

Meeting Details

Location: South Bergen Jointure Commission Board Office

Address: 500 Rt. 17 South, Suite 307

Time: 8:30-3:00

Name	Building	Workshop Date
Danielle Incognito	Euclid, Grade 4	10/11/16
Michael Mertz	Lincoln, Grade 4	10/11/16
Cathy Cuttita	Euclid, Grade 3	10/20/16
Vanessa Lutz	Lincoln, Grade 3	10/20/16
Danielle Cerneka	Euclid, Grade 2	11/2/16
Alyssa Rogers	Lincoln, Grade 2	11/2/16
Laurie ten Berge	Euclid, Grade 1	11/17/16
Danielle Reynolds	Lincoln, Grade 1	11/17/16
Lori Tomesco	Euclid, Kindergarten	11/29/16
Danielle Kroncke	Lincoln, Kindergarten	11/29/16

ATTACHMENT.

B

DATE REQUESTEDFACILITY REQUEST

CONTACT

ORGANIZATION

Oct-16

[illegible]

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

ATTACHMENT C

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Starting date 8/1/2016 Ending date 8/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
020305	08/02/16		1269	PEPPER, J.W. & SON, INC.	\$214.99
020306	08/02/16		8844	BAUER SPORTS SHOP	\$816.00
020308	08/10/16		0339	BARCHINI, VINCENT	\$500.00
020309 V	08/17/16	08/17/16	0844	HERFF JONES	
020311	08/17/16		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$2,092.72
020312	08/17/16		0844	HERFF JONES	\$6,997.23
020313	08/17/16		1874	NORTH JERSEY RUNNING ASSOCIATION	\$2,664.00
020314	08/24/16		1678	FACENDOLA, ADAM	\$360.00
020315	08/24/16		1707	MEZATESTA, GLEN	\$720.00
020316	08/24/16		1673	MONTELBANO, KEVIN	\$480.00
020317	08/24/16		0778	PEREZ, RAY	\$240.00
020318	08/24/16		0789	RIVERA, JESUS	\$480.00
020319	08/24/16		1706	WHRITENOUR, MIKE	\$120.00
020320	08/25/16		0770	BECOR SPORTS	\$496.10
020321	08/25/16		0770	BECOR SPORTS	\$496.10
056614	08/01/16		2525	AT HOME MEDICAL	\$20.00
056615	08/01/16		1770	BSN SPORTS	\$1,649.98
056616	08/01/16		1919	BUDGET BLINDS OF PARAMUS & WESTWOOD	\$225.00
056617	08/01/16		1746	COLLEGE BOARD/AP PROGRAM	\$415.00
056618	08/01/16		0352	FRIDMAN, ESTHER, M.D.	\$550.00
056619	08/01/16		1661	GALLERIA CLASSICA	\$60.00
056620	08/01/16		2564	MONTE ELECTRIC, INC.	\$150.00
056621	08/01/16		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$861.63
056622	08/01/16		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC	\$500.00
056623	08/01/16		0945	THE READING & WRITING PROJECT NETWORK	\$4,228.08
056624	08/01/16		5555	UNIVERSAL ELECTRIC	\$241.00
056625	08/01/16		1217	VENT TECH	\$1,250.00
056626	08/01/16		4286	SPECTRUM CONSULTING, INC.	\$600.00
056627	08/01/16		1669	VIP THERAPY SERVICES	\$2,700.00
056628	08/02/16		7511	BOW TIE CINEMA LLC	\$1,228.50
056629	08/02/16		0934	BURGER KING	\$338.56
056630	08/02/16		2245	EJGIRD, DENISE	\$464.00
056631	08/02/16		2727	FIRST STUDENT, INC.	\$225.00
056633	08/02/16		3180	BOWCRAFT AMUSEMENT PARK	\$500.00
056634	08/02/16		0971	DELTA-T GROUP NORTH JERSEY, INC	\$330.26
056635	08/02/16		1375	RUTHERFORD BOARD OF EDUCATION	\$3,511.00
056636	08/03/16		2066	S & S ARTS & CRAFTS INC	\$3,425.03
056637	08/03/16		2322	SOUTH BERGEN JOINTURE COMM.	\$190.50
056639	08/03/16		4625	PETTY CASH/BOARD OF EDUCATION	\$500.00

Starting date 8/1/2016 Ending date 8/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
056640	08/03/16		1240	PETTY CASH/HIGH SCHOOL	\$500.00
056641	08/03/16		6758	PETTY CASH/MIDDLE SCHOOL	\$300.00
056642 H	08/03/16		2620	PETTY CASH/EUCLID SCHOOL	\$300.00
056643 V	08/03/16	08/04/16	1493	PETTY CASH/LINCOLN SCHOOL	
056644	08/03/16		1740	RIDDEL	\$3,441.07
056645	08/03/16		2229	ZANER BLOSER PUBLISHERS INC	\$2,598.17
056649	08/04/16		1493	PETTY CASH/LINCOLN SCHOOL	\$300.00
056650	08/09/16		1864	HEIGHTS PIZZA	\$277.11
056651	08/10/16		2727	FIRST STUDENT, INC.	\$345.00
056652	08/10/16		0032	FUNTIME JUNCTION INC	\$999.70
056653	08/10/16		1859	BENSI OF HASBROUCK HEIGHTS	\$80.56
056654	08/10/16		2194	LEAF FREE GUTTER SYSTEMS, INC	\$12,280.00
056655	08/10/16		2247	ALTAMURA, FRANK	\$17.54
056656	08/10/16		2049	ANDOLENA; CAROL	\$108.63
056657	08/10/16		0087	APOLLO PRINT, INC.	\$648.50
056658	08/10/16		0240	ARC SPORTS	\$885.00
056659	08/10/16		2486	ATLANTIC BUSINESS PRODUCTS	\$664.99
056660	08/10/16		0617	AVELLA, FRANK	\$1,613.85
056661	08/10/16		1624	BAPTISTA, KATIE	\$690.00
056662	08/10/16		0157	BARNES & NOBLE	\$199.90
056663	08/10/16		0222	BOROUGH OF HASBROUCK HEIGHTS	\$946.11
056664	08/10/16		4336	CABLEVISION	\$89.90
056665	08/10/16		5925	CEBULA; MIKE	\$1,290.00
056666	08/10/16		0269	CENTRELLA, MARY	\$770.00
056667	08/10/16		2071	CERNEKA; DANIELLE	\$778.00
056668	08/10/16		4953	DEFINED CONTRIBUTION RETIREMENT PROGRAM	\$92.93
056669	08/10/16		1517	DIRECT ENERGY BUSINESS (HESS)	\$9.10
056670	08/10/16		6005	DUSSAULT; DONNA	\$74.30
056671	08/10/16		1641	FERRANTI, JACKIE	\$1,290.00
056672	08/10/16		9042	GIANCASPRO, VALERIE	\$50.00
056673	08/10/16		4267	GILMAN INC	\$469.00
056674	08/10/16		3124	GRILLO; THERESA	\$17.54
056675 V	08/10/16	08/22/16	4114	HACKENSACK UNIV MEDICAL CTR	
056676	08/10/16		1555	IMPALLI, EDNA	\$308.20
056677	08/10/16		1608	JOHNNY ON THE SPOT	\$205.80
056678	08/10/16		2821	LATORRE; EILEEN	\$600.00
056679	08/10/16		1559	LEISURE SPORTING GOODS	\$506.00
056680	08/10/16		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$6,152.17
056681	08/10/16		3238	MARCHESE; VINCENT	\$1,290.00

Starting date 8/1/2016 Ending date 8/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
056682	08/10/16		6697	MASTBETH, JOSEPH	\$900.00
056683	08/10/16		2484	MCGINTY, ELIZABETH	\$718.00
056684	08/10/16		4644	MESSERY, DINA	\$50.00
056685	08/10/16		1309	MIDDLEBURY INTERACTIVE LANGUAGES, LLC	\$14,000.00
056686	08/10/16		3246	MUNICIPAL CAPITAL CORP	\$4,545.00
056687	08/10/16		3036	NEVCO SCOREBOARD CO	\$1,123.57
056688	08/10/16		3181	NORTH JERSEY COFFEE, PAPER, AND BEVERAGE	\$410.70
056689	08/10/16		1256	PASSONS SPORTS CENTER	\$15,846.29
056690	08/10/16		1699	R&R TROPHY & SPORTING GOODS CO	\$499.92
056691	08/10/16		0552	REYNOLDS, DANIELLE	\$690.00
056692	08/10/16		5981	SCANTRON CORP.	\$1,619.15
056693	08/10/16		0830	SCHMARAK, JUSTIN	\$1,290.00
056694	08/10/16		2224	SCIROCCO GROUP INSURANCE	\$56,662.82
056695	08/10/16		9917	SQUILLACE, MARIA	\$718.00
056696	08/10/16		2775	STAPLES ADVANTAGE	\$101.30
056697	08/10/16		0639	SUEZ WATER OF NEW JERSEY	\$20.18
056698	08/10/16		2801	TREE-LAND NURSERY	\$3,925.00
056699 V	08/12/16	08/12/16	2354	TREASURER - STATE OF NEW JERSEY	
056700	08/12/16		2354	TREASURER - STATE OF NEW JERSEY	\$820.00
056701	08/15/16		0673	HASBROUCK HEIGHTS ATHLETIC	\$7,000.00
056702	08/15/16		0716	HOME DEPOT	\$2,456.78
056703	08/15/16		1603	BERGEN COMMUNITY COLLEGE	\$631.50
056704	08/16/16		2257	RECEIVABLE MANAGEMENT SERVICES CORP	\$40.75
056705	08/22/16		4114	HACKENSACK UNIV MEDICAL CTR	\$40.00
056706	08/25/16		3021	A.T. &T	\$120.02
056707	08/25/16		2222	AIR GROUP LLC	\$3,803.97
056708	08/25/16		7134	ALS TRUCK SERV/ATLANTIC TOWING RECOVERY	\$524.70
056709	08/25/16		0075	AMERICAN PAPER & SUPPLY COMPANY	\$3,859.91
056710	08/25/16		0087	APOLLO PRINT, INC.	\$283.96
056711	08/25/16		2525	AT HOME MEDICAL	\$20.00
056712	08/25/16		5171	ATLANTIC BUSINESS PRODUCTS	\$690.40
056713	08/25/16		1927	BAEIRA, ADAM	\$690.00
056714	08/25/16		1244	BCWCA	\$150.00
056715	08/25/16		4336	CABLEVISION	\$89.95
056716	08/25/16		9024	CABLEVISION LIGHTPATH	\$11,758.37
056717	08/25/16		1382	CALLIGY, ASHLEY	\$770.00
056718	08/25/16		0949	CARRERA, ROSARIO	\$2,397.50
056719	08/25/16		0432	COLANGELO, JOSEPH	\$50.00
056720	08/25/16		2878	COLONIAL SPRINKLER & LIGHTING	\$295.00

Starting date 8/1/2016 Ending date 8/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
056721	08/25/16		0237	CONIGILIO, LISA	\$500.00
056722	08/25/16		1033	DELL FINANCIAL SERVICES	\$4,712.63
056723	08/25/16		1517	DIRECT ENERGY BUSINESS (HESS)	\$199.14
056724	08/25/16		0435	EARL; JOHN A. INC.	\$198.34
056725	08/25/16		1748	EASTERN ACOUSTICS CO.	\$172.50
056726	08/25/16		0446	EDUCATIONAL DATA SERVICES, INC	\$1,120.00
056727	08/25/16		2200	EXEMPLARS, INC	\$2,050.00
056728	08/25/16		0515	FEDERAL EXPRESS CORP.	\$28.68
056729	08/25/16		0352	FRIDMAN, ESTHER, M.D.	\$1,650.00
056730	08/25/16		2255	FUN FIT THERAPY LLC	\$1,235.00
056731	08/25/16		0560	GANN LAW BOOKS	\$224.50
056732	08/25/16		9042	GIANCASPRO, VALERIE	\$50.00
056733	08/25/16		1506	HERZ, MARDIA	\$2,780.00
056734	08/25/16		0716	HOME DEPOT	\$4,996.90
056735	08/25/16		0728	HUDSON UNITED GLASS & WINDOW CORP	\$1,860.00
056736	08/25/16		0865	INVO HEALTHCARE ASSOC, LLC	\$3,373.25
056737	08/25/16		2258	ISLER,LEAH	\$3,500.00
056738	08/25/16		4251	J & B LOCK & ALARM	\$36.00
056739	08/25/16		9369	JOHANNEMANN, CHRISTINE	\$15.75
056740	08/25/16		1651	JUDITH FERRARO SPEECH LANGUAGE AGENCY	\$1,650.00
056741	08/25/16		2194	LEAF FREE GUTTER SYSTEMS, INC	\$19,830.00
056742	08/25/16		4602	LEWITES; ABBE	\$50.00
056743	08/25/16		7385	MACHADO LAW GROUP, LLC	\$5,046.91
056744	08/25/16		1958	MAGIC TOUCH CONSTRUCTION CO., INC	\$14,894.29
056745	08/25/16		1253	MANERO, JOSEPH	\$540.45
056746	08/25/16		2657	MATTYASOVSKY, TAMAS	\$615.91
056747	08/25/16		6173	MAXIM HEALTHCARE SERVICES, INC.	\$562.50
056748	08/25/16		1021	METUCHEN SPORTING CENTER, INC.	\$594.00
056749	08/25/16		0514	MIHALITSIANOS, GERASIMOS	\$50.00
056751	08/25/16		2564	MONTE ELECTRIC, INC.	\$1,050.00
056752	08/25/16		1003	NASCO	\$85.54
056753	08/25/16		1004	NASSOR ELECTRIC SUPPLY CO., INC.	\$375.84
056754	08/25/16		4234	NJIC	\$3,400.00
056755	08/25/16		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENTS	\$96.31
056756	08/25/16		1228	OTIS ELEVATOR COMPANY	\$2,113.51
056757	08/25/16		1245	PARAMOUNT EXTERMINATING	\$112.00
056758	08/25/16		3158	PITNEY BOWES PURCHASE POWER	\$1,000.00
056759	08/25/16		2328	PSE & GCO	\$31,079.65
056760	08/25/16		5556	R&J CONTROL, INC.	\$459.00

Starting date 8/1/2016 Ending date 8/31/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
056761	08/25/16		2000	SCHOOL HEALTH CORP.	\$1,881.04
056762	08/25/16		1579	SCHOOL SPECIALTY, INC.	\$20.71
056763	08/25/16		2024	SHERWIN WILLIAMS CO.	\$1,996.11
056764	08/25/16		4286	SPECTRUM CONSULTING, INC.	\$600.00
056765	08/25/16		2070	STANS SPORTS CENTER	\$2,789.10
056766	08/25/16		2775	STAPLES ADVANTAGE	\$540.39
056767	08/25/16		0639	SUEZ WATER OF NEW JERSEY	\$2,956.51
056768	08/25/16		5197	THE OBSERVER	\$33.50
056769	08/25/16		2354	TREASURER - STATE OF NEW JERSEY	\$173.00
056770	08/25/16		0710	TYCO INTERGRATED SECURITY LLC.	\$3,203.95
056771	08/25/16		4454	VERIZON	\$1,724.17
056772	08/25/16		1669	VIP THERAPY SERVICES	\$2,550.00
056773	08/25/16		4427	W.B. MASON CO., INC.	\$198.00
056774	08/25/16		0526	WAGE WORKS	\$100.00
056775	08/25/16		2174	WALLINGTON PLUMBING	\$994.50
056776	08/25/16		0742	WILFRRED MACDONALD, INC	\$16,034.00
056777	08/25/16		1859	BENSI OF HASBROUCK HEIGHTS	\$80.56
056778	08/25/16		6081	EIRC-ED. INFORMATION & RESOURCE CENTER	\$189.00
056779	08/25/16		4250	NJ PRINCIPALS & SUPVSR'S ASSOC	\$450.00
056780	08/25/16		1654	RNR CORP/AMERICAN CHIMNEY SERVICE	\$20,550.00
056781	08/26/16		2263	BCASBO	\$250.00
056782	08/26/16		9718	GOV CONNECTION INC	\$13,168.10
056783	08/26/16		8722	J & H RADIO	\$495.00
056784	08/26/16		1616	NJAPSA	\$150.00
056785	08/26/16		2588	VERIZON WIRELESS	\$270.43
056786	08/29/16		0426	DINGERTOPADRE; MARIA	\$600.00
056787	08/30/16		6697	MASTBETH, JOSEPH	\$600.00
056788	08/30/16		1669	VIP THERAPY SERVICES	\$2,550.00
081216 H	08/12/16		2936	DEPOSITORY TRUST COMPANY	\$759,912.50
082216 H	08/31/16		7269	HASBROUCK HEIGHTS PR AGENCY	\$18,300.75
082516	08/31/16		PAY	HASBROUCK HEIGHTS PAYROLL	\$363,215.93
083116 V	08/31/16	08/31/16	5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	
083216 H	08/31/16		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$30,076.93
083316 H	08/31/16		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$8,378.78
083616 H	08/31/16		7269	HASBROUCK HEIGHTS PR AGENCY	\$8,500.95
085016	08/31/16		0271	PRUDENTIAL RETIREMENT(DCRP)	\$270.56
566430	08/03/16		0180	BERGEN COUNTY SPECIAL SERVICES	\$400.00
700572 H	08/18/16		5583	HASBROUCK HEIGHTS BOE REFUND/REIMBURSE	\$2,912.28

Starting date 8/1/2016

Ending date 8/31/2016

Fund Totals		
10	General Funds	\$12,950.95
11	GENERAL FUND	\$698,334.65
12	Capital Outlay	\$20,746.63
20	Special Revenue Fund	\$3,511.00
30	Capital Projects Fund	\$38,455.71
40	Debt Service Fund	\$759,912.50
60	Enterprise Fund	\$47,566.98
95	STUDENT ACTIVITY	\$19,589.42
Total for all checks listed		\$1,601,067.84

Prepared and submitted by:


Board Secretary


Date

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$6,128,420.58
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		\$22,848,263.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$1,176,654.48	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,176,654.48

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	\$29,578,055.00	
302	Less revenues	(\$29,215,946.26)	\$362,108.74

Total assets and resources

\$30,517,646.80

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$64,469.54
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	\$0.00
Total liabilities		\$64,469.54

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

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Starting date 7/1/2016 Ending date 8/31/2016 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$23,237,333.98
761	Capital reserve account - July	\$1,201,912.00		
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	\$1,201,912.00	
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		\$184,504.00	
750-752,76x	Other reserves		\$0.00	
601	Appropriations	\$30,078,317.51		
602	Less: Expenditures (\$1,642,834.16)			
	Less: Encumbrances (\$22,937,071.47)	(\$24,579,905.63)	\$5,498,411.88	
	Total appropriated		\$30,122,161.86	
Unappropriated:				
770	Fund balance, July 1		\$831,277.91	
771	Designated fund balance		\$0.00	
303	Budgeted fund balance		(\$500,262.51)	
	Total fund balance			\$30,453,177.26
	Total liabilities and fund equity			\$30,517,646.80

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$30,078,317.51	\$24,579,905.63	\$5,498,411.88
Revenues	(\$29,578,055.00)	(\$29,215,946.26)	(\$362,108.74)
Subtotal	<u>\$500,262.51</u>	<u>(\$4,636,040.63)</u>	<u>\$5,136,303.14</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$1,201,912.00)	\$1,201,912.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$500,262.51</u>	<u>(\$5,837,952.63)</u>	<u>\$6,338,215.14</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>\$500,262.51</u>	<u>(\$5,837,952.63)</u>	<u>\$6,338,215.14</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$500,262.51</u>	<u>(\$5,837,952.63)</u>	<u>\$6,338,215.14</u>

Prepared and submitted by :


Board Secretary

Date

10/14/16

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	72,621	0	72,621	0	Under	72,621
00370	SUBTOTAL – Revenues from Local Sources	28,112,872	0	28,112,872	28,043,542	Under	69,330
00520	SUBTOTAL – Revenues from State Sources	1,368,041	0	1,368,041	1,172,404	Under	195,637
00570	SUBTOTAL – Revenues from Federal Sources	24,521	0	24,521	0	Under	24,521
Total		29,578,055	0	29,578,055	29,215,946		362,109

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	8,958,938	252,079	9,211,017	86,752	8,903,819	220,446
10300	Total Special Education - Instruction	3,088,913	(1,350)	3,087,563	54,102	3,011,346	22,115
11160	Total Basic Skills/Remedial – Instruct.	99,390	100	99,490	0	99,474	16
12160	Total Bilingual Education – Instruction	56,800	0	56,800	0	55,500	1,300
17100	Total School-Sponsored Co/Extra Curricul	213,920	0	213,920	5,741	192,680	15,500
17600	Total School-Sponsored Athletics – Instr	496,605	6,526	503,131	41,355	350,459	111,317
29180	Total Undistributed Expenditures - Instr	2,732,091	0	2,732,091	632	0	2,731,460
29680	Total Undistributed Expenditures – Atten	61,158	0	61,158	9,610	51,548	0
30620	Total Undistributed Expenditures – Healt	241,172	0	241,172	173	222,902	18,097
40580	Total Undistributed Expend – Speech, OT,	1,047,672	48	1,047,720	24,045	268,252	755,423
41080	Total Undist. Expend. – Other Supp. Serv	438,593	0	438,593	3,144	345,449	90,000
41660	Total Undist. Expend. – Guidance	424,518	0	424,518	8,385	414,633	1,500
42200	Total Undist. Expend. – Child Study Team	787,686	0	787,686	57,386	718,845	11,455
43200	Total Undist. Expend. – Improvement of I	206,933	639	207,572	35,826	168,884	2,862
43620	Total Undist. Expend. – Edu. Media Serv.	383,196	0	383,196	25,583	337,825	19,788
44180	Total Undist. Expend. – Instructional St	6,000	2,190	8,190	0	5,000	3,190
45300	Support Serv. - General Admin	636,197	1,800	637,997	148,443	433,684	55,870
46160	Support Serv. - School Admin	1,154,772	10,160	1,164,932	187,814	942,959	34,158
47200	Total Undist. Expend. – Central Services	344,232	304	344,536	48,723	266,381	29,432
47620	Total Undist. Expend. – Admin. Info. Tec	195,696	13,168	208,864	18,115	81,492	109,257
51120	Total Undist. Expend. – Oper. & Maint. O	2,278,092	80,852	2,358,944	319,248	1,568,110	471,586
52480	Total Undist. Expend. – Student Transpor	746,904	0	746,904	5,683	96,194	645,027
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	5,024,671	(82,287)	4,942,384	531,905	4,324,971	85,507
75880	TOTAL EQUIPMENT	0	16,034	16,034	16,034	0	0
76260	Total Facilities Acquisition and Constr	153,906	0	153,906	14,138	76,663	63,105
Total		29,778,055	300,263	30,078,318	1,642,834	22,937,071	5,498,412

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 10 General Funds

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
			72,621	0	72,621	0	Under	72,621
00100	10-1210	Local Tax Levy	27,951,872	0	27,951,872	27,951,872		0
00260	10-1910	Rents and Royalties	48,000	0	48,000	100	Under	47,900
00300	10-1___	Unrestricted Miscellaneous Revenues	113,000	0	113,000	91,570	Under	21,430
00420	10-3121	Categorical Transportation Aid	40,399	0	40,399	40,399		0
00430	10-3131	Extraordinary Aid	268,258	0	268,258	0	Under	268,258
00460	10-3176	Equalization Aid	15,477	0	15,477	15,477		0
00470	10-3177	Categorical Security Aid	46,450	0	46,450	46,450		0
00500	10-3___	Other State Aids	997,457	0	997,457	1,070,078		(72,621)
00540	10-4200	Medicaid Reimbursement	24,521	0	24,521	0	Under	24,521
Total			29,578,055	0	29,578,055	29,215,946		362,109

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers	529,590	0	529,590	0	529,590	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers	3,065,896	0	3,065,896	0	3,065,896	0
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers	1,786,474	0	1,786,474	0	1,786,474	0
02140	11-140-___-101	Grades 9-12 – Salaries of Teachers	3,030,028	0	3,030,028	594	3,029,434	0
02160	11-140-___-101	Salaries of Teachers	67,500	0	67,500	0	67,500	0
03020	11-190-1___-320	Purchased Professional – Educational Ser	72,700	0	72,700	15,800	50,470	6,430
03040	11-190-1___-340	Purchased Technical Services	90,750	1,596	92,346	61,473	3,081	27,792
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series	0	82,287	82,287	0	82,287	0
03080	11-190-1___-610	General Supplies	249,000	142,043	391,043	8,885	262,934	119,224
03100	11-190-1___-640	Textbooks	60,000	26,152	86,152	0	26,152	60,000
03120	11-190-1___-8__	Other Objects	7,000	0	7,000	0	0	7,000
04500	11-204-100-101	Salaries of Teachers	116,995	0	116,995	0	116,995	0
04520	11-204-100-106	Other Salaries for Instruction	87,250	0	87,250	0	87,250	0
04600	11-204-100-610	General Supplies	1,000	0	1,000	0	202	798
04620	11-204-100-640	Textbooks	500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers	2,034,304	0	2,034,304	0	2,034,304	0
07020	11-213-100-106	Other Salaries for Instruction	478,000	0	478,000	0	478,000	0
07100	11-213-100-610	General Supplies	8,000	(1,200)	6,800	0	1,056	5,744
07140	11-213-100-8__	Other Objects	500	0	500	0	0	500
08500	11-216-100-101	Salaries of Teachers	143,905	0	143,905	0	143,905	0
08520	11-216-100-106	Other Salaries for Instruction	86,500	0	86,500	0	86,500	0
08600	11-216-100-6__	General Supplies	4,000	(150)	3,850	106	70	3,673
09260	11-219-100-101	Salaries of Teachers	55,000	0	55,000	1,400	53,600	0
09500	11-221-100-101	Salaries of Teachers	32,751	0	32,751	26,409	6,342	0
09540	11-221-100-106	Other Salaries for Instruction	19,708	0	19,708	16,587	3,121	0
09560	11-221-100-320	Purchased Professional-Educational Servi	20,000	0	20,000	9,601	0	10,399
09620	11-221-100-610	General Supplies	500	0	500	0	0	500
11000	11-230-100-101	Salaries of Teachers	99,390	0	99,390	0	99,390	0
11100	11-230-100-610	General Supplies	0	100	100	0	84	16

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12000	11-240-100-101	Salaries of Teachers	55,500	0	55,500	0	55,500	0
12100	11-240-100-610	General Supplies	1,100	0	1,100	0	0	1,100
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	198,420	0	198,420	5,741	192,680	0
17040	11-401-100-6__	Supplies and Materials	11,000	0	11,000	0	0	11,000
17060	11-401-100-8__	Other Objects	4,500	0	4,500	0	0	4,500
17500	11-402-100-1__	Total Vocational Programs – Local -Instr	325,605	0	325,605	3,474	322,131	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	45,000	0	45,000	7,000	75	37,925
17540	11-402-100-6__	Supplies and Materials	91,000	6,526	97,526	24,161	27,813	45,552
17560	11-402-100-8__	Other Objects	35,000	0	35,000	6,720	440	27,840
29020	11-000-100-562	Tuition to Other LEAs within the State -	410,005	0	410,005	0	0	410,005
29040	11-000-100-563	Tuition to County Voc. School District-R	339,162	0	339,162	0	0	339,162
29060	11-000-100-564	Tuition to County Voc. School District-S	321,048	0	321,048	0	0	321,048
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	814,779	0	814,779	0	0	814,779
29100	11-000-100-566	Tuition to Priv. School for the Disabled	788,589	0	788,589	632	0	787,958
29160	11-000-100-569	Tuition – Other	58,508	0	58,508	0	0	58,508
29500	11-000-211-1__	Salaries	61,158	0	61,158	9,610	51,548	0
30500	11-000-213-1__	Salaries	218,672	0	218,672	0	218,672	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	8,000	0	8,000	0	0	8,000
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	0	4,230	6,770
30600	11-000-213-8__	Other Objects	3,500	0	3,500	173	0	3,328
40500	11-000-216-1__	Salaries	265,685	0	265,685	0	265,685	0
40520	11-000-216-320	Purchased Professional – Educational Ser	774,987	0	774,987	23,846	258	750,884
40540	11-000-216-6__	Supplies and Materials	7,000	48	7,048	199	2,310	4,539
41000	11-000-217-1__	Salaries	348,593	0	348,593	3,144	345,449	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	372,710	0	372,710	0	372,710	0
41520	11-000-218-105	Salaries of Secretarial and Clerical Ass	50,308	0	50,308	8,385	41,923	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	671,070	0	671,070	39,181	631,889	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	102,116	0	102,116	17,019	85,097	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	500	0	500	15	0	485
42160	11-000-219-6__	Supplies and Materials	12,000	0	12,000	0	1,859	10,141
42180	11-000-219-8__	Other Objects	2,000	0	2,000	1,170	0	830
43020	11-000-221-104	Salaries of Other Professional Staff	201,433	0	201,433	33,348	168,085	0
43160	11-000-221-6__	Supplies and Materials	3,000	0	3,000	0	799	2,201
43180	11-000-221-8__	Other Objects	2,500	639	3,139	2,478	0	661
43500	11-000-222-1__	Salaries	362,496	0	362,496	25,549	336,947	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	6,000	0	6,000	0	0	6,000

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Hasbrouck Heights Board of Ed.

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Starting date 7/1/2016 Ending date 8/31/2016 Fund: 10 General Funds

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43580	11-000-222-6__ Supplies and Materials	14,000	0	14,000	0	878	13,122
43600	11-000-222-8__ Other Objects	700	0	700	34	0	667
44120	11-000-223-[4-5] Other Purch. Services (400-500 series)	6,000	2,190	8,190	0	5,000	3,190
45000	11-000-230-1__ Salaries	251,747	0	251,747	38,984	212,763	0
45040	11-000-230-331 Legal Services	75,000	0	75,000	5,047	69,953	0
45060	11-000-230-332 Audit Fees	30,000	0	30,000	0	25,500	4,500
45120	11-000-230-340 Purchased Technical Services	19,050	1,800	20,850	0	1,800	19,050
45140	11-000-230-530 Communications/Telephone	156,900	0	156,900	30,686	123,628	2,586
45160	11-000-230-585 BOE Other Purchased Services	2,500	0	2,500	0	0	2,500
45180	11-000-230-590 Misc Purch Services (400-500 series, O/T	65,000	0	65,000	50,932	0	14,068
45200	11-000-230-610 General Supplies	7,000	0	7,000	463	0	6,537
45260	11-000-230-890 Miscellaneous Expenditures	15,750	0	15,750	10,344	40	5,366
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	713,047	0	713,047	118,841	594,206	0
46020	11-000-240-104 Salaries of Other Professional Staff	121,089	0	121,089	20,182	100,907	0
46040	11-000-240-105 Salaries of Secretarial and Clerical Ass	264,636	0	264,636	44,106	220,530	0
46120	11-000-240-6__ Supplies and Materials	38,000	(840)	37,160	2,561	9,066	25,533
46140	11-000-240-8__ Other Objects	18,000	11,000	29,000	2,125	18,250	8,625
47000	11-000-251-1__ Salaries	313,928	0	313,928	46,363	260,773	6,792
47040	11-000-251-340 Purchased Technical Services	15,804	0	15,804	1,120	3,360	11,324
47100	11-000-251-6__ Supplies and Materials	10,000	304	10,304	0	1,598	8,706
47180	11-000-251-890 Other Objects	4,500	0	4,500	1,240	650	2,610
47500	11-000-252-1__ Salaries	90,696	0	90,696	645	73,362	16,689
47540	11-000-252-340 Purchased Technical Services	8,000	0	8,000	3,686	0	4,315
47560	11-000-252-[4-5] Other Purchased Services (400-500 series	33,500	0	33,500	0	3,135	30,365
47580	11-000-252-6__ Supplies and Materials	60,000	13,168	73,168	13,784	4,995	54,389
47600	11-000-252-8__ Other Objects	3,500	0	3,500	0	0	3,500
48500	11-000-261-1__ Salaries	96,743	0	96,743	16,124	80,619	0
48520	11-000-261-420 Cleaning, Repair, and Maintenance Servic	200,000	65,984	265,984	92,092	67,382	106,510
48540	11-000-261-610 General Supplies	2,500	0	2,500	744	457	1,299
48560	11-000-261-8__ Other Objects	500	0	500	0	0	500
49000	11-000-262-1__ Salaries	940,487	0	940,487	119,130	821,357	0
49060	11-000-262-420 Cleaning, Repair, and Maintenance Svc.	50,000	6,632	56,632	295	24,902	31,435
49120	11-000-262-490 Other Purchased Property Services	33,000	0	33,000	6,309	26,691	0
49140	11-000-262-520 Insurance	137,250	0	137,250	5,827	0	131,423
49160	11-000-262-590 Miscellaneous Purchased Services	96,540	0	96,540	9,755	86,785	0
49180	11-000-262-610 General Supplies	130,000	6,961	136,961	18,369	51,663	66,929
49200	11-000-262-621 Energy (Natural Gas)	128,500	0	128,500	1,096	127,404	0
49220	11-000-262-622 Energy (Electricity)	264,200	0	264,200	30,192	234,008	0
49280	11-000-262-8__ Other Objects	15,600	0	15,600	6,063	7,375	2,162
50040	11-000-263-420 Cleaning, Repair, and Maintenance Svc.	38,000	1,275	39,275	3,925	10,600	24,750

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
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
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	9,327	28,867	4,578
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) --	30,485	0	30,485	1,079	29,406	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	28,756	0	28,756	0	28,756	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	14,000	0	14,000	525	84	13,391
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	70,068	0	70,068	3,117	34,895	32,056
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) -- Joint Agre	527,943	0	527,943	0	0	527,943
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	946	3,054	6,000
52460	11-000-270-8__	Other objects	1,000	0	1,000	16	0	984
71020	11-000-291-220	Social Security Contributions	320,000	0	320,000	28,932	291,068	0
71060	11-000-291-241	Other Retirement Contributions - PERS	283,000	0	283,000	93	276,000	6,907
71140	11-000-291-250	Unemployment Compensation	30,000	(24,578)	5,422	0	0	5,422
71160	11-000-291-260	Workmen's Compensation	150,000	0	150,000	108,217	0	41,783
71180	11-000-291-270	Health Benefits	4,125,353	0	4,125,353	344,700	3,756,170	24,483
71200	11-000-291-280	Tuition Reimbursement	50,000	0	50,000	42,355	733	6,912
71220	11-000-291-290	Other Employee Benefits	66,318	(57,709)	8,609	7,609	1,000	0
75720	12-000-262-73_	Undist. Expend. -- Custodial Services	0	16,034	16,034	16,034	0	0
76080	12-000-400-450	Construction Services	60,000	(3,754)	56,246	0	0	56,246
76140	12-000-400-721	Lease Purchase Agreements - Principal	87,048	3,754	90,802	14,138	76,663	1
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
Total			29,778,055	300,263	30,078,318	1,642,834	22,937,071	5,498,412

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		\$3,611.68
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	\$103,852.05	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$103,852.05

Loans Receivable:

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

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$1,006,240.00	
302	Less revenues	(\$52,202.00)	\$954,038.00

Total assets and resources

\$1,061,501.73

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$48,817.12
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$575.91
	Other current liabilities		\$5,868.70

Total liabilities

\$55,261.73

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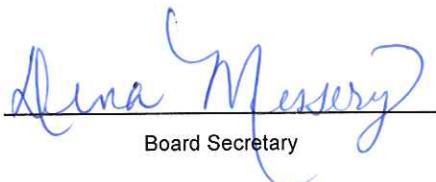
Starting date 7/1/2016 Ending date 8/31/2016 Fund: 20 Special Revenue Fund

Fund Balance:			
Appropriated:			
753,754	Reserve for encumbrances		\$193,122.77
761	Capital reserve account - July	\$0.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$0.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
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	\$1,006,240.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	(\$193,122.77)	(\$193,122.77)
	Total appropriated		\$1,006,240.00
Unappropriated:			
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$1,006,240.00
	Total liabilities and fund equity		\$1,061,501.73

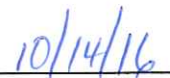
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,006,240.00	\$193,122.77	\$813,117.23
Revenues	(\$1,006,240.00)	(\$52,202.00)	(\$954,038.00)
Subtotal	\$0.00	\$140,920.77	(\$140,920.77)
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$140,920.77	(\$140,920.77)
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$140,920.77	(\$140,920.77)
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	\$0.00	\$140,920.77	(\$140,920.77)

Prepared and submitted by :


Board Secretary

Date


10/14/16

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	(Total of Accounts W/O a Grid# Assigned)	28,800	(3,720)	25,080	1,530	Under	23,550
00745	Total Revenues from Local Sources	1,300	0	1,300	0	Under	1,300
00770	Total Revenues from State Sources	291,200	(917)	290,283	50,672	Under	239,611
00830	Total Revenues from Federal Sources	690,700	(1,123)	689,577	0	Under	689,577
	Total	1,012,000	(5,760)	1,006,240	52,202		954,038
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	47,340	(6,172)	41,168	0	0	41,168
84100	Local Projects	1,300	0	1,300	0	0	1,300
88000	Nonpublic Textbooks	19,650	(917)	18,733	0	17,819	914
88020	Nonpublic Auxiliary Services	128,800	0	128,800	0	0	128,800
88040	Nonpublic Handicapped Services	102,850	0	102,850	0	0	102,850
88060	Nonpublic Nursing Services	30,950	0	30,950	0	30,950	0
88080	Nonpublic Technology Initiative	8,950	0	8,950	0	0	8,950
88740	Total Federal Projects	672,160	1,329	673,489	0	144,354	529,136
	Total	1,012,000	(5,760)	1,006,240	0	193,123	813,117

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 20 Special Revenue Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	28,800	(3,720)	25,080	1,530	Under	23,550
00740 20-1___ Other Revenue from Local Sources	1,300	0	1,300	0	Under	1,300
00765 20-32___ Other Restricted Entitlements	291,200	(917)	290,283	50,672	Under	239,611
00775 20-441[1-6] Title I	142,000	21,888	163,888	0	Under	163,888
00780 20-445[1-5] Title II	36,000	(2,478)	33,522	0	Under	33,522
00785 20-449[1-4] Title III	44,200	297	44,497	0	Under	44,497
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	468,500	(20,830)	447,670	0	Under	447,670
Total	1,012,000	(5,760)	1,006,240	52,202		954,038

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	47,340	(6,172)	41,168	0	0	41,168
84100 20-___-___-___ Local Projects	1,300	0	1,300	0	0	1,300
88000 20-___-___-___ Nonpublic Textbooks	19,650	(917)	18,733	0	17,819	914
88020 20-___-___-___ Nonpublic Auxiliary Services	128,800	0	128,800	0	0	128,800
88040 20-___-___-___ Nonpublic Handicapped Services	102,850	0	102,850	0	0	102,850
88060 20-___-___-___ Nonpublic Nursing Services	30,950	0	30,950	0	30,950	0
88080 20-___-___-___ Nonpublic Technology Initiative	8,950	0	8,950	0	0	8,950
88500 20-___-___-___ Title I	142,000	21,888	163,888	0	116,199	47,690
88520 20-___-___-___ Title II	36,000	(2,622)	33,378	0	28,155	5,223
88540 20-___-___-___ Title III	44,200	3,077	47,277	0	0	47,277
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	449,960	(21,014)	428,946	0	0	428,946
Total	1,012,000	(5,760)	1,006,240	0	193,123	813,117

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:

101	Cash in bank		\$1.86
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$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
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Resources:

301	Estimated revenues	\$0.00	
302	Less revenues	(\$1.86)	(\$1.86)

Total assets and resources			<u>\$0.00</u>
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Liabilities and Fund Equity

Liabilities:

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

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Hasbrouck Heights Board of Ed.

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Starting date 7/1/2016 Ending date 8/31/2016 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			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.00
	Total liabilities and fund equity			\$0.00

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	(\$1.86)	\$1.86
Subtotal	<u>\$0.00</u>	<u>(\$1.86)</u>	<u>\$1.86</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>(\$1.86)</u>	<u>\$1.86</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>(\$1.86)</u>	<u>\$1.86</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$1.86)</u>	<u>\$1.86</u>

Prepared and submitted by :

Board Secretary

Date

Dina Messery

10/14/16

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 30 Capital Projects Fund

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

Starting date 7/1/2016 Ending date 8/31/2016 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 7/1/2016 Ending date 8/31/2016 Fund: 40 Debt Service Fund

Assets and Resources

Assets:

101	Cash in bank		(\$540,850.86)
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$620,894.31

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	\$782,166.00	
302	Less revenues	(\$766,695.00)	\$15,471.00

Total assets and resources

\$95,514.45

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$540,850.86)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

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Hasbrouck Heights Board of Ed.

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Starting date 7/1/2016 Ending date 8/31/2016 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		\$840,550.00	
602	Less: Expenditures	(\$759,912.50)		
	Less: Encumbrances	\$0.00	(\$759,912.50)	\$80,637.50
	Total appropriated			\$80,637.50

Unappropriated:

770	Fund balance, July 1			\$73,260.95
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$58,384.00)

Total fund balance \$95,514.45

Total liabilities and fund equity \$95,514.45

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$840,550.00	\$759,912.50	\$80,637.50
Revenues	(\$782,166.00)	(\$766,695.00)	(\$15,471.00)
Subtotal	<u>\$58,384.00</u>	<u>(\$6,782.50)</u>	<u>\$65,166.50</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$58,384.00</u>	<u>(\$6,782.50)</u>	<u>\$65,166.50</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$58,384.00</u>	<u>(\$6,782.50)</u>	<u>\$65,166.50</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$58,384.00</u>	<u>(\$6,782.50)</u>	<u>\$65,166.50</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	620,896	0	620,896	620,896		0
0093A	Other	161,270	0	161,270	145,799	Under	15,471
Total		782,166	0	782,166	766,695		15,471
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	840,550	0	840,550	759,913	0	80,638
Total		840,550	0	840,550	759,913	0	80,638

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Hasbrouck Heights Board of Ed.

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Starting date 7/1/2016 Ending date 8/31/2016 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	620,896	0	620,896	620,896		0
00890	40-3160	Debt Service Aid Type II	161,270	0	161,270	145,799	Under	15,471
Total			782,166	0	782,166	766,695		15,471

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	170,550	0	170,550	89,913	0	80,638
89620	40-701-510-910	Redemption of Principal	670,000	0	670,000	670,000	0	0
Total			840,550	0	840,550	759,913	0	80,638

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$613,764.46
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$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	\$952,633.41	
302	Less revenues	(\$46,267.60)	\$906,365.81

Total assets and resources

\$1,520,130.27

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	\$37,606.30
	Other current liabilities	\$0.00

Total liabilities

\$37,606.30

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Hasbrouck Heights Board of Ed.

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Starting date 7/1/2016 Ending date 8/31/2016 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$235,279.77
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
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		\$952,633.41	
602	Less: Expenditures	(\$79,113.05)		
	Less: Encumbrances	(\$235,279.77)	(\$314,392.82)	\$638,240.59
	Total appropriated			\$873,520.36

Unappropriated:

770	Fund balance, July 1			\$609,003.61
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$1,482,523.97
	Total liabilities and fund equity			\$1,520,130.27

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$952,633.41	\$314,392.82	\$638,240.59
Revenues	(\$952,633.41)	(\$46,267.60)	(\$906,365.81)
Subtotal	\$0.00	\$268,125.22	(\$268,125.22)
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$268,125.22	(\$268,125.22)
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$268,125.22	(\$268,125.22)
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	\$0.00	\$268,125.22	(\$268,125.22)

Prepared and submitted by :


Board Secretary

Date

10/14/16

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	952,633	952,633	46,268	Under	906,366
Total		0	952,633	952,633	46,268		906,366

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	952,633	952,633	79,113	235,280	638,241
Total		0	952,633	952,633	79,113	235,280	638,241

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999		0	952,633	952,633	46,268	Under	906,366
Total		0	952,633	952,633	46,268		906,366
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999		0	952,633	952,633	79,113	235,280	638,241
Total		0	952,633	952,633	79,113	235,280	638,241

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$79,131.64
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$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	\$85,811.37	
302	Less revenues	(\$13,924.44)	\$71,886.93

Total assets and resources

\$151,018.57

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$700.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		(\$500.00)
	Total liabilities		\$200.00

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

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Starting date 7/1/2016 Ending date 8/31/2016 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$85,811.37	
602	Less: Expenditures	(\$18,478.33)		
	Less: Encumbrances	\$0.00	(\$18,478.33)	\$67,333.04
	Total appropriated			\$67,333.04
Unappropriated:				
770	Fund balance, July 1			\$83,485.53
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$150,818.57
	Total liabilities and fund equity			\$151,018.57

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$85,811.37	\$18,478.33	\$67,333.04
Revenues	(\$85,811.37)	(\$13,924.44)	(\$71,886.93)
Subtotal	<u>\$0.00</u>	<u>\$4,553.89</u>	<u>(\$4,553.89)</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>\$4,553.89</u>	<u>(\$4,553.89)</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>\$4,553.89</u>	<u>(\$4,553.89)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$4,553.89</u>	<u>(\$4,553.89)</u>

Prepared and submitted by :


Board Secretary

Date

10/14/16

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 95 STUDENT ACTIVITY

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		71,886	13,925	85,811	13,924	Under	71,887
Total		71,886	13,925	85,811	13,924		71,887
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		71,886	13,925	85,811	18,478	0	67,333
Total		71,886	13,925	85,811	18,478	0	67,333

Starting date 7/1/2016 Ending date 8/31/2016 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	71,886	13,925	85,811	13,924	Under	71,887
Total	71,886	13,925	85,811	13,924		71,887

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	71,886	13,925	85,811	18,478	0	67,333
Total	71,886	13,925	85,811	18,478	0	67,333

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

August 31, 2016

	Cash Balance 8/1/2016	Cash Receipts August-16	Cash Disbursements August-16	Cash Balance 8/31/2016
General Fund - 10	4,005,778.04	2,856,156.74	(733,514.20)	6,128,420.58
Special Revenue Fund - 20	(18,880.32)	26,003.00	(3,511.00)	3,611.68
Capital Projects Fund - 30	38,457.40	8,382.33	(46,837.87)	1.86
Debt Service Fund - 40	34,805.24	184,256.40	(759,912.50)	(540,850.86)
Enterprise Fund - 60	642,321.22	19,217.17	(47,773.93)	613,764.46
Total	4,702,481.58	3,094,015.64	(1,591,549.50)	6,204,947.72
Payroll Account	0.40	239,549.31	(239,549.31)	0.40
Payroll Agency Account	12,168.68	150,809.37	(162,002.83)	975.22
Unemployment Account	146,761.42	33.63	(28.90)	146,766.15
Summer Escrow Account	14.21	0.00	0.00	14.21
Flexible Spending Account	543.17	0.12	0.00	543.29
Grand Total	4,861,969.46	3,484,408.07	(1,993,130.54)	6,353,246.99


Chief School Administrator

10/14/16
Date

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Page 1 of 2

Month / Year: Aug 31, 2016

10/14/16

ATTACHMENT

D

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 / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data 8/31/2016	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	8,958,938	169,892	9,128,830	912,883	82,187	0.90%	995,070	830,696
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,731,368	48	4,731,416	473,142	(1,250)	-0.03%	471,892	474,392
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricular, Total	11-4XX-X00-XXX	710,525	6,526	717,051	71,705	0	0.00%	71,705	71,705
19160 19620	School-Sponsored Athletics - Instr, Total Before/After School									
20620 21620	Programs - Ins, Total Before/After School Programs, Total									
22620 23620	Summer School, Total Instructional Alternative Educatio, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	2,732,091	0	2,732,091	273,209	0	0.00%	273,209	273,209
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	1,897,730	0	1,897,730	189,773	0	0.00%	189,773	189,773
41660 42200	Expenditures - Healt, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	212,933	639	213,572	21,357	2,190	1.03%	23,547	19,167
45300	Support Serv. - General Admin	11-000-230-XXX	636,197	1,800	637,997	63,800	0	0.00%	63,800	63,800
46160	Support Serv. - School Admin	11-000-240-XXX	1,154,772	11,000	1,165,772	116,577	(940)	-0.07%	115,737	117,417
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	539,928	13,472	553,400	55,340	0	0.00%	55,340	55,340
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,278,092	80,852	2,358,944	235,894	0	0.00%	235,894	235,894
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	746,904	0	746,904	74,690	0	0.00%	74,690	74,690
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	5,024,671	0	5,024,671	502,467	(82,287)	-1.64%	420,180	584,754
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		29,624,149	284,229	29,908,378	2,990,838	0	0.00%	2,990,838	2,990,838
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	16,034	16,034	1,603	0	0.00%	1,603	1,603

Month / Year: Aug 31, 2016

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - A:23A-2.3	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 8/31/2016	% 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	153,906	0	153,906	15,391	0	0.00%	15,391	15,391
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		153,906	16,034	169,940	16,994	0	0.00%	16,994	16,994
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		29,778,055	300,263	30,078,318	3,007,832	0	0.00%	3,007,832	3,007,832


 School Business Administrator Signature

10/14/16
 Date

Hasbrouck Heights Board of Education									
Transfers									
Aug-16									
Account Number		Account Description	From	To	Description				
11	216	100 610 04	General Supplies	150					
11	000	223 500 04	Other Purchased Services		150	Professional development for Euclid school staff			

HASBROUCK HEIGHTS SCHOOL DISTRICT

BERGEN COUNTY
Comprehensive Maintenance Plan

School /Number	15/16 Actual	16/17 Budgeted	17/18 Planned
MIDDLE/HIGH SCHOOL (050)	\$254,185 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$179,846 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$201,000 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.
EUCLID SCHOOL (060)	\$84,728 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$59,949 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$67,000 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.
LINCOLN SCHOOL (080)	\$84,728 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$59,949 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.	\$67,000 Localized repairs of cracks, weather proofing, caulking, painting, and patching. Replace hardware, worn treads, cracked tiles, and broken panes. Inspect, repair, service valves, seals, piping and insulation. Clean, repair, or replace boiler components. Annual service and inspection of all major systems, motors, and equipment.
TOTAL ALL SCHOOLS	\$423,641	\$299,743	\$335,000

ATTACHMENT





Form M-1

messeryd@hhschools.org

Sign

Detailed Actual Expenditures by Year by Building Worksheet																	2080		
District Name		Hasbrouck Heights			Actual Expenditure by Building												District Number		
A		B	C		G	H	I	J	K	L	M	N	O	P	Q				
A. School Facility Name	School Number				Actual Expenditures FY 07-08	Actual Expenditures FY 08-09	Actual Expenditures FY 09-10	Actual Expenditures FY 10-11	Actual Expenditures FY 11-12	Actual Expenditures FY 12-13	Actual Expenditures FY 13-14	Actual Expenditures FY 14-15	Actual Expenditures FY 15-16	Budgeted Amount FY 16-17	Total				
			Gross Building Area (GSF)																
Middle/High School	050		103,681		\$ 215,589	\$ 196,325	\$ 162,483	\$ 144,429	\$ 154,007	\$ 190,015	\$ 211,204	\$ 176,635	\$ 254,185	\$ 179,846	\$ 1,884,718				
Euclid School	060		33,317		\$ 71,863	\$ 65,441	\$ 54,161	\$ 48,143	\$ 51,335	\$ 63,339	\$ 70,401	\$ 58,878	\$ 84,728	\$ 59,949	\$ 628,238				
Lincoln School	080		33,317		\$ 71,863	\$ 65,441	\$ 54,161	\$ 48,143	\$ 51,335	\$ 63,339	\$ 70,401	\$ 58,878	\$ 84,728	\$ 59,949	\$ 628,238				
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Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Assistant Technology Coordinator

Qualifications:

~~Demonstrate strong hands-on technical skills related to MAC and Windows support, software distribution, ability to troubleshoot hardware and perform minor repairs. Completion of a technical school computer program and a minimum of two (2) years experience in computer maintenance and installation is required.~~

~~**Reports To:** K-12 Technology Coordinator~~

~~**Primary Function:** To support in the development and implementation of information technology products and services.~~

Responsibilities:

- ~~• To assist in the installation and configuration of computer hardware and software.~~
- ~~• To assist in the maintenance of information technology systems.~~
- ~~• To assist in both the physical and informational security of district technology.~~
- ~~• To help maintain a current inventory of all technology equipment (hardware and software).~~
- ~~• To assist district personnel with any information technology questions.~~
- ~~• Assist in network administration and maintenance.~~
- ~~• Serve as a district-wide resource person for the implementation of information technology.~~
- ~~• Other responsibilities and duties as designated by the Technology Coordinator.~~

~~**Terms of Employment:** Twelve months~~

~~**Work Location:** Hasbrouck Heights and South Hackensack School Districts.~~

~~**Evaluation:** Annual evaluation by the Superintendent of Schools with input from the building administrators~~

Qualifications: A bachelor's degree from an accredited institution in computer science, computer programming, networking, or computer-related field or educational technology; and/or previous teaching experience and/or assigned responsibilities in the area of computer/technology education; and/or demonstrated skills and talents in computer education and experience with networks, administrative software, educational software, MAC OS, PC and cross-platform communication. Also, the ability to write coherently and speak effectively, demonstrated strengths in human relation skills for the purpose of working effectively with staff, parents, and community members for the improvement of the district's technology program, and the ability to provide in-service training to district employees.

Reports To: Superintendent of Schools

Job Goal: Maintains district and school websites, databases and software; assists K-12 Technology Coordinator with developing, implementing and evaluating technology; provides professional development for staff as needed to support technology upgrades and/or new technology hardware/software in conjunction with the K-12 Technology Coordinator; assists administrators and secretaries with state-required NJ SMART data and other internet based state reports; assists with PARCC requirements; provides reports as needed for superintendent, administrators, teachers, staff, school community particularly to enhance or support student instruction, curricula development, etc.

Responsibilities:

- Attends Board of Education Technology Committee Meetings unless excused by the Superintendent of Schools;
- Oversees, maintains, updates, upgrades district databases and/or software including but not limited to GENESIS (or similar student database), CSI (or similar staff database), TEACHSCAPE (or similar teacher evaluation software), School Messenger (or similar emergency outreach software); Full Control Scheduler (FCS or similar scheduling program), curricula mapping software, student assessment database, accounting software, etc.;
- Maintains/updates/trains other staff on district and school websites;
- Desktop hardware and application software support (Word processing, presentation software, spreadsheets, break-fix)
- Writes programs as needed to support/enrich instruction, communication, security and/or other district needs;
- Trains staff as needed to assist in maintaining programming, websites, databases, etc.
- Works with K-12 Technology Coordinator as needed to support email, network, wireless, servers, phone lines security hardware, software, integrated with network, for the school community;
- Assists with the required update for PARCC and other state- or district-mandated assessments;
- In collaboration with superintendent, administrators, and principals, schedules teachers, classes, room utilization, etc. with Full Control Scheduler and GENESIS;
- With the K-12 Technology Coordinator, follows PARCC guidelines and meets with Superintendent and administrators to make sure district meets hardware/software requirements for state-mandated testing;
- Collaboratively with the K-12 Technology Coordinator, identifies needs for staff development and coordinates staff development activities and trainings;
- Models lessons for teachers and assists teachers with planning of technology-integrated lessons aligned with common core curricula standards;
- Works with Superintendent, Administrators principals for the identification and selection of appropriate software and hardware that is applicable to teacher and student needs especially with new electives;
- Works with Superintendent, Administrators, and Principals in selecting hardware and software to prepare students for state-testing, teacher evaluation, assessment data collection, Accuplacer, SRI and similar reading/writing/math internet-based testing, curricula mapping, etc.
- Orders software and authorizing software and hardware purchases for the district.
- Under direction of the Superintendent, annually works with District Technology Committee to update District Technology and all computer policies;
- Works with District Computer Technicians on a day-to-day basis in overseeing the maintenance of the entire district system;
- Assists in preparing a budget for the district technology needs;
- Oversees the technology inventory and make purchases of supplies and equipment when needed;
- Oversee and assist the Technology Technician, when necessary, regarding work orders, system repairs, etc.;
- Disseminates work orders to the computer technicians and oversees their progress;

- **Upgrades/updates all technology and prepares for start of the following school year in summer;**
- **Performs all other duties within the scope of this position as may be assigned by the Superintendent of Schools.**

Terms of Employment: Twelve month position, subject to negotiation with the Board of Education.

Work Location: TBD

Evaluation: The K-12 Data/Information Coordinator will be evaluated in accordance with district policy and applicable State guidelines by the Superintendent of Schools with input from Principals and other building administrators.

Approved: October 29, 2002

Revised: December 14, 2006

Revised: July 23, 2015

Revised: October 20, 2016

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Director of Special Services

Qualifications:

- NJ State Principal Certificate/**School Administrator Certificate**
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Superintendent

Supervises: All Child Study Team Members, Related Service Providers, ESL, Nurses, Speech staff Members, Home Instruction, I&RS, Gifted and Talented, Special Education Teachers, Paraprofessionals, and SAC.

Activities/Responsibilities:

- Monitors all IEP's/ARS for state/federal compliance
- Conducts observations and/or evaluations for identified members who are under the supervision of the Director of Special Services
- Supervises the provision of services for home-bound students for all district students both regular education and classified students
- Coordinates special services with individual schools in collaboration with building principals
- Coordinates and directs the activities of the child study team
- Supervises all staff and office personnel assigned to the Department of Special Services
- Facilitates parent involvement through workshops, newsletters and other communication modes
- Develops and implements in-service training for professional staff on special education issues
- Participates in pre-referral interventions by identifying and modifying academic, social and emotional factors which are affecting a student's educational progress, and working and supervising I&RS
- Refer to outside sources as appropriate and serve as liaison between outside therapists and school
- Consults and maintains on-going communication with parents to assist in understanding the learning and adjustment processes of children
- Is familiar with and facilitates the utilization of community resources for students and their families
- Organize and assists in conducting parent and student support groups, including CPC
- Establishes an orderly, efficient system to complete assignments which is characterized by respect for and investment in the team approach and adherence to requirements of state and federal laws and school policy
- Maintains appropriate records as required by law
- Displays evidence of understanding each pupil's social, emotional, physical and intellectual growth and development
- Interprets law governing Special Education Services, school policies and goals to help parents and staff understand them

- Displays a willingness to share ideas, methods and materials with other staff members
- Works cooperatively and enthusiastically with other staff and the administration in achieving school and system goals
- Assists in orientation of new staff to school policies and procedures
- Works with colleagues to evaluate and to ensure program effectiveness
- Keeps informed of recent developments in his/her professional area(s)
- Develops ways of applying recently acquired professional knowledge and skills in delivering services and in the school and department environment
- Collaborates in the management of 504 services
- Management of SAC
- Performs other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent or his/her designee

Terms of Employment: Twelve month position with compensation according to the Hasbrouck Heights Administrators Association's negotiated agreement

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy # 4116 on evaluation of certificated personnel.

Approved: August 28, 2014

Revised: June 16, 2015

Revised: October 29, 2015

Revised: April 28, 2016

Revised: July 21, 2016

Revised: October 20, 2016

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

DIRECTOR OF CURRICULUM & INSTRUCTION

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate/**School Administrator Certificate**
2. Classroom teaching and/or administrative experience preferred
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. Ability to plan, organize and administer a district-level professional development program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's curriculum in Pre-K-12.

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, other administrators, and teachers in developing curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent/assistant superintendent the adoption of new instructional materials, methods and programs, in conjunction with other administrators.
3. Provides leadership in the development of the Pre-K-12 instructional program and achievement of state core and common core curriculum content standards and district goals and objectives.
4. Assists in the implementation of the district's in-service education program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
7. Cooperates with administrators and staff in planning the instructional program and support services for special education pupils and other students with special needs.
8. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned.
9. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
10. Coordinates the selection of textbooks and instructional materials throughout the district and recommends those selected to the superintendent for adoption by the board of education, in conjunction with other administrators.
11. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.
12. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
13. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
14. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
15. Supervise curriculum developers

16. Performs other duties as may be assigned by the superintendent.

TERMS OF EMPLOYMENT: Twelve month position. Salary to be determined by the board of education

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: June 17, 2014

Revised: July 23, 2015

Revised: October 20, 2016

LEGAL REFERENCES:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.A.C. 18A:7F</u>	Comprehensive Education Improvement and Financing Act
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9 See</u>	Professional licensure and standards
<u>particularly:</u>	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-12.3</u>	Authorization
<u>N.J.A.C. 6A:9-12.6</u>	Supervisor
<u>N.J.A.C. 6A:9-14</u>	Acting administrators
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of non-tenured teaching staff members
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Paraprofessional Coach

Qualifications: pursuant to N.J.A.C. 6A:32-4.7 – NJSIAA guidelines

1. Must have participated in sports that they will be assisting.
2. Must have high **school** diploma or equivalent.

Reports To: Fully certified Coach, Head Coach, Athletic Director, and Principal.

Responsibilities: To assist coaches in any sport level. To complete all instructional and non-instructional tasks which bring about success to the designated athletic program. He or she must always be under the supervision of the head coach or any of the board of education approved coaches.

Activities During Season

- To assist in organizing and implementing practice procedures.
- To assist in the instruction of various fundamentals according to the sport.
- To assist in the development of game strategies.
- To assist in the implementation of strategies during athletic contests.
- To assist in the care, maintenance, and handling of all equipment.
- To assist in any other duties and responsibilities to be determined by the head coach.

Terms of employment:

Stipend basis for the duration of specified athletic season, e.g., **Fall**- August- November;
Winter- November- March; **Spring** - March- June.

Evaluation: Performance of this position will be evaluated by head coaches in the respective sport.

Approved: January 28, 2016

Revised: October 20, 2016

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description - Vice Principal – Student Discipline, Safety and Activities, HHMS/HHHS

Qualifications:

1. NJ Principal Certificate
2. A minimum of five years of teaching experience in grades 6-12.
3. A Master's Degree from an accredited college or university.
4. Such alternatives or additions to the above qualifications as per superintendent/Board members.

Reports To: HHMS/HHHS Principals

Supervises: HHMS/HHHS Staff and students and those as directed by building principals

Job Goal: Assists the building principals and educational leaders responsible in creating the culture/climate that supports academic environment that will fosters 21st century skills to prepare students for college/workplace.

Responsibilities: The activities of the Assistant Principal include but are not limited to:

- Serves as HHHS and/or HHMS principal in his/her absence
- Acts as primary disciplinarian, utilizing code of conduct, for HHHS/HHMS
- Works with staff members in classroom management strategies that promote positive behavior
- Represents principals at PTA meetings and other parent/community outreach meetings that deal with discipline or extracurricular activities
- Works with SRO, SAC, and guidance staff in implementing programs that address substance abuse, gang awareness, bullying/harassment concerns, and internet safety
- Organizes annual incoming grade 5 and grade 9 orientation programs in collaboration with athletic director
- Assists principal in preparation and monitoring of school budget, as related to discipline and student activities
- Organizes study halls and special duty assignments in collaboration with principals and Director of Curriculum and Instruction
- Coordinates and develops regular assembly programs as related to extracurricular activities and discipline
- Coordinates/supervises pre- and post-school detention programs, Friday and/or Saturday schools
- Organizes/maintains high school activities calendar, in collaboration with athletic director
- ~~Coordinates student fund-raising activities~~
- Coordinates/budgets/advises principal regarding the selection of advisors for the yearbook, "The Pilot's Log" and other HHHS/HHMS publications
- Coordinates/produces student and staff handbook for school, staff, central office
- Fosters/coordinates organization/supervision of clubs, extracurricular activities, student council, field trips and student government
- Works with principals with testing, particularly with test security
- Plans/coordinates/trains staff and students on emergency and safety plans
- Represents principal at pre- and post-school student-related activities
- Performs tasks/responsibilities that principal may assign

- Assists in supervision and evaluation of staff as directed by principal
- Monitors attendance, outreaches to parents/guardians of students with attendance issues
- Completes state reports with building principals for attendance
- Completes truancy reports and follows up on truancy issues
- Serves as a member of the I&RS Team
- Assists with mentoring new teachers
- Updates MS/HS website
- Assists with parent communication (ie, Friday Folder/publicity)

Terms of Employment: Twelve month position with compensation according to the Hasbrouck Heights Administrators Association negotiated agreement.

Evaluation: Performance of this job will be evaluated by the Principal in accordance with the provisions of the Board's policy # 4116 on evaluations of certificated personnel.

Approved: July 29, 2010

Revised: July 23, 2015

Revised: October 20, 2016

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description: Secretary to Middle School Principal

Qualifications:

- High School Diploma
- Prior secretarial experience
- Strong organizational and typing skills
- Current and proficient knowledge of all standard office procedures and equipment
- Computer literate on current district computers
- Ability to function as part of a cohesive secretarial team by assuming varied responsibilities
- Ability to communicate clearly and effectively with the public, staff and students
- Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: School Principal

Job Goal: Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

Responsibilities: The activities of the secretary to the junior senior high school principal include but are not limited to:

- Provides routine secretarial support to principal
- Types and files a wide variety of documents, including confidential material related to staff and students
- Sorts mail and participates in the processing of large-scale mailings
- Processes purchase orders and vouchers, receives and accounts for purchased materials and maintains an ongoing record of expenses, including petty cash and cash for general activities for school programs
- Operates a wide variety of machines to complete tasks and assignments
- Collects and processes data for official reports
- Serves as an in-person and phone receptionist for parents, students, staff, community members and outside professionals having contact with the school offices
- Makes phone contacts and handles correspondence on behalf of the school
- Maintain school registers
- Maintains daily student attendance

- Assists in processing of transcripts, registration of new students and student transfers
- Assists the school nurse as needed
- Maintains and distributes individual school calendars
- ~~Maintains various school scholarship funds~~
- ~~Maintains Student Loan Fund Council minutes~~ **petty cash**
- Provides routine secretarial support for school supervisors and school nurse
- Maintains attendance records for all staff members and submits attendance report to Superintendent's office on a monthly basis
- Provides routine secretarial and clerical support to school PTA on an as needed basis
- Provides routine secretarial and clerical support to CST as directed by principal
- Performs tasks inherent to computerized reports, including but not limited to the following:
 - Input information for new and existing students
 - Send emails
 - Create reports and spreadsheets, as deemed necessary
 - Print report cards/progress reports
 - Assist parents with maintaining a password log-on for report cards, progress reports, etc.
 - Student attendance on a daily basis
 - Input state testing scores in students' academic area
 - Input inventories
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Principal

Terms of Employment: Twelve month position with compensation in accordance with the Hasbrouck Heights Education Association negotiated contract.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

Approved: March 27, 2003

Revised: April 23, 2009

Revised: May 26, 2016

Revised: October 20, 2016

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description – High School Principal

Qualifications:

1. NJ Administration and Supervision Certificate
2. A minimum of five years of teaching experience in grades K-12
3. A Master's Degree from an accredited college or university.
5. Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Superintendent of schools

Supervises: All staff assigned to the building.

Job Goal: Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

Responsibilities: The activities of the Principal include but are not limited to:

- Responsible for the management and daily operation of the High School program
- Provides leadership for the development, implementation and evaluation of instructional programs
- Conducts ongoing needs assessment and providing leadership determining long- and short-term goals and objectives.
- Provides for staff development of assigned personnel
- Assigns all students in such a way that will encourage their optimum growth
- Supervises and evaluates the performance of all assigned personnel and entering into mutually agreed accountability factors with teachers which relate to the total cognitive, psychomotor and affective growth of the child
- Properly completes all observations and evaluations of assigned staff members.
- Carries out a program of community relations as a means of interpreting and furthering the school program
- Develops a school plan and organizational procedures for the health, safety and conduct of students
- Administers the instructional materials budget according to the school priorities
- Is responsible for identifying and reporting conditions and required upkeep of building and grounds
- Is responsible for the administration of district policy and state and federal laws
- Coordinates the development and implementation of federal and state funded programs
- Provides Organizes individual and group counseling to students when applicable
- Administers the collective bargaining contract at the school site
- Will perform in such a manner that the goals of the district will be optimally achieved and performs other duties as assigned
- Develops programs and procedures relating to student discipline and attendance and to be responsible for the implementation and management of such programs
- Monitors the standardized testing procedure to assure optimum testing condition for students and test security as required
- Develops a program for controlling the building and all activities which are scheduled to use the facility

- Participates in ~~Pupil Assistance Meeting (PAC)~~ INRS
- Oversees the daily attendance of all students
- Implements the discipline policy.
- Submits all required reports in a complete and timely manner.
- Coordinates the High School substitute scheduling of class coverage
- Coordinates commencement ceremonies and all award ceremonies
- Coordinates and develops student handbook and course of study guide for the High School
- ~~Coordinates the collection of fees for all extracurricular activities~~
- Oversees the test program in high school
- Keeps superintendent abreast of all major incidents that occur, especially those that require police intervention; parent concerns and/or involvement with outside agencies
- Is responsible for implementing the policy on harassment, bullying and intimidation (HIB), in which the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal is as follows:
 - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
 - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
 - c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the Superintendent of Schools

Terms of Employment: Twelve month position with compensation according to the Hasbrouck Heights Principal's/Supervisors negotiated agreement.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy # 4116 on evaluations of certificated personnel.

Approved: March 27, 2003
 Revised: March 31, 2010
 Revised: April 23, 2015
 Revised: October 20, 2016

Hasbrouck Heights Board of Education
Hasbrouck Heights, New Jersey

Job Description - Middle School Principal

Qualifications:

1. NJ Administration and Supervision Certificate
2. A Master's Degree from an accredited college or university.
3. Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Superintendent of schools

Supervises: All Staff assigned to building

Job Goal: Assists the educational leader responsible for creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

Assist in creating an environment for excellence which will result in greater student self-esteem and performance.

Responsibilities: The activities of the Principal include but are not limited to:

- Responsible for the management and daily operation of the Middle School program
- Interprets and enforces state statutes, administrative code and Board of Education policy
- Provides instructional leadership in curriculum assessment and program development in co-ordination with district staff
- Identifies staff in-service needs and participates in the planning of appropriate programs in consultation with district staff
- Cooperates with district level supervisors and coordinator to insure proper continuity and consistency of program
- Participates in the selection and supervision of school personnel and serves as evaluation team leader or member
- Recommends the assignment or transfer of personnel
- Approves the master teaching schedule and all special schedules
- Supervises the development of the school activities calendar
- Keeps the Superintendent informed of events and activities as warranted
- Prepares or supervises the preparation of reports appropriate to the school's administration.
- Submits all required reports in a complete and timely manner.
- Establishes procedures for security and accountability of the use of all school facilities, property and equipment for educational purposes under the jurisdiction of the Board of Education
- Directs pupil accounting procedures
- Assumes responsibility for the health, safety and orderly conduct of students
- Insures that student record keeping procedures comply with district policy, and establishes procedures for safe storing and integrity of those records
- Serves as Summer School Principal, **when applicable**, responsible for all aspects inherent to the position including but not limited to staffing, registration, course offerings and advertising
- Annually notifies parents of the availability of test results and provides opportunities for parental review
- Participates in the preparation of the school budget and monitors the expenditure of school monies

- Strives to maintain effective communication with parents, teachers and students and participates in the organization and administration of the public relations program for the school
- Serves as a member on committees as directed by the Superintendent
- Delegates responsibility to personnel where and when appropriate
- Schedules and conducts meetings of the school faculty for effective operation of the school in accomplishing stated goals and objectives of the district, and for staff professional growth
- Assumes responsibility for person professional growth and development through membership and participation in the affairs of professional organizations
- Provides leadership in the growth and improvement of his/her area of assigned responsibility. Leadership means not only successfully administering existing programs, but actively initiating the district's response to a perceived need
- Coordinates the Middle School substitute scheduling of class coverage
- Coordinates commencement ceremonies and all award ceremonies
- Coordinates and develops student handbook and course of study guide for the Middle School
- Is responsible for implementing the policy on harassment, bullying and intimidation (HIB), in which the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal is as follows:
 - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
 - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
 - c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying
- Other responsibilities and duties which are appropriate and necessary to the position as directed by the ~~Principal~~ **Superintendent**.

Terms of Employment: Twelve month position with compensation according to the Hasbrouck Heights Principal's/Supervisors negotiated agreement.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy # 4116 on evaluations of certificated personnel.

Approved: March 27, 2003
 Revised: March 31, 2010
 Revised: April 23, 2015
 Revised: October 20, 2016