Dyslexia
M

5339 SCREENING FOR DYSLEXIA

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student ~~who would have been enrolled in Kindergarten, grade one, or grade two during or after the 2014-2015 school year~~ enrolls in the district in Kindergarten through grade six ~~during or after the 2015-2016 school year~~ and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2 ~~et seq.~~, the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.2~~4~~. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities; or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, "dyslexia" is a specific learning disability that is neurological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, "potential indicators of dyslexia or other reading disabilities" means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. 6A:9 et seq. Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4; **18A:6-131**

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POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

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Suspected Gang Activity

5615 SUSPECTED GANG ACTIVITY

Students that initiate, advocate, or promote **unacceptable activities or conduct**, openly or otherwise, and/or threaten the safety or well-being of others, disrupt the school environment and are harmful to the educational process in this school district. **This unacceptable conduct, including but not limited to, Any physical or verbal harassing, intimidating, or bullying conduct; unlawful use of force; threats; violence; or other violations of the school district's student code of conduct** by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believes any **unacceptable activities or conduct** ~~physical or verbal harassing, intimidating, or bullying conduct~~ was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by ~~those~~ students representing a "criminal street gang" (hereinafter referred to as a "gang") as defined in N.J.S.A. ~~2C:44-3.4~~ **2C:33-29**.

In accordance with N.J.S.A 2C:33-29, "criminal street gang" means three or more persons associated in fact. Individuals are associated in fact if: (1) two of the following seven criteria that indicate criminal street gang membership apply: (a) self-proclamation; (b) witness testimony or official statement; (c) written or electronic correspondence; (d) paraphernalia or photographs; (e) tattoos; (f) clothing or colors; (g) any other indicia of street gang activity; and (2) individually or in combination with other members of a criminal street gang, while engaging in gang-related activity, have committed or conspired or attempted to commit, within the preceding five years from the date of the present offense, excluding any period of imprisonment, one or more offenses on separate occasions of robbery, carjacking, aggravated assault, assault, aggravated sexual assault, sexual assault, arson, burglary, kidnapping, extortion, tampering with witnesses and informants or a violation of Chapter 11, Section 3, 4, 5, 6, or 7 of Chapter 35, or Chapter 39 of Title 2C of the New Jersey Statutes.

If it is determined unacceptable **activities or conduct** was committed by students representing a gang **or by students that may be representing a gang**, the Principal or designee will assign appropriate disciplinary action and will notify the parent(s) ~~or legal guardian(s)~~ of the victim(s) and the offender(s). The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

To further ensure the safety and well-being of all students in the district and to increase awareness within the school community regarding potential gang activity, students are prohibited from wearing **while** on school grounds, at any school related or sponsored activity, on school buses, and any other place where students are supervised by school district staff, any type of clothing or accessory that would indicate a student has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parent(s) ~~or legal guardian(s)~~ of any student identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A student identified as being potentially involved in ~~related activities~~ shall be offered appropriate counseling by school district staff.

The Superintendent of Schools, Assistant Superintendent, Principal, or other administrator employed by the school district shall attend a gang education seminar program pursuant to N.J.S.A. 52:17B-4.7 within the first year of initial employment as an administrator in the district. The Superintendent of Schools, Assistant Superintendent, Principal, or other administrator shall be exempt from this requirement if the administrator has successfully completed a gang education seminar conducted by a public school district which is substantially equivalent to the seminar required pursuant to N.J.S.A. 52:17B-4.7. Other school staff members shall be provided in-service training on gangs and gang-related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.

Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district's administrative staff members will encourage local law enforcement to share gang-related information with school officials.

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding student discipline and/or the school district's student discipline code of conduct. This Policy shall be made available to school staff, students, and parent(s) or legal guardian(s).

N.J.S.A. 18A:11-9

N.J.S.A. ~~2C:44-3.b.~~ **2C:33-29**

New Jersey State Police Street Gang **Units Bureau** – Know the Signs: A Guide to Gang Identification

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POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

OPERATIONS

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School Nutrition Programs ~~Free and Reduced Rate Meals~~

8540 SCHOOL NUTRITION PROGRAMS FREE AND REDUCED

RATE MEALS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program. ~~of good nutrition to each student's educational performance and directs that needy students be provided with lunch~~

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students ~~may shall~~ be eligible for free or reduced rate pricing meals ~~who would not otherwise receive proper nourishment in accordance with the requirements of the program operating in the school district.~~ Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Board designates the _____ to determine, in accordance with standards issued annually by the State Department of Education, ~~the students eligible for free or reduced rate meals.~~

The Superintendent or designee shall annually notify all ~~parents of all children~~ interested persons in the school district of the availability, eligibility requirements, and application procedures for free ~~or and reduced rate price~~ meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture ~~by the distribution of an application for such meals to the family of each student enrolled in the district, by placing a notice in the Board's official newspaper, and by informing appropriate municipal agencies and community organizations.~~

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.

A parent(s) or legal guardian(s) ~~who so~~ may requests a household application and instructions from the Principal of their child's school shall be given an application form and at least two weeks to prepare and submit the form. A household application must be completed before eligibility is determined. Where necessary, the Principal or the Principal's designee shall assist the applicant in the preparation of the household application form.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. ~~The student's eligibility shall be determined and the applicant shall be notified of that determination in writing within _____ working days of the receipt of the application.~~ Any student found eligible shall be offered free or reduced price rate meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

writing and shall include the reasons for which eligibility was denied, notice of the ~~parent's applicant's~~ right to appeal the denial, ~~and the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year.~~ Appeal procedures shall include: a hearing, ~~if requested by the parent, held with reasonable promptness and at the convenience of the parent applicant and before a hearing officer other than the school official who denied the application; the parent's applicant's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary _____.~~ **The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.**

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price rate meals will be protected. ~~and they~~ Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

~~The Superintendent shall develop regulations to implement this policy and shall seek out and apply for such Federal, State, and local funds as may be applied to the district's program of free and reduced rate meals.~~

7 C.F.R. 210.1 et seq.

N.J.S.A. 18A:33-5; 18A:58-7.2

N.J.A.C. 2:36

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POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

OPERATIONS

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Opening Exercises/Ceremonies

8820 OPENING EXERCISES/CEREMONIES

The Board of Education requires ~~that the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States be conducted during each day's opening exercises in each school classroom in accordance with law~~ in accordance with the provisions of N.J.S.A. 18A:36-3. The pledge of allegiance shall be rendered with the right hand over the heart, except that A students who have a has conscientious objection against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge or stand during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony.

~~The parent(s) or legal guardian(s) of any student who refuses to salute the flag shall be so informed by the Building Principal, and any such parent(s) or legal guardian(s) or the adult student shall be required to furnish a written statement of the student's conscientious objection.~~

The Board of Education authorizes observance of Commodore John Barry Day as required by N.J.S.A. 18A:36-10 through 12 and appropriate exercises for the development of a higher spirit of patriotism on the last day of school preceding Washington's Birthday (also celebrated as President's Day), Decoration of Memorial Day, Columbus Day, and Veterans Day as required by N.J.S.A. 18A:36-13. In accordance with N.J.S.A. 18A:36-13.1, the district may conduct a course of exercises or instruction in accordance with the Core Curriculum Content Standards to observe holidays, including, but not limited to, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Thanksgiving Day, Arbor Day, and other holidays as determined by the Board of Education.

N.J.S.A. 18A:36-3; 18A:36-10; 18A:36-11; 18A:36-12; 18A:36-13; 18A:36-13.1

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POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

PUPILS

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~~Remotely Activating Communication Devices-~~
~~Pagers & Cellular Telephones~~
Cellar Phone Policy M

5516 ~~REMOTELY ACTIVATING COMMUNICATION DEVICES—~~ PAGERS & CELLULAR TELEPHONES- CELLULAR PHONE POLICY

Media Devices

~~Whether a student owns a cell phone or any electronic device is at the discretion of the parent/guardian. This policy refers to those students whose parents/guardians allow them to take an electronic device to school. At all grade levels, the use of media devices is not permitted in the building during the school day except in a classroom with the teacher's discretion. After a warning for unauthorized use in the classrooms or study halls, disciplinary action will occur and the item will be confiscated and returned at the end of the day. Repeat offenders will be subject to disciplinary action. Students who use cell phones or other media devices for cheating or plagiarism are subject to the consequences as detailed in the student code of conduct and corresponding Board policies. Specific instances are identified below in which media devices cannot be used under any circumstances.~~

Cellular Phones

~~The use of cellular phones is permitted for students in grades six through twelve only when authorized by a teacher for classroom instruction or other purposes relating to approved school activities during class time or in extra-curricular or athletic activities including lunch unless the usage poses a threat. Picture taking or any type of recording using any electronic device is prohibited on school grounds, unless granted by a teacher or administrator. If a student misuses a cell phone in school, he/she will be subject to disciplinary action. Cell phone use is prohibited in locker rooms at all times. For safety/security of all students, students must not use cell phones for texting while walking in the hallways, particularly while walking down the stairs.~~

Headphones

~~For all students, the use of headphones in the classroom is up to the teachers' discretion unless it is disruptive to the students in the classroom. No headphones will be permitted in the hallways. After a warning for unauthorized use in the classrooms or study halls, disciplinary action will occur, and the item will be confiscated and returned at the end of the day. Repeat offenders will be subject to disciplinary action.~~

N.J.S.A. 2C:33-19

N.J.A.C. 6A:16-5.8

The Board of Education recognizes that technology is always changing and as a result of increased accessibility to technology many pupils possess cellular phones and mobile communication devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours under certain circumstances for approved educational purposes. However the devices otherwise have a tendency to cause disturbance and distraction within the education setting. Therefore, the use of cellular phones and other mobile communication devices shall be

subject to the following policies.

For the purpose of this Policy, “cellular phones” means a portable telephone that uses wireless cellular technology to send and receive phone signals.

For the purpose of this Policy, “privately-owned” means cellphones and mobile communication devices that are purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, “mobile communication device” means any device that can access, receive, and/or communicate data or information. It may include, but is not limited to, cell phones, smart phones and any other like devices. Whether a device falls within this definition shall be determined by a District Administrator employed within the student’s school.

The use of privately-owned cellphones or other mobile communication devices by a pupil in the educational setting during the school day will not be permitted except when: required by the student’s teacher for an educational purpose/assignment that has been approved by the Superintendent, or when use of the device is necessary to provide a student with a disability a free and appropriate education or access to educational programming.

Any student who wishes to bring a privately-owned device to school outside of these circumstances is required to give the phone to their homeroom teacher prior to the start of the school day. Privately-owned cell phones that are given to teachers will be stored in any location and storage place that the teacher chooses. The teacher and District shall not be responsible for devices that are lost, stolen, or damaged as a result of the modality of storage chosen. The device will be returned to the student at the end of the school day.

The District assumes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on devices and any possible data usage charges by a wireless carrier, whether the device is being used for approved purposes or is being stored by the District.

Any student that permissibly or impermissibly brings a cell phone to school must have a parent or guardian sign a release consistent with this policy, and which provides that the District is not responsible for stolen, lost, or damaged devices, including lost or corrupted data on devices and any possible data usage charges by a wireless carrier. The release shall notify the student and legal guardian of this policy and where the policy can be viewed. Refusal to sign such a release will in no way confer upon the District any responsibilities or liabilities regarding the protection or costs of the cell phone and shall not preclude the District from enforcing this policy.

Any student found using a privately-owned device in violation of this policy will be subject to discipline consistent with District policies. Additionally, any use of a privately-owned device in violation of this policy will result in confiscation of the device, to be returned at the end of the school day to the student’s parent/legal guardian. The school district assumes no responsibility for damage to devices, including lost or corrupted data on devices and any possible data usage charges by a wireless carrier upon confiscation and during the period in which the device is held within the District’s possession.

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POLICY

HASBROUCK HEIGHTS BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Administrator Appointment to Extra-Curricular Clubs or Programs

Administrator Appointment to Extra-Curricular Clubs or Programs

The Board recognizes the significant role administrators play in the management and success of its schools. Their positions require concentrated attention to a multitude of tasks and activities within the District.

In light of this, it is important that first-year principals or vice principals are able to focus their attention solely on the duties of their administrative positions. Thus, all administrators appointed to the positions of principal or vice principal, with under two years experience in said position(s), in or out of district, may not be assigned to extra-curricular duties, including but not limited to, appointment as assistant coach or head coach of any sporting team, within their first year of employment.

Any appointment to extra-curricular duties after completion of the administrator's first year shall be at the discretion of the Board, and based upon the Superintendent's recommendation, dependent on the administrator's achievement of a minimum satisfactory rating from observations, and shall not be considered a term of the contract for the administrative position nor constitute a duty derived from the administrative position.

This policy shall in no way modify or limit the duties set forth in an administrator's Board approved job description.

This policy applies to administrators hired after November 1, 2015.

First Reading: September 23, 2015

