

HASBROUCK HEIGHTS November 16, 2023
Regular Meeting Agenda
Time: 7:30 p.m.

I. A. Meeting called to order at:

B. Announcement of adequate meeting:

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

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of this meeting to be given to the public and the press on November 7, 2023. Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School, Lincoln Elementary School and Hasbrouck Heights School District Website.

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

C. Roll Call

II. Flag Salute

III. Presentations/Awards:

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

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

- V. Approval of Minutes: October 19, 2023
- VI. Correspondence and Report of School Business Administrator/Board Secretary
- VII. Report of the Board President
- VIII. Report of the Superintendent
- IX. Committee and Liaison Reports:
 - A. Education/Curriculum
 - B. Special Education
 - C. Technology
 - D. Facilities
 - E. Recreation
 - F. Finance
 - G. Personnel
 - H. Policy
 - I. NJ/BCSBA
 - J. Borough Council Liaison
 - K. Faculty Liaison
 - L. PTA Liaison

Awards: None

X. Resolutions:

Education /Curriculum Committee

- E11-01-24 Approve the Monthly Discipline Report
- E11-02-24 Approve the Monthly HIB Report
- E11-03-24 Approve the Monthly District Calendar
- E11-04-24 Approve Subscription
- E11-05-24 Approve Membership Request
- E11-06-24 Approve Purchase of Transcribe.com
- E11-07-24 Approve PD Purchase
- E11-08-24 Approve Meeting
- E11-09-24 Approve Workshop Attendance

E11-10-24 Approve Purchase of Resources
E11-11-24 Approve PD Conference Attendance
E11-12-24 Approve PD Date Change
E11-13-24 Approve HS Evacuation Drills
E11-14-24 Approve Guest Speaker
E11-15-24 Approve Photo Shoot
E11-16-24 Approve Faculty Presentation
E11-17-24 Approve Faculty Attendance at Naviance Parent Nigh
E11-18-24 Approve ESL Materials
E11-19-24 Approve A-Z Purchase
E11-20-24 Approve Purchase of Instructional Materials
E11-21-24 Approve Purchase of Math Manipulatives
E11-22-24 Approve Staff to Observe
E11-23-24 Approve Professional Development
E11-24-24 Approve PSD Class Apps
E11-25-24 Approve Web-Based Training and Assessment
E11-26-24 Approve Empower Energy Promotion
E11-27-24 Approve Super Teacher
E11-28-24 Approve Submission of Safety & Security Plan SOA
E11-29-24 Approve JWC Spelling Bee
E11-30-24 Approve School Boards to Assist with Superintendent's Search
E11-31-24 Approve Purchase of EduPlanet

Special Education Committee

S11-01-24 Approve OOD Placement

Technology Committee

None

Facilities Committee

B11-01-24 Approve Facilities Calendar

Recreation Committee

R11-01-24 Approve Monthly Field Trip Calendar
R11-02-24 Approve HS Clubs
R11-03-24 Approve Sub Athletic Trainer Payment Schedule

Finance Committee

F11-01-24 Approve Financial Certification

F11-02-24 Approve Actual Payroll for
F11-03-24 Approve Estimated Payroll for
F11-04-24 Approve Bills List for
F11-05-24 Approve Reports
F11-06-24 Approve Pianist/Accompanist for Concerts
F11-07-24 Approve Fundraisers
F11-08-24 Approve Pitney Bowes Lease Renewal
F11-09-24 Approve Softball Batting Cage Project
F11-10-24 Approve HVAC Replacements/Upgrades
F11-11-24 Approve Additional Architectural and Engineering Services
F11-12-24 Approve Withdrawal From Maintenance Reserve Account
F11-13-24 Approve Purchase of Collaborative Furniture
F11-14-24 Approve Bathroom Repair Appropriations
F11-15-24 Approve Frontline Absence and Sub Management Software
F11-16-24 Approve Wrestling State Tournament
F11-17-24 Approve Solution Architecture

Personnel

P11-01-24 Personnel Action
P11-02-24 Personnel Action
P11-03-24 Personnel Action
P11-04-24 Personnel Action
P11-05-24 Personnel Action
P11-06-24 Personnel Action
P11-07-24 Personnel Action
P11-08-24 Personnel Action
P11-09-24 Personnel Action
P11-10-24 Personnel Action
P11-11-24 Personnel Action
P11-12-24 Personnel Action
P11-13-24 Personnel Action
P11-14-24 Personnel Action
P11-15-24 Personnel Action
P11-16-24 Personnel Action
P11-17-24 Personnel Action
P11-18-24 Personnel Action

Policy Committee:

PL11-01-24 Policy/Reg First and Second Readings

XI. Old Business

XII. New Business

XIII. Open Public Hearing

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

XIV. Private Session (If **necessary**)

XV. Adjournment

**HASBROUCK HEIGHTS BOARD OF EDUCATION
RESOLUTIONS - November 16, 2023**

AWARDS AND PRESENTATIONS:

RESOLUTIONS:

EDUCATION/CURRICULUM COMMITTEE

RESOLUTIONS:

E11-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept Monthly Discipline Report:

HS - 1 in-school suspension
MS - 1 in-school suspension
LS - 0
ES - 0

E11-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

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

HS - 0
MS - 1 investigation
ES - 0
LS - 0

E11-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

The monthly district calendar

E11-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of a subscription to the Marshall Memo (a weekly round-up of Important Ideas and Research in K-12 Education), at a cost of \$190.00, paid with ARP ESSER funds.

E11-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a yearly membership for Dominique Vetrano to the Association of Mathematics Teachers of New Jersey at a cost of \$30.00, paid with ARP ESSER funds.

E11-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of Transcribe.com, an online tool to aid in translation - paid with Title III ESEA funds.

E11-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of Zaner-Bloser Patterns of Power Program Implementation Professional Development, a grammar instruction program, at a cost of \$1,015.00, paid with ARP ESSER funds.

E11-08-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Lincoln School to host Bergen County School Counselor Association's May K-8 Meeting on Friday, May 31, 2024 in the Media Center from 9:00-11:00 am.

- E11-09-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Johanna Feria to attend MSU Counselor Workshop on December 1, 2023 at no cost to the district.

- E11-10-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of Saddleback Historical Libraries for use at the Middle and High School, at a cost of \$2,237.54, paid with Title III ESEA Immigrant funds.

- E11-11-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Dominique Vetrano, Joseph Colangelo and Christopher Garcia to attend Learning forward Professional Learning Conference on December 7, 2023 in Monroe Township, NJ at a cost of \$375.00 - paid with ARP ESSER funds.

- E11-12-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Amend Resolution E10-05-24 for a change of date for Christopher Garcia to attend Leaders to Leaders Training - from November 1, 2023 to December 11, 2023.

- E11-13-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the High School Evacuation Drills.

- E11-14-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Sarah Bombino from Mid-Bergen Health Commission, as a guest speaker at the High School for the Nutrition Class on December 5, 2023.

- E11-15-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Heinemann and the Reading and Writing Project Network for a photo shoot at Euclid School in grades 3-5 Writing Workshop Classrooms, on November 29, 2023 - parental permission required.

- E11-16-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Emily Persons to present to all faculty, "Teach to all the Brains in the Room", on November 20, 2023 from 2:45-3:30 pm at a cost of \$350.00.

- E11-17-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Ashley Calligy, Johanna Feria, and Alisa Rios to be paid \$42.00 per hour for 3 hours each to attend Naviance Parent Night in December.

- E11-18-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of ESL materials for district-wide use, \$1,579.66 paid with ESEA Title III funds.

- E11-19-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of Learning A-Z to support targeted reading instruction as per the following:

Lincoln School - \$3,815.80, paid with ESEA Title I funds

Euclid School - \$208.66, paid with ESEA Title III funds

Middle School - \$554.00, paid with ESEA Title III funds

- E11-20-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of instructional reading materials from Booksource, \$1,001.55, paid with ESEA Title I funds.

- E11-21-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of math manipulatives from EAI Education at a cost of \$897.81, paid with ESEA Title I funds.

- E11-22-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Lincoln School teachers Allison Daly and Jennfer Martello to attend Lincoln School in Rutherford, NJ on November 20, 2023 to review their SEL program.

- E11-23-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the BACT Team Advanced Training at Bergen Community College, Lyndhurst Campus, on November 14, 2024 - J. Mastropietro, F. D'Amico, M. Stillman, L. Ciraco; and on November 15, 2024 - L. Simmons, V. Barchini, M. Warren, B. Christianson - at no cost to the district.

- E11-24-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of Apps for the Euclid School PSD class: Phonics Island, My Play Home Plus, Toddler Puzzle Games, and Kids Autism Games at a total cost of \$70.96.

- E11-25-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of VB-MAPP, a web-based training library at a cost of \$149.99, and VB-MAPP Assessment Kit at a cost of \$929.95.

- E11-26-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve the Middle School STEM Robotics Club to participate in the Empower Energy Promotion from the Alliance to Save Energy, at no cost to the district, including supplies.
- E11-27-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve the purchase of Super Teachers Worksheets for both Euclid and Lincoln Schools at a cost of \$375.00 per school.
- E11-28-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve the submission of the School Safety and Security Plan Annual Review Statement of Assurance.
- E11-29-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve the Jr.Woman's Club Spelling bee for Euclid and Lincoln School students in grades 4 and 5, to be held on January 16, 2024 (snow date: January 23, 2024).
- E11-30-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Appoint School Boards to assist the Board with a superintendent search, pending legal review of the contract for services.
- E11-31-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve the purchase of EduPlanet, an online repository platform for curriculum at a cost of \$4,440.00.

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S11-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a contract with Evergreen Academy for Student #1000524, at a cost of \$63,900.00, starting October 24, 2023 through the end of the school year.

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B11-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Monthly Facilities Calendar

RECREATION COMMITTEE:

RESOLUTIONS:

R11-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the monthly Field Trip Calendar

R11-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the following High School Clubs:

Environmental Club - Paola Calderone, Advisor at \$830.00

Teen Arts Club - Paola Calderone, Advisor at \$830.00

R11-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve in-district Substitute Athletic Trainers to receive payment according to the Board adopted outside services sub payment schedule.

FINANCE COMMITTEE:

RESOLUTIONS:

F11-01-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

F11-02-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month October in the amount of \$2,060,699.91 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

F11-03-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of November at \$2,080,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$2,080,000.

F11-04-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year: (Attachment A)

Bills List for the Month of September

Fund 10	General Fund	\$ 3,131,027.79
Fund 20	Special Revenue	\$ 442,776.64
Fund 60	Enterprise	\$ 28,417.10
Fund 95	Student Activity	\$ 15,193.25
Total:		\$ 3,617,414.78

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| F11-05-24 | <p>Be it Resolved that upon the recommendation of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).</p> <p style="text-align: center;">Board Secretary's Report</p> <p style="text-align: center;">Cash Report</p> <p style="text-align: center;">Monthly Fund Transfer Report</p> <p style="text-align: center;">September (Attachment B)</p> |
| F11-06-24 | <p>Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:</p> <p>Approve Judy Kessler (pianist/accompanist) for Lincoln School grades 4 & 5 Spring Concert - Rehearsal April 8, 2024 from 9:30 - 11:30 am, and Concert April 8, 2024 from 6:00 - 8:00 pm, at a fee of \$350.00.</p> <p>Approve Judy Kessler (pianist/accompanist) for Euclid School grades 4 & 5 Spring Concert - Rehearsal April 5, 2024 from 9:30-10:30 am and April 9, 2024 from 9:30-10:30 am, and Concert April 10, 2024 from 6:00-8:00 pm, at a fee of \$425.00.</p> |
| F11-07-24 | <p>Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:</p> <p><u>Approve the following fundraisers:</u></p> <p>High School Senior Class shirt/sweatshirt sale in December 2023.</p> <p>High School Wrestling SnapRaise Fundraiser during the Wrestling Season</p> <p>Gay-Straight Alliance to sell Pride flags and stickers in June 2024</p> <p>Boys Basketball Team SnapRaise Fundraiser from December 1 - 9, 2024</p> <p>National Honor Society Candy Cane Gram Sale - Dec. 1-24, 2024</p> <p>High School Winter Wonderland Week of Fundraisers - Dec. 18-21, 2024</p> |
| F11-08-24 | <p>Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:</p> <p>Approve a lease renewal with Pitney Bowes for SendPro Mail Center, a 60 month contract at a cost of \$398.13 per month, beginning February 28, 2024.</p> |

F11-09-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve a Softball Batting Cage Project at Hitchcock Field at a cost of \$10,890.00 - \$4,500 of the cost to be shared by the Borough of Hasbrouck Heights.

F11-10-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Accept from NJ Board of Public Utilities the School and Small business ventilation and Energy Efficiency Verification and Repair Grant for the Hasbrouck Heights Middle & High School for the HVAC replacements/upgrades for (5) five Airdale Heating units that are defective in the amount of \$492,380.

F11-11-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve EI Associates to provide additional architectural and engineering services for the NJ CLEAN ENERGY SSB-VEER Program HVAC System at the Hasbrouck Heights Middle School and High School at a cost of \$72,000. The cost breakdown is as follows:

Assessment Report	\$7,500.00
Technical Air Balance allowance	\$7,500.00
Schematic Design, NJDOE Submission, Detailed Design, and Construction Documents	\$57,000.00
Total	\$72,000.00

The costs are funded by a grant from the New Jersey Board of Public Utilities. No local funds are needed. The grant is for the replacement of (5) five heating Aidale units, which are defective.(Attachment C)

F11-12-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the withdrawal of \$164,127.00 from the maintenance reserve account. This money is the 25% local share of a grant received from PSE&G to replace (5)

five Airdale Heating units at Hasbrouck Heights MS & HS. The total cost of the project is \$656,506, which PSE&G will be paying \$492,380. (Attachment D)

F11-13-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of collaborative learning classroom furniture from Lee-Distributors at a cost of \$32,468.39 - partially funded with ESEA Title IV funds in the amount of \$13,050.50.

F11-14-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the additions of \$52,500 to the 2023-2024 budget year appropriations to pay for needed bathroom repairs and renovations at Euclid School and Lincoln School. The funds will come out of the \$252,999 excess Extraordinary Aid that was generated in SY 2022-2023.

F11-15-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the purchase of Absence and Substitute Management software from Frontline Education for the remainder of the 2023-2024 school year. The costs are as follows:

One Time Implementation fee:	\$4,095.00
Pro-rated Subscriptions from 2/1/24-6/30/24	<u>\$3,111.19</u>
Total Cost	\$7,111.19

These costs will be paid from an ARP ESSER COVID Grant. The fee for the 2024-2025 School Year will also be paid from this grant.

F11-16-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Wrestling State Tournament Trip (if needed) - cost not to exceed \$4,100.00.

F11-17-24 Be it Resolved that upon the recommendations of the Superintendent of Schools of the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Solution Architecture to review proposed PSD sites and provide requirements to seek DOE use approval.

PERSONNEL COMMITTEE:

RESOLUTIONS:

P11-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve M. Binazeski for SY 23-24 to teach Non-Public STEM as approved by the Nonpublic Schools Grant at an hourly rate of \$100.84, maximum of 205 hours.

P11-02-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Home Instruction for Student #1000230 per the following:

Modern History - P. Dennehy - 2 hrs plus prep, \$42.00 per hour
English 11 - P. McShane - 2 hours plus prep, \$42.00 per hour
Personal Finance - V. McCue - 1 hour plus prep, \$42.00 per hour
Particular Topics in Algebra - K. Caputo - 2 hrs plus prep, \$42.00 per hour
Algebra I - K. Caputo - 2 hours plus prep, \$42.00 per hour
Biology - T. Ismailovsky - 2 hours plus prep, \$42.00 per hour

P11-03-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Jessica Hoz to be a Lunch Assistant at Lincoln School; \$18/hour, max 2 hours per diem.

P11-04-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Elizabeth Capasso-Lui as an after school club paraprofessional for Student #1000973, 2 hours per month at \$24.33 per hour.

- P11-05-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Cynthia Luciano as an LDTC - MA, Step 15, plus MIF, at \$82,845.00, pro-rated.

- P11-06-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Substitutes at \$150 per diem.

*	D'AMATO, GIANNA
*	VITELLI, VICTORIA
*	SMART, IVY
	FANDETTA,
*	MICHELLE
*	MASON, ALEXIS
*	SPANGLER, ZACH
*	KEST, LUKE
	KLEIN, HOWARD
	LORD, LUCRETIA

*Pending receipt of paperwork.

- P11-07-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve Mary Wagner (Certified Substitute Teacher) to cover a Euclid School Elementary Special Education Class from November 6 - December 4, 2023, at \$150.00 per diem.

- P11-08-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve #0745; paid sick leave from 10/25/2023 to approximately 11/13/2023, return to work TBD.

- P11-09-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve staff member #0625; paid sick leave from 12/5/2024 to 4/8/2024. Unpaid FMLA from 4/9/2024 through 6/25/2024.
- P11-10-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve M. Saccomano as Paraprofessional at Lincoln School at \$26,335; Pro-Rated from 11/17/2023.
- P11-11-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Rescind Ian Zellman (Resolution P06-17-23) as Future Scientist Advisor for the second half of the yearly stipend.
- P11-12-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve Tricia Barrios as a Coaching Assistant for winter and spring track for Student #6467 at \$2,035.20.
- P11-13-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Accept the retirement of Concetta Romano, Euclid School Secretary, effective July 1, 2024.
- P11-14-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:
- Approve Jacklyn Cito as a High School English/Special Education teacher at MA Step 12, \$70,720 plus \$700 MIF, pending receipt of all paperwork.
- P11-15-24 Be it resolved that upon the recommendations of the Superintendent of Schools

the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Amend Resolution P10-21-24 for Tara Goss to MA+15, Step 6, \$67,050 plus \$700 MIF.

P11-16-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve D. Kastner, S. Valenti and A. Daly as teacher supervisors during Lincoln School's Theater week - December 11 - 15, 2023, 20 hours total, at \$32.00 per hour.

P11-17-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve F. Koc to receive the diaper changing stipend of \$500, pro-rated from start date.

P11-18-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve J. Schmarack to be paid retroactively to September 1, 2023 for the difference between what he was paid as sub athletic trainer and the Board approved outside services sub payment schedule, for both football and girls and boys soccer.

POLICY COMMITTEE:

RESOLUTIONS:

PL11-01-24 Be it resolved that upon the recommendations of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2023-2024 school year:

Approve the First reading of the new/revised policies/regulations:

1642.01 Sick Leave (Attachment E)

3324 Right of Privacy (Attachment F)

4324 Right of Privacy (Attachment G)

5111 Eligibility of Resident/Non-Resident Students (Attachment H)

8500 Food Services (Attachment I)

Approve the Second reading of the new/revised policies/regulations:

2270 Religion in Schools (Attachment J)

2419 School Threat Assessment Teams - Policy and Regulation (Attachment K)

3161 Examination For Cause (Attachment L)

3212 Attendance - Policy and Regulation (Attachment M)

4161 Examination For Cause (Attachment N)

4212 Attendance - Policy and Regulation (Attachment O)

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

Attachment A

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Starting date 9/1/2023

Ending date 9/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
021891	09/15/23		2313	FIESTA CATERING		500.00
021892	09/20/23		1400	THE GRAYCLIFF		14,693.25
069599	09/08/23		E833	BAGEL RUN		1,545.00
069600	09/12/23		2572	TREASURER, STATE OF NJ/ DCA ELSA		440.00
069601	09/12/23		4625	PETTY CASH/BOARD OF EDUCATION		500.00
069602	09/12/23		1648	PETTY CASH/CHILD STUDY TEAM		300.00
069603	09/12/23		2620	PETTY CASH/EUCLID SCHOOL		300.00
069604	09/12/23		1240	PETTY CASH/HIGH SCHOOL		500.00
069605	09/12/23		1493	PETTY CASH/LINCOLN SCHOOL		300.00
069606	09/12/23		6758	PETTY CASH/MIDDLE SCHOOL		300.00
069607	09/12/23		D356	HARD ROCK HOTEL & CASINO ATLANTIC CITY		700.00
069609	09/19/23	09/21/23	2354	TREASURER - STATE OF NEW JERSEY	NEEDS PAPERWORK ATTACHE	4,000.00
069610	09/20/23		0673	HASBROUCK HEIGHTS ATHLETIC		107,027.64
069611	09/20/23		2354	TREASURER - STATE OF NEW JERSEY		111.12
069612	09/28/23		1859	BENSI OF HASBROUCK HEIGHTS		153.19
069613	09/28/23		3021	A.T. & T		14,258.98
069614	09/28/23		0016	ACKERSON DRAPERY SERVICES & DRAPERY INC		145.50
069615	09/28/23		F746	ADUSUMILLI, SRIBHAVYA		291.00
069616	09/28/23	10/23/23	E596	AGRAWAL, SANA	WRONG HOME SDDRESS	9,475.68
069617	09/28/23		1701	ALPINE LEARNING GROUP, INC.		17,113.02
069618	09/28/23		0075	AMERICAN PAPER & SUPPLY COMPANY		100.00
069619	09/28/23		1173	AMOROSI; JOHN M.		97.00
069620	09/28/23		Y534	ARCHIBALD, LAQUETA		20.00
069621	09/28/23		2525	AT HOME MEDICAL		1,581.00
069622	09/28/23		0129	ATRA JANITORIAL SUPPLY COMPANY INC.		97.00
069623	09/28/23		1854	AURIEMMA, KRISTEN		3,360.00
069624	09/28/23		Z812	AVEANNA HEALTHCARE/LOVING CARE INC		3,000.00
069625	09/28/23		E005	AVILA, MARICELA		194.00
069626	09/28/23		G806	BAEZ, DARIEN		97.00
069627	09/28/23		G282	BARRERO, EMILY		400.00
069628	09/28/23		1828	BCCA		175.00
069629	09/28/23		V379	BCWCA		350.00
069630	09/28/23		V405	BCWCA		58.45
069631	09/28/23		4374	BECKER'S SCHOOL SUPPLIES		48.50
069632	09/28/23		U448	BELE, REVA		
069633	09/28/23	09/28/23	4173	BERGEN ARTS & SCIENCE	WE SHOULD ONLY PAY UP TO S	300.00
069634	09/28/23		Y653	BERGEN COUNTY ASSOCIATION OF SCHOOL ADI		2,400.00
069635	09/28/23		0180	BERGEN COUNTY SPECIAL SERVICES		800.00
069636	09/28/23		K930	BERGEN TRACK & FIELD LLC		

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069637	09/28/23		1524	BH SECURITY		115.62
069638	09/28/23		N473	BLUMM USA INC		2,834.64
069639	09/28/23		W796	BOOKSOURCE		599.30
069640	09/28/23		0222	BOROUGH OF HASBROUCK HEIGHTS		357.69
069641	09/28/23		7703	BRAIN POP LLC		2,371.50
069642	09/28/23		1256	BSN SPORTS LLC/PASSONS SPORTS CENTER		752.68
069643	09/28/23		B020	BUGGE, WYATT		48.50
069644	09/28/23		J670	BULK BOOKSTORE		456.00
069645	09/28/23		X990	BUTLER ENGINEERING ASSOCIATES, INC.		1,300.00
069646	09/28/23		O599	CANON FINANCIAL SERVICES, INC		5,051.05
069647	09/28/23		4396	CAROLINA BIOLOGICAL SUPPLY CO.		265.40
069648	09/28/23		0286	CASCADE SCHOOL SUPPLIES		100.33
069649	09/28/23		1487	CCL THERAPY, LLC		6,018.75
069650	09/28/23		2213	CLASSIC SPORTS FLOORS FINISHING, INC		1,845.12
069651	09/28/23		V698	CLIFFSIDE PARK HS WRESTLING TEAM		475.00
069652	09/28/23		1427	COSKEYS ELECTRONIC SYSTEMS INC.		1,216.00
069653	09/28/23		5126	CROWN TROPHY		1,245.00
069654	09/28/23		1505	DAVID GREGORY SCHOOL, INC.		10,789.46
069655	09/28/23		D105	DAVILA, PAULINA		194.00
069656	09/28/23		1033	DELL FINANCIAL SERVICES		7,740.85
069657	09/28/23		1150	DELTA DENTAL		25,238.37
069658	09/28/23		0403	DEMCO		205.23
069659	09/28/23		U143	DEPASS, GAEA		48.50
069660	09/28/23		2994	DERON SCHOOL OF NJ, INC.		14,357.92
069661	09/28/23		J880	DEVIA, JOSHUA		194.00
069662	09/28/23		0730	DIRECT ENERGY BUSINESS		7,576.37
069663	09/28/23		0434	EAI EDUCATION		494.94
069664	09/28/23		O695	EMERSON PARENTS FOR ATHLETES		125.00
069665	09/28/23		M235	FALQUEZ, MEGAN		4,398.00
069666	09/28/23		1950	FIELD PRO ENTERPRISES, LLC		2,780.00
069667	09/28/23		L383	FILE BANK INC		343.10
069668	09/28/23		2779	FISHER SCIENCE EDUCATION CO		328.68
069669	09/28/23		0521	FITNESS LIFESTYLES, INC.		427.00
069670	09/28/23		2282	FLINN SCIENTIFIC INC.		805.01
069671	09/28/23		1806	FOGARTY & HARA, ESQS.		1,315.38
069672	09/28/23		B005	FOX FENCE ENTERPRISES INC.		9,740.00
069673	09/28/23		M289	GALLINA, ANGELA		389.00
069674	09/28/23		7200	GARFIELD HIGH SCHOOL		100.00
069675	09/28/23		9718	GOV CONNECTION INC		7,498.00

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069676	09/28/23		2748	GRAINGER		713.68
069677	09/28/23		0248	GROUND PRO, INC		2,858.96
069678	09/28/23		1038	HANNON FLOORS COVERING CORP		12,290.70
069679	09/28/23		4316	HEALY AWARDS, INC.		702.90
069680	09/28/23		4011	HEINEMANN PUBLISHING COMPANY		4,126.23
069681	09/28/23		2697	HENRY SCHEIN, INC.		209.54
069682	09/28/23		0716	HOME DEPOT		2,414.86
069683	09/28/23		1846	HOWARD TECHNOLOGY SOLUTIONS		5,400.00
069684	09/28/23		U814	HUDL		549.00
069685	09/28/23	09/28/23	W425	HUDSON ARTS AND SCIENCE	SHOULD ONLY PAY UP TO SEPT	
069686	09/28/23		0728	HUDSON UNITED GLASS CORP		1,150.00
069687	09/28/23		C131	IN-LINE AIR CONDITIONING CO, INC		3,496.00
069688	09/28/23		G285	INTELTEK		5,435.75
069689	09/28/23		0710	JOHNSON CONTROLS SECURITY SOLUTIONS		350.36
069690	09/28/23		4337	JOSTENS, INC		922.26
069691	09/28/23		Q684	KENCOR, INC.		252.00
069692	09/28/23		R384	KEY WORLD/DBA ROMER SECURITY, LLC		309.91
069693	09/28/23		7738	KEYBOARD CONSULTANT, INC.		66,444.00
069694	09/28/23		2306	KNAGGS, DAWN		190.44
069695	09/28/23		J333	KOKOSZKA, VICTORIA		97.00
069696	09/28/23		T508	KS STATEBANK		8,376.87
069697	09/28/23		B771	LOTUS CONNECT LLC		6.30
069698	09/28/23		7385	MACHADO LAW GROUP, LLC		2,800.00
069699	09/28/23		1958	MAGIC TOUCH CONSTRUCTION CO., INC		6,546.59
069700	09/28/23		J209	MAP RESTAURANT SUPPLIES		11,225.01
069701	09/28/23		X547	MD BUYING GROUP LLC/CUSTOMER SUPPORT		24.05
069702	09/28/23		0626	MEDCO SUPPLY COMPANY		172.58
069703	09/28/23		1016	METRO FIRE & SAFETY CO.		14,800.95
069704	09/28/23		0514	MIHALITSIANOS, GERASIMOS		303.95
069705	09/28/23		R153	MOLINA, BRIANNA		97.00
069706	09/28/23		2366	MUSIC & ARTS CENTER, INC		101.44
069707	09/28/23		2366	MUSIC & ARTS CENTER, INC/DO NOT SUE		20.99
069708	09/28/23		6119	MUSIC IN MOTION		133.45
069709	09/28/23		W479	MYSTERY SCIENCE INC		3,390.00
069710	09/28/23		I670	N IMPERATORE TUTOR LLC		2,400.00
069711	09/28/23		1584	NAPA AUTO PARTS		313.77
069712	09/28/23		1003	NASCO		840.25
069713	09/28/23		1594	NEURODEVELOPMENTAL PEDIATRICS, LLC		1,200.00
069714	09/28/23		G328	NEWSELA, INC		13,552.00

Check Journal
Rec and Unrec checks

Hasbrouck Heights Board of Ed.
Hand and Machine checks

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069715	09/28/23		0359	NJ DEP/DIV OF REV/MED WASTE GEN		255.00
069716	09/28/23		6166	NJ LABOR LAW POSTER SERVICE		99.50
069717	09/28/23	10/06/23	4250	NJ PRINCIPALS & SUPVSR'S ASSOC	DUPLICATED PAYMENT	1,119.00
069718	09/28/23		1147	NJ SCHOOLS BOARDS ASSOC		2,200.00
069719	09/28/23		1836	NJASL		160.00
069720	09/28/23		L565	NJCTC		320.00
069721	09/28/23		K598	NJIC		333.00
069722	09/28/23		1149	NJSBA		14,854.63
069723	09/28/23		P670	NJSCHOOLJOBS		150.00
069724	09/28/23		5127	NORTH BERGEN WRESTLING		400.00
069725	09/28/23		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENT		101.92
069726	09/28/23		B064	NORTHEASTERN INTERIOR SERVICES LLC		7,005.80
069727	09/28/23		8838	ON-SITE FLEET SERVICE		2,689.22
069728	09/28/23		4336	OPTIMUM		187.72
069729	09/28/23		2476	ORIENTAL TRADING CO.		1,111.20
069730	09/28/23		1822	PALOS SPORTS		160.99
069731	09/28/23		1245	PARAMOUNT EXTERMINATING		352.00
069732	09/28/23		1501	PHOENIX CENTER, INC.		16,460.73
069733	09/28/23		1568	PHONAK LLC		2,005.00
069734	09/28/23		Z050	POWER-FLO TECHNOLOGIES, INC.		1,480.39
069735	09/28/23		C613	PRECISION ELECTRIC MOTOR WORKS, INC		10,785.00
069736	09/28/23	09/28/23		00.0 \$ Multi Stub Void	#069739 Stub	
069737	09/28/23	09/28/23		00.0 \$ Multi Stub Void	#069739 Stub	
069738	09/28/23	09/28/23		00.0 \$ Multi Stub Void	#069739 Stub	
069739	09/28/23		2328	PSE & GCO		32,046.92
069740	09/28/23		5556	R&J CONTROL, INC.		265.00
069741	09/28/23		P558	REGAL STAMP & SIGN CO., INC		89.00
069742	09/28/23		V830	REYES, ALEXA		48.50
069743	09/28/23		0552	REYNOLDS, DANIELLE		329.88
069744	09/28/23		1740	RIDDEL/ALL AMERICAN SPORTS CORP		371.41
069745	09/28/23		I925	Robert Brown		32.89
069746	09/28/23		J024	ROCKALINGUA, INC		598.00
069747	09/28/23		2066	S & S WORLDWIDE INC.		1,252.98
069748	09/28/23		3102	S AND S DISCOUNT		1,843.56
069749	09/28/23		0267	SAGE EDUCATIONAL ENTERPRISES		14,330.88
069750	09/28/23		M504	SAL ELECTRIC CO., INC		75,826.60
069751	09/28/23		L817	SANDY RAMJIT		29.64
069752	09/28/23		M277	SANTOS, ELISHA		194.00
069753	09/28/23		2121	SARGENT-WELCH SCIENTIFIC		183.20

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Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069754	09/28/23		W630	SAVVAS LEARNING COMPANY, LLC		123,531.43
069755	09/28/23		2251	SCHOLASTIC CLASSROOM MAGAZINES		2,911.70
069756	09/28/23		2000	SCHOOL HEALTH CORP.		617.49
069757	V 09/28/23	09/28/23		00.0 \$ Multi Stub Void	#069759 Stub	
069758	V 09/28/23	09/28/23		00.0 \$ Multi Stub Void	#069759 Stub	
069759	09/28/23		1579	SCHOOL SPECIALTY, LLC		20,030.62
069760	09/28/23		Q047	SCHOOLWIDE, INC		3,285.00
069761	09/28/23		W660	SCREENCASTIFY, LLC		1,035.00
069762	09/28/23		0925	SD GAMEDAY, LLC.		265.00
069763	09/28/23		0800	SHAW'S COMPLETE SECURITY		5,698.00
069764	V 09/28/23	10/10/23	H329	SHELLY, BETTE	WRONG ADDRESS	1,992.00
069765	09/28/23		8464	SHORE TRACK COACHES ASSOC.		312.00
069766	09/28/23		2606	SICKELS; MICHAEL		35.20
069767	09/28/23		2322	SOUTH BERGEN JOINTURE COMM.		27,105.59
069768	09/28/23		K092	SPEEDY LUBEOF MAYWOOD, INC		55.58
069769	09/28/23		0330	SPORTSMAN'S		23.90
069770	09/28/23		1929	SPORTSTIME		848.50
069771	09/28/23		X743	SPOTIFY USA , INC		349.00
069772	09/28/23		2070	STANS SPORTS CENTER		1,483.95
069773	09/28/23		2775	STAPLES ADVANTAGE/ED DATA/do not use		124.57
069774	09/28/23		K581	STAPLES, INC / ED DATA		3,809.37
069775	09/28/23		E214	THE CRAIG SCHOOL		16,972.00
069776	09/28/23		0633	THE LIBRARY STORE		116.44
069777	09/28/23		L594	THE NEW YORK TIMES COMPANY		3,536.00
069778	09/28/23		2024	THE SHERWIN WILLIAMS CO.		2,067.05
069779	09/28/23		W488	THERAPY ASSOCIATES ABA SERVICES LLC		9,425.00
069780	09/28/23		U611	THOMAS, KARLENE		23.25
069781	09/28/23		T755	TOUCHMATH, LLC		207.20
069782	09/28/23		7808	TRUGREEN		1,470.00
069783	09/28/23		P887	VALLEY MEDICAL GROUP		181.00
069784	09/28/23		4115	VAN DINE MOTORS, INC.		94.95
069785	09/28/23		1217	VENT TECH		1,275.00
069786	09/28/23		0639	VEOLIA WATER OF NEW JERSEY		4,235.36
069787	09/28/23		4454	VERIZON		184.50
069788	09/28/23		2588	VERIZON WIRELESS		1,420.58
069789	09/28/23		U338	VOCABULARY.COM/THINKMAP, INC.		2,640.00
069790	09/28/23		4427	W.B. MASON CO., INC.		9,284.04
069791	09/28/23		0209	WARD'S NATURAL SCIENTIFIC		1,213.94
069792	09/28/23		4230	WEATHER PROOFING TECH., INC.		3,699.01

Starting date 9/1/2023

Ending date 9/30/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069793	09/28/23		2370	WILLIAM H. SADLIER		10,154.23
069794	09/28/23		K887	WILLIAMS, BRANDIN		51.90
069795	09/28/23		1871	WRIST-BAND/		1,082.27
069796	09/28/23		2229	ZANER BLOSER PUBLISHERS INC		8,191.16
069797	09/28/23		V675	ZUIDEMA INC/ZUIDEMA PORT TOILETS		1,315.00
069798	09/28/23		E874	IXL LEARNING, INC		3,848.00
069799	09/28/23		7738	KEYBOARD CONSULTANT, INC.		5,993.73
A64651	09/15/23		PAY	HASBROUCK HEIGHTS PAYROLL		1,003,902.28
A64652	09/30/23		PAY	HASBROUCK HEIGHTS PAYROLL		1,094,804.76
A64659	09/11/23		1159	STATE OF NJ HEALTH BENEFITS	SEP HEALTH BENEFITS	409,776.82
A64660	09/14/23		0271	PRUDENTIAL RETIREMENT(DCRP)	9.15.23 DCRP	2,005.58
A64661	09/28/23		0271	PRUDENTIAL RETIREMENT(DCRP)	9.28.23 DCRP	2,007.38
A64662	09/29/23		7269	HASBROUCK HEIGHTS PR AGENCY		115,408.99
A64665	09/29/23		7269	HASBROUCK HEIGHTS PR AGENCY	SEP BOARD SHARE FICA	37,547.39

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Fund Totals

10	General Funds	\$117,608.99
11	GENERAL FUND	\$3,013,418.80
20	Special Revenue Fund	\$442,776.64
60	Enterprise Fund	\$28,417.10
95	STUDENT ACTIVITY	\$15,193.25
Total for all checks listed		\$3,617,414.78

Prepared and submitted by:

Poleta Brown

Board Secretary

9/30/23

Date

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 9/30/2023	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	10,926,230	9,480	10,935,710	1,093,571	119,000	1.09%	1,212,571	974,571
10300 11160	Total Special Education - Instruction, Total Basic Skills/Remedial - Instruct., Total Bilingual Education - Instruction, Total Undistributed Expend - Speech, O.T., Total Undist. Expend. - Other Supp. Serv	11-2XX-100-XXX 11-000-216, 217	5,770,710	15,656	5,786,366	578,637	0	0.00%	578,637	578,637
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricular, Total School-Sponsored Athletics - Instr, Total Before/After School Programs, Total Summer School, Total Instructional Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins	11-4XX-X00-XXX	951,786	9,483	961,269	96,127	6,000	0.62%	102,127	90,127
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	3,217,146	6,885	3,224,031	322,403	(34,526)	-1.07%	287,877	356,929
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed Expenditures - Health, Total Undist. Expend. - Guidance, Total Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.	11-000-211, 213, 218, 219, 222	2,836,981	470	2,837,451	283,745	0	0.00%	283,745	283,745
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	279,182	0	279,182	27,918	0	0.00%	27,918	27,918
45300	Support Serv. - General Admin	11-000-230-XXX	643,438	12,166	655,604	65,560	0	0.00%	65,560	65,560
46160	Support Serv. - School Admin	11-000-240-XXX	1,391,008	65	1,391,073	139,107	0	0.00%	139,107	139,107
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin, Info, Tec	11-000-25X-XXX	619,588	471	620,059	62,006	0	0.00%	62,006	62,006
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	3,008,619	1,068,930	4,077,549	407,755	54,000	1.32%	461,755	353,755
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	1,195,941	20,188	1,216,129	121,613	0	0.00%	121,613	121,613
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	6,073,133	0	6,073,133	607,313	(6,000)	-0.10%	601,313	613,313
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120 72122	Transfer of Property Sale Proceeds Res., Transfer of Property Sale Proceeds CDL	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	500	0	500	50	0	0.00%	50	50
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 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)	10-607	0	0	0	0	0	0.00%	0	0
72246 72247										
72260	TOTAL GENERAL CURRENT EXPENSE		36,914,262	1,143,794	38,058,056	3,805,806	138,474	0.36%	3,944,280	3,667,332

Month / Year: Sep 30, 2023

10/26/23

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	15,400	15,400	1,540	15,526	100.82%	17,066	(13,986)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	356,005	1,297,779	1,653,784	165,378	190,000	11.49%	355,378	(24,622)
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 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	3,000	0	3,000	300	0	0.00%	300	300
76400	TOTAL CAPITAL OUTLAY		359,005	1,313,179	1,672,184	167,218	205,526	12.29%	372,744	(38,308)
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss 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		37,273,267	2,456,973	39,730,240	3,973,024	344,000	0.87%	4,317,024	3,629,024

Polett Brown

School Business Administrator Signature

9/30/23

Date

Start date 9/1/2023

End date 9/30/2023

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Date	Tr Num	Transfer Description	Budget Account	Before	Transfer	After
09/01/2023	1296	Maintenance Transfer	11-000-261-420-20-07-01 CLEAN REPAIR MAINT SVCS	1,231,601.36	15,000.00	1,231,601.36
			11-000-263-420-00-07-00 CLEANING, REPAIR, MAINT SERV	103,322.72	(15,000.00)	88,322.72
				Transfer # 1296	0.00	Net Change
09/14/2023	1302	Classroom Supplies	11-190-100-610-03-05-17 GENERAL SUPPLIES	36,000.00	8,000.00	44,000.00
			11-190-100-640-00-05-17 TEXTBOOKS	11,000.00	(8,000.00)	3,000.00
				Transfer # 1302	0.00	Net Change
09/29/2023	1322	Set Up Funds for Theater Week	* 11-401-100-500-00-01-01 OTHER PURCHASED SERVICES	0.00	5,000.00	23,000.00
			* 11-000-291-260-32-01-93 WORKMEN'COMPENSATION	161,530.00	(5,000.00)	155,530.00
				Transfer # 1322	0.00	Net Change
09/29/2023	1323	Transfer for school Play	* 11-401-100-500-00-01-01 OTHER PURCHASED SERVICES	0.00	1,000.00	23,000.00
			* 11-000-291-260-32-01-93 WORKMEN'COMPENSATION	161,530.00	(1,000.00)	155,530.00
				Transfer # 1323	0.00	Net Change
09/29/2023	1325	Transfer for Activities	11-000-266-610-00-07-00 GENERAL SUPPLIES	22,949.00	2,500.00	25,449.00
			* 11-401-100-500-00-01-01 OTHER PURCHASED SERVICES	0.00	17,000.00	23,000.00
			11-401-100-610-00-04-00 GENERAL SUPPLIES	500.00	3,000.00	3,500.00
			11-000-266-420-00-07-00 CLEANING, REPAIR, MAINT SERV	101,941.00	(2,500.00)	99,441.00
			11-422-100-500-00-01-00 OTHER PURCHASED SERVICES	25,000.00	(20,000.00)	5,000.00
				Transfer # 1325	0.00	Net Change
09/29/2023	1326	Euclid Classroom Supplies	11-190-100-610-03-04-17 GENERAL SUPPLIES	42,000.00	19,000.00	61,000.00
			* 11-000-100-563-00-01-00 TUITION COUNTY VOC-REGULAR	715,464.00	(19,000.00)	556,894.49
				Transfer # 1326	0.00	Net Change
09/29/2023	1327	Transfer for snowblowers	12-000-262-730-00-00-00 MAINTENANCE EQUIPMENT	0.00	15,526.00	15,526.00
			* 11-000-100-563-00-01-00 TUITION COUNTY VOC-REGULAR	715,464.00	(15,526.00)	556,894.49
				Transfer # 1327	0.00	Net Change
09/29/2023	1328	Tuition Transfer	11-000-100-562-00-01-00 TUITION OTHER LEAS-SPECIAL	502,764.00	124,043.51	626,807.51
			11-000-100-564-00-01-00 TUITION COUNTY VOC - SPECIAL	368,550.00	124,158.00	492,708.00
			11-000-217-320-00-01-00 PURCHASED PROF ED SERVICES	293,337.00	25,000.00	318,337.00
			11-000-262-490-22-07-23 OTHER PURCHASED PROP SEV	3,000.00	320.00	3,320.00
			11-216-100-610-00-05-00 GENERAL SUPPLIES	151.62	600.00	751.62
			* 11-000-100-563-00-01-00 TUITION COUNTY VOC-REGULAR	715,464.00	(124,043.51)	556,894.49
			11-000-100-566-00-01-00 TUITION TO PRIVATE SCH HANDI	892,693.00	(124,158.00)	768,535.00
			11-000-216-320-00-01-55 PURCH. PROF. - ED SERV	712,544.00	(25,000.00)	687,544.00
			11-000-262-590-00-07-01 MISC. PURCHASED SERVICES	22,000.00	(320.00)	21,680.00
			11-216-100-610-00-04-00 GENERAL SUPPLIES	1,848.38	(600.00)	1,248.38
				Transfer # 1328	0.00	Net Change

Start date 9/1/2023

End date 9/30/2023

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Total Net Change to Budget for Period

0.00

11 GENERAL FUND

(15,526.00)

12 Capital Outlay

15,526.00

* 'Before' amount = budget before transfer date.
'After' amount = budget on transfer date. This is
also true for multiple transfers with the same
account and date.

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

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Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Assets and Resources

Assets:

101	Cash in bank		\$5,699,607.12
102-106	Cash Equivalents		\$3,367.02
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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		\$27,655,667.00

Accounts Receivable:

132	Interfund	\$2,293.00	
141	Intergovernmental - State	\$3,042,957.05	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$3,045,250.05

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$37,073,267.00	
302	Less Revenues	(\$36,802,040.18)	\$271,226.82

Total assets and resources

\$36,675,118.01

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$2,230.19
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$2,230.19

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

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Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$32,603,733.43
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$1,489,903.01	
604	Add: Increase in Capital Reserve	\$3,000.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$1,492,903.01
762	Reserve for Adult Education		\$182,430.54
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$200,000.00	
606	Add: Increase in Maintenance Reserve	\$500.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$200,500.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$40,070,739.98	
602	Less: Expenditures (\$6,298,065.23)		
	Less: Encumbrances (\$29,476,579.80)	(\$35,774,645.03)	\$4,296,094.95
	Total appropriated		\$38,775,661.93

Unappropriated:

770	Fund balance, July 1	\$898,198.87
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$3,000,972.98)

Total fund balance	\$36,672,887.82
Total liabilities and fund equity	<u>\$36,675,118.01</u>

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$40,070,739.98	\$35,774,645.03	\$4,296,094.95
Revenues	(\$37,073,267.00)	(\$36,802,040.18)	(\$271,226.82)
Subtotal	<u>\$2,997,472.98</u>	<u>(\$1,027,395.15)</u>	<u>\$4,024,868.13</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$3,000.00	(\$1,489,903.01)	\$1,492,903.01
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,472.98</u>	<u>(\$2,517,298.16)</u>	<u>\$5,517,771.14</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,472.98</u>	<u>(\$2,517,298.16)</u>	<u>\$5,517,771.14</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$500.00	(\$200,000.00)	\$200,500.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$2,717,298.16)</u>	<u>\$5,718,271.14</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$2,717,298.16)</u>	<u>\$5,718,271.14</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$2,717,298.16)</u>	<u>\$5,718,271.14</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$2,717,298.16)</u>	<u>\$5,718,271.14</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$2,717,298.16)</u>	<u>\$5,718,271.14</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$3,000,972.98</u>	<u>(\$2,717,298.16)</u>	<u>\$5,718,271.14</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,000,972.98</u>	<u>(\$2,717,298.16)</u>	<u>\$5,718,271.14</u>

Prepared and submitted by :

Robert Brown

Board Secretary

9/30/23

Date

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	33,494,284	0	33,494,284	33,419,845	Under	74,439
00520	SUBTOTAL – Revenues from State Sources	3,546,277	0	3,546,277	3,381,393	Under	164,884
00570	SUBTOTAL – Revenues from Federal Sources	32,206	0	32,206	803	Under	31,403
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		37,073,267	0	37,073,267	36,802,040		271,227
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,926,230	128,480	11,054,710	1,542,210	9,087,107	425,393
10300	Total Special Education - Instruction	3,686,733	0	3,686,733	345,452	3,332,799	8,482
11160	Total Basic Skills/Remedial – Instruct.	173,945	0	173,945	11,033	162,413	500
12160	Total Bilingual Education – Instruction	226,930	0	226,930	19,205	206,178	1,547
17100	Total School-Sponsored Co/Extra Curricul	285,000	26,131	311,131	44,163	221,404	45,564
17600	Total School-Sponsored Athletics – Instr	586,286	9,351	595,637	112,076	379,178	104,383
20620	Total Summer School	80,500	(20,000)	60,500	48,227	6,773	5,500
29180	Total Undistributed Expenditures - Instr	3,217,146	(27,641)	3,189,505	44,637	1,259,457	1,885,411
29680	Total Undistributed Expenditures – Atten	136,518	0	136,518	33,202	103,316	0
30620	Total Undistributed Expenditures – Healt	431,045	(1,530)	429,515	22,787	349,828	56,900
40580	Total Undistributed Expend – Speech, OT,	934,940	(9,344)	925,596	59,417	750,321	115,858
41080	Total Undist. Expend. – Other Supp. Serv	748,162	25,000	773,162	47,079	575,457	150,627
41660	Total Undist. Expend. – Guidance	777,922	2,000	779,922	108,145	669,854	1,923
42200	Total Undist. Expend. – Child Study Team	1,028,836	0	1,028,836	142,364	879,005	7,468
43200	Total Undist. Expend. – Improvement of I	271,182	0	271,182	37,760	228,932	4,490
43620	Total Undist. Expend. – Edu. Media Serv.	462,660	0	462,660	86,872	361,102	14,686
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	106	0	7,894
45300	Support Serv. - General Admin	643,438	12,166	655,604	198,190	377,896	79,518
46160	Support Serv. - School Admin	1,391,008	65	1,391,073	352,885	1,004,010	34,177
47200	Total Undist. Expend. – Central Services	443,700	250	443,950	101,091	277,584	65,275
47620	Total Undist. Expend. – Admin. Info. Tec	175,888	221	176,109	31,359	83,076	61,674
51120	Total Undist. Expend. – Oper. & Maint. O	3,008,619	1,122,930	4,131,549	850,668	2,819,964	460,917
52480	Total Undist. Expend. – Student Transpor	1,195,941	20,188	1,216,129	91,017	1,031,761	93,351
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	6,073,133	(6,000)	6,067,133	1,499,526	4,270,589	297,018
75880	TOTAL EQUIPMENT	0	30,926	30,926	10,780	4,620	15,526
76260	Total Facilities Acquisition and Constr	356,005	1,487,779	1,843,784	457,815	1,033,957	352,012
Total		37,269,767	2,800,973	40,070,740	6,298,065	29,476,580	4,296,095

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		33,144,765	0	33,144,765	33,144,765		0
00190	10-1300	Total Tuition		0	0	0	500		(500)
00260	10-1910	Rents and Royalties		66,000	0	66,000	0	Under	66,000
00300	10-1__	Unrestricted Miscellaneous Revenues		280,519	0	280,519	274,580	Under	5,939
00340	10-1__	Interest Earned on Capital Reserve Funds		3,000	0	3,000	0	Under	3,000
00420	10-3121	Categorical Transportation Aid		143,130	0	143,130	143,130		0
00430	10-3131	Extraordinary Aid		164,884	0	164,884	0	Under	164,884
00440	10-3132	Categorical Special Education Aid		1,613,865	0	1,613,865	1,613,865		0
00460	10-3176	Equalization Aid		1,438,890	0	1,438,890	1,438,890		0
00470	10-3177	Categorical Security Aid		185,508	0	185,508	185,508		0
00540	10-4200	Medicaid Reimbursement		32,206	0	32,206	803	Under	31,403
72180	10-606- -	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				37,073,267	0	37,073,267	36,802,040		271,227

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers		76,500	0	76,500	70	76,430	0
02080	11-110-__-101	Kindergarten – Salaries of Teachers		462,920	0	462,920	40,170	422,750	0
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		3,361,872	0	3,361,872	341,011	3,020,861	0
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		2,348,699	0	2,348,699	235,805	2,112,894	0
02140	11-140-__-101	Grades 9-12 – Salaries of Teachers		3,469,522	0	3,469,522	348,364	3,121,158	0
03000	11-190-1__-106	Other Salaries for Instruction		53,670	0	53,670	10,534	43,136	0
03020	11-190-1__-320	Purchased Professional – Educational Ser		127,750	7,250	135,000	8,250	10,011	116,738
03040	11-190-1__-340	Purchased Technical Services		350,863	0	350,863	154,246	110,963	85,654
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		377,914	0	377,914	244,620	44,614	88,680
03080	11-190-1__-610	General Supplies		231,520	29,230	260,750	68,250	111,619	80,881
03100	11-190-1__-640	Textbooks		49,000	81,000	130,000	86,919	1,185	41,896
03120	11-190-1__-8__	Other Objects		16,000	11,000	27,000	3,971	11,485	11,545
04500	11-204-100-101	Salaries of Teachers		144,692	0	144,692	15,093	129,599	0
04520	11-204-100-106	Other Salaries for Instruction		105,340	0	105,340	13,034	92,306	0
04600	11-204-100-610	General Supplies		1,000	0	1,000	84	130	786
04620	11-204-100-640	Textbooks		500	0	500	0	0	500
07000	11-213-100-101	Salaries of Teachers		2,495,316	0	2,495,316	229,955	2,265,362	0
07020	11-213-100-106	Other Salaries for Instruction		651,370	0	651,370	53,037	598,334	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	1,262	874	5,864
08500	11-216-100-101	Salaries of Teachers		179,845	0	179,845	25,565	154,281	0
08520	11-216-100-106	Other Salaries for Instruction		53,670	0	53,670	6,584	47,086	0
08600	11-216-100-6__	General Supplies		2,000	0	2,000	409	259	1,332
09260	11-219-100-101	Salaries of Teachers		45,000	0	45,000	431	44,570	0
11000	11-230-100-101	Salaries of Teachers		173,445	0	173,445	11,033	162,413	0
11100	11-230-100-610	General Supplies		500	0	500	0	0	500
12000	11-240-100-101	Salaries of Teachers		225,230	0	225,230	19,205	206,025	0
12100	11-240-100-610	General Supplies		1,500	0	1,500	0	153	1,347

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
12120	11-240-100-640	Textbooks	200	0	200	0	0	200
17000	11-401-100-1__	Salaries	260,000	0	260,000	38,727	221,273	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	0	23,000	23,000	0	0	23,000
17040	11-401-100-6__	Supplies and Materials	16,000	2,564	18,564	0	0	18,564
17060	11-401-100-8__	Other Objects	9,000	567	9,567	5,436	131	4,000
17500	11-402-100-1__	Salaries	373,786	0	373,786	75,159	298,627	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	67,000	169	67,169	15,105	0	52,064
17540	11-402-100-6__	Supplies and Materials	105,000	9,182	114,182	14,609	76,551	23,022
17560	11-402-100-8__	Other Objects	40,500	0	40,500	7,203	4,000	29,297
20000	11-422-100-101	Salaries of Teachers	30,000	0	30,000	26,338	3,662	0
20020	11-422-100-106	Other Salaries of Instruction	25,000	0	25,000	21,889	3,111	0
20080	11-422-100-3__	Purchased Professional & Technical Servi	25,000	(20,000)	5,000	0	0	5,000
20120	11-422-100-610	General Supplies	500	0	500	0	0	500
29020	11-000-100-562	Tuition to Other LEAs within the State -	502,764	124,044	626,808	12,420	300,218	314,170
29040	11-000-100-563	Tuition to County Voc. School District-R	715,464	(158,570)	556,894	0	0	556,894
29060	11-000-100-564	Tuition to County Voc. School District-S	368,550	124,158	492,708	0	0	492,708
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	568,362	0	568,362	0	449,550	118,812
29100	11-000-100-566	Tuition to Priv. School for the Disabled	892,693	(124,158)	768,535	32,217	333,491	402,826
29140	11-000-100-568	Tuition – State Facilities	18,414	0	18,414	0	18,414	0
29160	11-000-100-569	Tuition – Other	150,899	6,885	157,784	0	157,784	0
29500	11-000-211-1__	Salaries	136,518	0	136,518	33,202	103,316	0
30500	11-000-213-1__	Salaries	356,545	0	356,545	16,156	340,389	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	60,000	(2,000)	58,000	3,360	4,640	50,000
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	3,271	4,329	3,400
30600	11-000-213-8__	Other Objects	3,500	470	3,970	0	470	3,500
40500	11-000-216-1__	Salaries	230,240	0	230,240	24,089	206,151	0
40520	11-000-216-320	Purchased Professional – Educational Ser	697,700	(10,156)	687,544	33,209	543,145	111,190
40540	11-000-216-6__	Supplies and Materials	6,000	812	6,812	2,120	1,025	3,667
40560	11-000-216-8__	Other Objects	1,000	0	1,000	0	0	1,000
41000	11-000-217-1__	Salaries	454,825	0	454,825	31,569	423,257	0
41020	11-000-217-320	Purchased Professional – Educational Ser	293,337	25,000	318,337	15,510	152,200	150,627
41500	11-000-218-104	Salaries of Other Professional Staff	775,172	0	775,172	105,318	669,854	0
41580	11-000-218-390	Other Purchased Professional & Technical	500	0	500	0	0	500
41600	11-000-218-[4-5]	Other Purchased Services (400-500 series	250	(220)	30	0	0	30
41620	11-000-218-6__	Supplies and Materials	750	290	1,040	257	0	783
41640	11-000-218-8__	Other Objects	1,250	1,930	3,180	2,570	0	610
42000	11-000-219-104	Salaries of Other Professional Staff	894,350	0	894,350	107,526	786,824	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	121,486	0	121,486	32,140	89,346	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series	4,000	0	4,000	0	0	4,000
42160	11-000-219-6__	Supplies and Materials	7,000	0	7,000	1,838	2,835	2,328
42180	11-000-219-8__	Other Objects	2,000	0	2,000	860	0	1,140

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
43020	11-000-221-104	Salaries of Other Professional Staff		265,682	0	265,682	36,750	228,932	0
43160	11-000-221-6__	Supplies and Materials		3,000	0	3,000	0	0	3,000
43180	11-000-221-8__	Other Objects		2,500	0	2,500	1,010	0	1,490
43500	11-000-222-1__	Salaries		442,960	0	442,960	82,794	360,166	0
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series		6,000	0	6,000	0	0	6,000
43580	11-000-222-6__	Supplies and Materials		13,000	0	13,000	3,918	936	8,146
43600	11-000-222-8__	Other Objects		700	0	700	160	0	540
44120	11-000-223-[4-5]	Other Purch. Services (400-500 series)		8,000	0	8,000	106	0	7,894
45000	11-000-230-1__	Salaries		316,149	(10,000)	306,149	77,207	208,942	20,000
45040	11-000-230-331	Legal Services		65,000	1,500	66,500	6,491	59,824	185
45060	11-000-230-332	Audit Fees		40,500	0	40,500	0	40,000	500
45100	11-000-230-339	Other Purchased Professional Services		20,000	6,874	26,874	10,080	399	16,395
45120	11-000-230-340	Purchased Technical Services		16,500	829	17,329	1,339	11,550	4,440
45140	11-000-230-530	Communications/Telephone		75,975	2,663	78,638	7,982	56,549	14,108
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		67,306	0	67,306	62,693	0	4,613
45200	11-000-230-610	General Supplies		7,000	0	7,000	1,343	632	5,025
45260	11-000-230-890	Miscellaneous Expenditures		17,208	300	17,508	11,326	0	6,182
45280	11-000-230-895	BOE Membership Dues and Fees		15,300	10,000	25,300	19,730	0	5,570
46000	11-000-240-103	Salaries of Principals/Assistant Princip		910,712	0	910,712	226,751	683,961	0
46020	11-000-240-104	Salaries of Other Professional Staff		151,759	0	151,759	37,940	113,819	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		272,537	0	272,537	72,165	200,372	0
46120	11-000-240-6__	Supplies and Materials		40,000	65	40,065	9,492	5,858	24,715
46140	11-000-240-8__	Other Objects		16,000	0	16,000	6,538	0	9,462
47000	11-000-251-1__	Salaries		413,700	0	413,700	93,512	270,188	50,000
47040	11-000-251-340	Purchased Technical Services		16,500	0	16,500	2,000	6,910	7,590
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O		500	0	500	0	0	500
47100	11-000-251-6__	Supplies and Materials		10,000	250	10,250	5,329	486	4,435
47180	11-000-251-890	Other Objects		3,000	0	3,000	250	0	2,750
47500	11-000-252-1__	Salaries		110,463	0	110,463	27,616	82,847	0
47540	11-000-252-340	Purchased Technical Services		4,000	0	4,000	0	0	4,000
47560	11-000-252-[4-5]	Other Purchased Services (400-500 series		16,000	0	16,000	0	0	16,000
47580	11-000-252-6__	Supplies and Materials		44,925	221	45,146	3,744	229	41,174
47600	11-000-252-8__	Other Objects		500	0	500	0	0	500
48500	11-000-261-1__	Salaries		130,066	0	130,066	32,267	97,800	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		210,000	1,021,601	1,231,601	119,680	1,077,382	34,540
48540	11-000-261-610	General Supplies		15,000	15,000	30,000	14,259	10,000	5,741
48560	11-000-261-8__	Other Objects		500	0	500	125	0	375
49000	11-000-262-1__	Salaries		993,391	0	993,391	236,255	757,136	0
49020	11-000-262-107	Salaries of Non-Instructional Aides		174,713	0	174,713	11,869	160,570	2,274
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		150,000	173	150,173	54,914	81,272	13,987

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49120	11-000-262-490	Other Purchased Property Services	55,000	320	55,320	15,288	39,712	320
49140	11-000-262-520	Insurance	270,590	7,500	278,090	154,503	0	123,587
49160	11-000-262-590	Miscellaneous Purchased Services	22,000	(7,820)	14,181	1,372	3,128	9,681
49180	11-000-262-610	General Supplies	175,000	0	175,000	48,541	122,188	4,271
49200	11-000-262-621	Energy (Natural Gas)	120,000	28,691	148,691	5,918	102,773	40,000
49220	11-000-262-622	Energy (Electricity)	240,000	40,893	280,893	57,575	214,576	8,742
49280	11-000-262-8__	Other Objects	19,200	0	19,200	4,483	1,600	13,117
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	92,000	(3,677)	88,323	16,569	35,285	36,469
50060	11-000-263-610	General Supplies	1,000	0	1,000	0	0	1,000
50080	11-000-263-8__	Other Objects	250	0	250	0	0	250
51000	11-000-266-1__	Salaries	95,018	0	95,018	14,145	80,873	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	140,000	0	140,000	0	0	140,000
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	103,641	(4,200)	99,441	39,968	35,473	24,000
51060	11-000-266-610	General Supplies	1,000	24,449	25,449	22,737	199	2,513
51080	11-000-266-8__	Other Objects	250	0	250	200	0	50
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	40,000	0	40,000	8,070	31,930	0
52060	11-000-270-162	Sal. For Pupil Trans (Other than Bet. Ho	5,000	0	5,000	0	5,000	0
52140	11-000-270-420	Cleaning, Repair, & Maint. Services	15,000	0	15,000	3,363	6,793	4,844
52220	11-000-270-504	Contract Serv–Aid in Lieu Pymts–Charter	13,685	0	13,685	1,022	5,110	7,553
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	80,000	0	80,000	0	0	80,000
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	212,366	4,834	217,200	12,985	204,215	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agre	818,890	15,353	834,243	64,734	769,509	0
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	796	9,204	0
52460	11-000-270-8__	Other objects	1,000	0	1,000	46	0	954
71020	11-000-291-220	Social Security Contributions	406,000	0	406,000	75,631	324,369	6,000
71060	11-000-291-241	Other Retirement Contributions - PERS	457,601	0	457,601	4,623	445,377	7,601
71140	11-000-291-250	Unemployment Compensation	30,000	0	30,000	0	0	30,000
71160	11-000-291-260	Workmen's Compensation	161,530	(6,000)	155,530	149,373	0	6,157
71180	11-000-291-270	Health Benefits	4,978,002	(42,000)	4,936,002	1,221,617	3,475,304	239,082
71200	11-000-291-280	Tuition Reimbursement	40,000	0	40,000	31,922	0	8,078
71220	11-000-291-290	Other Employee Benefits	0	42,000	42,000	16,360	25,540	100
75680	12-000-252-73__	Undistributed Expenditures – Admin. Info	0	15,400	15,400	10,780	4,620	0
75720	12-000-262-73__	Undist. Expend. – Custodial Services	0	15,526	15,526	0	0	15,526
76080	12-000-400-450	Construction Services	349,147	1,487,779	1,836,926	457,815	1,033,957	345,154
76200	12-000-400-800	Other Objects	6,858	0	6,858	0	0	6,858
Total			37,269,767	2,800,973	40,070,740	6,298,065	29,476,580	4,296,095

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 20 Special Revenue Fund

Assets and Resources

Assets:

101	Cash in bank		(\$545,497.35)
102-106	Cash Equivalents		\$184,522.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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	(\$0.83)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$0.83)

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$1,815,036.00	
302	Less Revenues	(\$610,561.67)	\$1,204,474.33

Total assets and resources

\$843,498.15

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$545,497.35)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$69.95
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$35,438.43
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$200,915.31
Total liabilities		\$236,423.69

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

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Starting date 7/1/2023 Ending date 9/30/2023 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$1,605,030.63

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$3,675,521.76	
602	Less: Expenditures (\$625,242.14)		
	Less: Encumbrances (\$1,140,975.87)	(\$1,766,218.01)	\$1,909,303.75
	Total appropriated		\$3,514,334.38
	Unappropriated:		
770	Fund balance, July 1		(\$1,046,774.16)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,860,485.76)
	Total fund balance		\$607,074.46
	Total liabilities and fund equity		<u>\$843,498.15</u>

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,675,521.76	\$1,766,218.01	\$1,909,303.75
Revenues	(\$1,815,036.00)	(\$610,561.67)	(\$1,204,474.33)
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</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>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,860,485.76</u>	<u>\$1,155,656.34</u>	<u>\$704,829.42</u>

Prepared and submitted by :

Robert Brown

Board Secretary

9/30/23

Date

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 20 Special Revenue Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	67,500	0	67,500	4,500	Under	63,000
00770	Total Revenues from State Sources	257,178	0	257,178	65,700	Under	191,478
00830	Total Revenues from Federal Sources	1,490,358	0	1,490,358	540,362	Under	949,996
Total		1,815,036	0	1,815,036	610,562		1,204,474
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	37,844	63,236	101,080	4,821	21,484	74,775
84100	Local Projects	0	1,332,850	1,332,850	3,900	164,100	1,164,850
84200	Student Activity Fund	65,000	0	65,000	0	0	65,000
84220	Scholarship Fund	2,500	0	2,500	0	0	2,500
88000	Nonpublic Textbooks	15,470	197	15,667	11,622	3,707	337
88020	Nonpublic Auxiliary Services	81,482	66,142	147,624	0	147,624	0
88040	Nonpublic Handicapped Services	71,215	16,003	87,218	0	87,218	0
88060	Nonpublic Nursing Services	26,522	5,998	32,520	3,285	29,235	0
88080	Nonpublic Technology Initiative	9,845	3,434	13,279	0	12,303	976
88140	Other	13,668	17,000	30,668	0	13,668	17,000
88740	Total Federal Projects	1,491,490	355,625	1,847,115	601,614	661,636	583,866
Total		1,815,036	1,860,486	3,675,522	625,242	1,140,976	1,909,304

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 20 Special Revenue Fund

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue		65,000	0	65,000	0	Under	65,000
00738	20-1770	Scholarship Fund Revenue		2,500	0	2,500	0	Under	2,500
00740	20-1___	Other Revenue from Local Sources		0	0	0	4,500		(4,500)
00765	20-32__	Other Restricted Entitlements		257,178	0	257,178	65,700	Under	191,478
00775	20-441[1-6]	Title I		132,892	0	132,892	0	Under	132,892
00780	20-445[1-5]	Title II		27,698	0	27,698	600	Under	27,098
00785	20-449[1-4]	Title III		32,436	0	32,436	651	Under	31,785
00790	20-447[1-4]	Title IV		10,000	0	10,000	0	Under	10,000
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		454,658	0	454,658	39,614	Under	415,044
00806	20-4541	ARP ESSER Accel. Learning Coaching Supt		146,263	0	146,263	0	Under	146,263
00808	20-4543	ARP ESSER Evidence Based Bynd Sch Day		40,000	0	40,000	0	Under	40,000
00809	20-4544	ARP ESSER NJTSS Mental Health Support		0	0	0	30,500		(30,500)
00814	20-4540	ARP - ESSER		646,411	0	646,411	462,758	Under	183,653
00823	20-4534	CRRSA Act - ESSER II		0	0	0	3,640		(3,640)
00824	20-4535	CRRSA Act - Learning Acceleration Grant		0	0	0	2,599		(2,599)
Total				1,815,036	0	1,815,036	610,562		1,204,474

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
				37,844	63,236	101,080	4,821	21,484	74,775
84100	20-___-___-___	Local Projects		0	1,332,850	1,332,850	3,900	164,100	1,164,850
84200	20-475-___-___	Student Activity Fund		65,000	0	65,000	0	0	65,000
84220	20-476-___-___	Scholarship Fund		2,500	0	2,500	0	0	2,500
88000	20-501-___-___	Nonpublic Textbooks		15,470	197	15,667	11,622	3,707	337
88020	20-50[-2-5-]___	Nonpublic Auxiliary Services		81,482	66,142	147,624	0	147,624	0
88040	20-50[-6-8-]___	Nonpublic Handicapped Services		71,215	16,003	87,218	0	87,218	0
88060	20-509-___-___	Nonpublic Nursing Services		26,522	5,998	32,520	3,285	29,235	0
88080	20-510-___-___	Nonpublic Technology Initiative		9,845	3,434	13,279	0	12,303	976
88140	20-___-___-___	Other		13,668	17,000	30,668	0	13,668	17,000
88500	20-___-___-___	Title I		132,892	91,418	224,310	50,070	68,473	105,768
88520	20-___-___-___	Title II		27,698	41,775	69,473	14,649	43,234	11,590
88540	20-___-___-___	Title III		32,436	(4,772)	27,664	4,406	8,183	15,075
88560	20-___-___-___	Title IV		10,000	(8,970)	1,030	0	1,030	0
88620	20-___-___-___	I.D.E.A. Part B (Handicapped)		454,658	82,771	537,429	90,349	393,895	53,185
88641	20-223-___-___	ARP-IDEA Basic Grant Program		0	60,745	60,745	29,664	12,000	19,081
88642	20-224-___-___	ARP-IDEA Preschool Grant Program		0	7,711	7,711	5,819	1,892	0
88700	20-___-___-___	Other		1,132	0	1,132	0	0	1,132
88709	20-483-___-___	CRRSA Act - ESSER II Grant Program		0	33,116	33,116	10,151	6,865	16,100
88710	20-484-___-___	CRRSA Act - Learning Acceleration Grant		0	16,686	16,686	6,204	10,481	0
88713	20-487-___-___	ARP-ESSER Grant Program		646,411	20,258	666,669	390,301	78,426	197,942
88714	20-488-___-___	ARP ESSER Accel. Learning Coaching Supt		146,263	0	146,263	0	0	146,263
88715	20-489-___-___	ARP ESSER Evidence Based Summer Enrich		0	14,886	14,886	0	0	14,886
88716	20-490-___-___	ARP ESSER Evidence Based Bynd Sch Day		40,000	0	40,000	0	37,157	2,843

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 20 Special Revenue Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88716	20-490-___-___ ARP ESSER Evidence Based Bynd Sch Day	40,000	0	40,000	0	37,157	2,843
Total		1,815,036	1,860,486	3,675,522	625,242	1,140,976	1,909,304

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 30 Capital Projects Fund

Assets and Resources

Assets:			
101	Cash in bank		(\$406,985.61)
102-106	Cash Equivalents		\$590,097.55
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
Resources:			
301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00
Total assets and resources			<u>\$183,111.94</u>

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 30 Capital Projects Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$406,985.61)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$2,293.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$2,293.00

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

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Starting date 7/1/2023 Ending date 9/30/2023 Fund: 30 Capital Projects Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$2,165,164.58

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$301,344.57	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	(\$301,344.57)	(\$301,344.57)
	Total appropriated		\$2,165,164.58
	Unappropriated:		
770	Fund balance, July 1		(\$1,683,001.07)
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$301,344.57)
	Total fund balance		\$180,818.94
	Total liabilities and fund equity		\$183,111.94

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$301,344.57	\$301,344.57	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$301,344.57</u>	<u>\$301,344.57</u>	<u>\$0.00</u>

Prepared and submitted by :

Robert Brown

Board Secretary

9/30/23

Date

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 30 Capital Projects Fund

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89200	TOTAL CAPITAL PROJECT FUNDS	0	301,345	301,345	0	301,345	0
Total		0	301,345	301,345	0	301,345	0

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 30 Capital Projects Fund

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89080 30-000-4__-45_ Construction Services	0	301,345	301,345	0	301,345	0
Total	0	301,345	301,345	0	301,345	0

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 40 Debt Service Fund

Assets and Resources

Assets:			
101	Cash in bank		(\$389,293.00)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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		\$414,892.00
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
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
Resources:			
301	Estimated Revenues	\$1,052,244.00	
302	Less Revenues	(\$1,045,019.00)	\$7,225.00
Total assets and resources			<u>\$32,824.00</u>

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 40 Debt Service Fund

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$389,293.00)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 40 Debt Service Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$0.00

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$1,052,244.00	
602	Less: Expenditures	(\$1,018,856.25)	
	Less: Encumbrances	\$0.00	(\$1,018,856.25)
	Total appropriated		\$33,387.75

Unappropriated:

770	Fund balance, July 1	(\$563.75)
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance **\$32,824.00**

Total liabilities and fund equity **\$32,824.00**

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 40 Debt Service Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,052,244.00	\$1,018,856.25	\$33,387.75
Revenues	(\$1,052,244.00)	(\$1,045,019.00)	(\$7,225.00)
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</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>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Sale/Leaseback 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>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Tuition 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>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Bus Advertising 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>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Federal Impact Aid (General):			
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>(\$26,162.75)</u>	<u>\$26,162.75</u>
Change in Federal Impact Aid (Capital):			
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>(\$26,162.75)</u>	<u>\$26,162.75</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$26,162.75)</u>	<u>\$26,162.75</u>

Prepared and submitted by :

Robert Brown

Board Secretary

9/30/23

Date

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 40 Debt Service Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	824,555	0	824,555	824,555		0
0093A	Other	227,689	0	227,689	220,464	Under	7,225
Total		1,052,244	0	1,052,244	1,045,019		7,225
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	1,052,244	0	1,052,244	1,018,856	0	33,388
Total		1,052,244	0	1,052,244	1,018,856	0	33,388

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 40 Debt Service Fund

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	824,555	0	824,555	824,555		0
00890	40-3160	Debt Service Aid Type II	227,689	0	227,689	220,464	Under	7,225
Total			1,052,244	0	1,052,244	1,045,019		7,225

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	82,244	0	82,244	48,856	0	33,388
89620	40-701-510-910	Redemption of Principal	970,000	0	970,000	970,000	0	0
Total			1,052,244	0	1,052,244	1,018,856	0	33,388

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$836,653.58
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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 \$_____)	(\$14,927.99)	(\$14,927.99)

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$4,399.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	(\$127,502.32)	(\$127,502.32)

Total assets and resources

\$698,622.27

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 60 Enterprise Fund

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$120.89
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$105,569.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$105,689.89

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

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Starting date 7/1/2023 Ending date 9/30/2023 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$835,026.57

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$1,012,218.35	
602	Less: Expenditures (\$189,712.97)		
	Less: Encumbrances (\$736,490.76)	(\$926,203.73)	\$86,014.62
	Total appropriated		\$921,041.19
	Unappropriated:		
770	Fund balance, July 1		\$684,109.54
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,012,218.35)
	Total fund balance		\$592,932.38
	Total liabilities and fund equity		<u>\$698,622.27</u>

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,012,218.35	\$926,203.73	\$86,014.62
Revenues	\$0.00	(\$127,502.32)	\$127,502.32
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,012,218.35</u>	<u>\$798,701.41</u>	<u>\$213,516.94</u>

Prepared and submitted by :

Robert Brown

Board Secretary

9/30/23

Date

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 60 Enterprise Fund

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	127,502		(127,502)
Total		0	0	0	127,502		(127,502)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	1,012,218	1,012,218	189,713	736,491	86,015
Total		0	1,012,218	1,012,218	189,713	736,491	86,015

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est.	Actual	Over/Under	Unrealized
99999	0	0	0	127,502		(127,502)
Total	0	0	0	127,502		(127,502)
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	134,887	134,887	106,112	12,932	15,843
99999	0	877,331	877,331	83,601	723,559	70,172
Total	0	1,012,218	1,012,218	189,713	736,491	86,015

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 95 STUDENT ACTIVITY

Assets and Resources

Assets:

101	Cash in bank		\$126,998.65
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on 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
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$18,312.11	
302	Less Revenues	(\$19,119.43)	(\$807.32)

Total assets and resources

\$126,191.33

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 95 STUDENT ACTIVITY

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$10.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$10.00

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$53,106.69

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$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	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$148,040.19	
602	Less: Expenditures	(\$26,463.20)	
	Less: Encumbrances	(\$52,736.74)	(\$79,199.94)
	Total appropriated		\$121,946.94

Unappropriated:

770	Fund balance, July 1	\$133,962.47
771	Designated fund balance	\$0.00
303	Budgeted fund balance	(\$129,728.08)

Total fund balance \$126,181.33

Total liabilities and fund equity \$126,191.33

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$148,040.19	\$79,199.94	\$68,840.25
Revenues	(\$18,312.11)	(\$19,119.43)	\$807.32
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$129,728.08</u>	<u>\$60,080.51</u>	<u>\$69,647.57</u>

Prepared and submitted by :

Dolark Brown

Board Secretary

9/30/23

Date

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 95 STUDENT ACTIVITY

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)	0	18,312	18,312	19,119		(807)
Total	0	18,312	18,312	19,119		(807)
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)	0	148,040	148,040	26,463	52,737	68,840
Total	0	148,040	148,040	26,463	52,737	68,840

Starting date 7/1/2023 Ending date 9/30/2023 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	18,312	18,312	19,119		(807)
Total	0	18,312	18,312	19,119		(807)

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	148,040	148,040	26,463	52,737	68,840
Total	0	148,040	148,040	26,463	52,737	68,840

HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

September 30, 2023

	Cash Balance September-23	Cash Receipts September-23	Cash Disbursements September-23	Cash Balance September-23
General Fund - 10	5,131,498.02	3,667,518.94	(3,099,409.84)	5,699,607.12
Special Revenue Fund - 20	(549,118.76)	478,016.00	(474,394.59)	(545,497.35)
Capital Projects Fund - 30	(406,985.61)	0.00	0.00	(406,985.61)
Debt Service Fund - 40	(773,956.00)	384,663.00	0.00	(389,293.00)
Enterprise Fund - 60	758,393.06	106,677.62	(28,417.10)	836,653.58
Total	4,159,830.71	4,636,875.56	(3,602,221.53)	5,194,484.74
Payroll Account	4,937.44	1,246,621.67	(1,243,317.41)	8,241.70
Payroll Agency Account	68,088.70	1,012,358.98	(1,064,370.58)	16,077.10
Unemployment Account	103,762.16	435.28	(445.37)	103,752.07
Summer Escrow Account	0.00	50,542.38	0.00	50,542.38
Flexible Spending Account	617.51	2.60	0.00	620.11
Grand Total	4,337,236.52	6,946,836.47	(5,910,354.89)	5,373,718.10



Chief School Administrator

9/30/23

Date

EI ASSOCIATES

8 Ridgedale Avenue, Cedar Knolls, New Jersey 07927 • 973-775-7777 (phone) • 973-775-7770 (fax)

FORM NO. 213

DATE ISSUED:

DATE: 10/30/23

DESIGN CHANGE NOTICE NO. 1

Attachment C

CLIENT: Hasbrouck Heights Public Schools
PROJECT NO: ES9555.00, ES9555.01, ES9555.02– HVAC System Upgrades (SSB-VEEVR Grant)
ATTN: Robert Brown

A CHANGE IN SCOPE OF DESIGN FOR THIS PROJECT HAS OCCURRED AS FOLLOWS:

In late 2022, EI Associates (EIA) assisted the District in the preparation of an application for an SSB-VEEVR Grant to provide for up to 75% of the cost HVAC work at all three school buildings in the District. EIA helped prepare all of the required information and documents, and the District submitted the grant application. The SSB-VEEVR grant was approved for the full scope of work in all three buildings.

Once the application was submitted, EIA provided an initial proposal to the Hasbrouck Heights Board of Education (HHBOE) on January 25, 2023 for HVAC upgrades to replace vertical unit ventilators in the Euclid & Lincoln Elementary Schools, and HVAC unit replacements in several locations in the Middle School/High School (MS/HS) Building, including the replacement of 5 vertical unit ventilators in that facility.

Subsequently, the HHBOE requested the scope of work be reduced to the upgrades at Euclid and Lincoln Elementary Schools only. In response EIA submitted a revised proposal to the District on April 3, 2023 for the upgrades at the two elementary schools and eliminated all of the scope for the MS/HS. This proposal included the SSB-VVEER HVAC assessment report for Euclid and Lincoln Elementary Schools along with preliminary testing, adjusting, and balancing (TAB) investigations to meet the requirements of the approved grant process.

The District has requested that EIA add back in only the vertical unit ventilators portion of work at the MS/HS which was previously removed in Rev-1 of our proposal. This Design Change Notice #1 (DCN) is presented to the HHBOE to address the costs of the addition to the scope of the replacement of the five vertical unit ventilators in the MS/HS building at the request of the District. It is EIA's understanding that the additional scope addresses the following existing conditions in the MS/HS as outlined in the initial SSB-VEEVR grant application:

There are a total of five classrooms at the high school that contain vertical unit ventilators manufactured by Airedale. Classrooms containing these units include room 100, 223, 225, 323, and 325, with one unit per classroom. These units were installed in 1999 and are past their life expectancy. The units are self-contained DX cooling, hot water heating. Testing and balancing reports are not available for this unit and system. The units have MERV 8 filters and are not suitable for upgrades to MERV 13 or higher filters. Reports from the District have come in of these units experiencing failure problems and lack of available replacement parts. There have been space temperature complaints in these rooms served by the older Airedale vertical unit ventilators.

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This DCN #1 includes the required SSB-VEEVR preliminary TAB work, HVAC assessment and associated report for the additional units, preparation and submittal of the NJDOE project application, schematic and detailed design, production of construction documents and specifications, construction administration and the program required SSB-VEEVR verification report.

The additional fees are outlined as follows:

HVAC Upgrades at three schools via the SSB-VEEVR Program:

Phase I – SSB-VEEVR HVAC Assessment Report	\$ 7,500 plus the following Allowance:
Technical Air Balance Allowance:	\$ 7,500
Phase II – Schematic Design, NJDOE Submission	
Detailed Design and Construction Documents	\$35,000
Phase III – Construction Administration and SSB-VEEVR HVAC	\$22,000
Verification Report:	

EFFECT ON PROJECT SCHEDULE:	EFFECT ON DESIGN FEE: \$72,000		
		<u>FEE \$</u>	+ <u>OOP's \$</u>
	Previous Fee:	<u>\$196,250</u>	+ Included
	This Change:	<u>\$72,000</u>	+ Included
	Current Fee:	<u>\$268,250</u>	+ Included

The proposed fee for the above three phases of work required for the replacement of the five Airedale units at the MS/HS were previously accounted for in our estimates and is covered up to 75% by the approved current grant.

The total anticipated construction/project cost estimated for the replacement of these units was identified as \$641,000 on our submitted Program Worksheet which will also be covered up to 75% by the approved current grant.

AUTHORIZATION:

PREPARED BY


EI PROJECT MANAGER

APPROVED BY

CLIENT REPRESENTATIVE

All fields required

Note:

1. The applicant must provide supporting documentation showing that the existing HVAC equipment (or lack thereof) is unable to meet the minimum ventilation and filtration standards described in SSB-VEEVR program guide without a Guide, and the new or replacement HVAC system must also meet the necessary and cost-effectiveness standards set forth in SSB-VEEVR program guide.
2. If identified costs for proposed system vary by more than 10% from RSM means expected construction cost data, the Applicant shall provide justification for higher costs of requested funding.



Adam Caravaglia P.E.
Vice President, Engineering
NJ License # GE52859

*Program notes (for
internal use only)*

Airedale Replacement - Project Cost Estimate (included construction & EIA Design/CA costs)

Required TAB and HVAC Assessment. Due to reduced scope of work, this number is now:

\$7500 + \$7500 (TAB Est) = \$15,000

Adam Caravaglia P.E.
Vice President, Engineering
NJ License # GE52859

Construction Cost Estimate			
Construction Item	Total	Material	Labor
General Conditions	\$20,000	\$10,000	\$10,000
Masonry	\$16,250	\$8,125	\$8,125
Ceiling Demo/Install	\$4,250	\$2,125	\$2,125
Soffit / Paint	\$14,000	\$7,000	\$7,000
Demo Airedale Unit	\$21,000		\$21,000
Demo Ducts	\$9,500		\$9,500
Demo Electric	\$12,000		\$12,000
Demo Controls	\$7,000		\$7,000
Demo HW Piping	\$10,750		\$10,750
Airedale (M)	\$197,785	\$197,785	
Airedale (L)	\$66,325		\$66,325
Inside Ductwork	\$17,500	\$8,750	\$8,750
HW Piping	\$12,000	\$4,800	\$7,200
Controls	\$16,750	\$6,700	\$10,050
Electrical	\$21,325	\$8,530	\$12,795
Clean Duct	\$4,000	\$1,600	\$2,400
TAB	\$6,250		\$6,250
Start Up	\$3,750		\$3,750
Shop Dwgs	\$1,625		\$1,625
PL&OM	\$1,625		\$1,625
Misc.	\$3,000	\$2,000	\$1,000
Sub Total	\$466,685		
Cont. (25%)	\$116,671	\$58,336	\$58,336
Constuction Sub Total	\$583,356		

EIA - Phase 1: HVAC Assessment			
EIA Work Item	Total	Material	Labor
EIA HVAC Assessment	\$8,500		\$8,500
Pre-TAB Est (Consultant)	\$7,000		\$7,000
EIA Phase 1 Sub Total	\$15,500		

EIA - Phase 2: SD/NJDOE + Contract Documents			
EIA Work Item	Total	Material	Labor
EIA NJ DOE	\$5,000		\$5,000
EIA Detailed Design	\$30,100		\$30,100
EIA Phase 2 Sub Total	\$35,100		

EIA - Phase 3: Construction Administration + HVAC Verification			
EIA Work Item	Total	Material	Labor
EIA CA	\$15,050		\$15,050
EIA Verification	\$7,500		\$7,500
EIA Phase 3 Sub Total	\$22,550		

Project Total Estimate Summary			
Item	Total Cost	Max Grant	Est. District Cost
Construction	\$583,356	\$437,517	\$145,839
EIA Ph. 1 - HVAC Assessment	\$15,500	\$11,625	\$3,875
EIA Ph. 2 - SD-NJDOE/CD	\$35,100	\$26,325	\$8,775
EIA Ph. 3 - CA/Verification	\$22,550	\$16,913	\$5,638
Total	\$656,506	\$492,380	\$164,127

FREE MONEY
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REGULATION GUIDE

Attachment E

ADMINISTRATION

R 1642.01

Sick Leave

Sep 23

R 1642.01 SICK LEAVE

A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.

1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



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7. “Supervisor” means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.

B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1

1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
 - a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or



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- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
 - e. The death of a family member for up to seven days;
 - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 - g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
 - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
- 1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.
 - 2. **If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.**
 - 3. **If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention**



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as soon as practicable, provided the Board of Education has notified the employee of this requirement.

4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;
 - d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.



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8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

D. Sick Leave Charges

1. An employee who is absent for **51%** percent of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.

E. Readmission After Disability

1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.
2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.
 - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.



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F. Accumulation of Sick Leave

1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.

G. Exhaustion of Sick Leave

1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.

H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.
 - a. The Superintendent or designee will maintain the employee's record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

First Reading: November 16, 2023



POLICY GUIDE

TEACHING STAFF MEMBERS

3324

Right of Privacy

Sep 23

3324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist **teaching** staff members in their job responsibilities or for the **teaching** staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a **teaching** staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The **teaching** staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

Teaching School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school district policies or regulations. In addition, **teaching** staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the **teaching** staff member is violating a law or school policy. **Teaching School** staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, **teaching school** staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

The Board prohibits any audio or video recording of a teaching staff member or student by any student; other school staff member; visitor; or any other person while a teaching staff member is performing their Board-assigned job responsibilities without the prior written approval of the teaching staff member's Principal or supervisor. In addition to protecting the privacy rights of all teaching staff members, such recordings may violate the privacy rights of students and teaching staff members and can be disruptive to the educational program. The teaching staff members' Principal or supervisor's prior approval for a person to make an audio or video recording of a teaching staff member or a school-sponsored activity is not required for a school-sponsored activity that is open to parents, family members, or other members of the public to attend. Such activities include, but are not limited



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to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity.

A person requesting prior approval to audio or video record a teaching staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the Principal. The Principal will review the written request and provide the requester with a written decision. If a written approval is not provided by the Principal to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and the audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any teaching staff member found to have violated the provisions of this Policy may be subject to discipline.

First Reading: November 16, 2023



POLICY GUIDE

Attachment G

SUPPORT STAFF MEMBERS

4324

Right of Privacy

Sep 23

4324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist **support** staff members in their job responsibilities or for the **support** staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a **support** staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The **support** staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee, or immediate supervisor.

Support School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by ~~legitimate~~ school district policies or regulations. In addition, **support** staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the support staff member is violating a law or school policy. **Support School** staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, **support school** staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

The Board prohibits any audio or video recording of a support staff member or student by any student; other school staff member; visitor; or any other person while a support staff member is performing their Board-assigned job responsibilities without the prior approval of the support staff member's supervisor. In addition to protecting the privacy rights of all support staff members, such recordings may violate the privacy rights of students and support staff members and can be disruptive to the educational program. The support staff members' supervisor's prior approval for a person to make a video or audio recording of a support staff member or a school-sponsored activity is not required for a school-sponsored activity that is open



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to parents, family members, or other members of the public to attend. Such activities include, but are not limited to: curricular activities; co-curricular activities; athletic events; student programs; or any other school-sponsored activity.

A person requesting prior approval to an audio or video record a support staff member or student that is not permitted in accordance with the provisions of this Policy, must submit a written request to the support staff member's supervisor. The supervisor will review the written request and provide the requester with a written decision. If a written approval is not provided by the supervisor to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied and audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any support staff member found to have violated the provisions of this Policy may be subject to discipline.]

Revised (First Reading) : November 16, 2023



POLICY GUIDE

Attachment H

STUDENTS

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Eligibility of Resident/Nonresident Students

Sep 23

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5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

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

Eligibility to Attend School – N.J.A.C. 6A:22-3.1, 3.2, and 3.3

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 **and Regulation 5111 – Section B.**

~~A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.~~

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, **and where** the person is domiciled in the school district and is supporting the student without remuneration as if the student were **their** ~~his or her~~ own child in accordance with N.J.A.C. 6A:22-3.2 **and Regulation 5111 – Section C.** ~~A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement~~



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STUDENTS

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Eligibility of Resident/Nonresident Students

~~that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.~~ Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use **their** ~~his or her~~ residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of **their** ~~his or her~~ child to a person in another district commits a disorderly persons offense.

~~A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.~~

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere **pursuant to N.J.A.C. 6A:22-3.1(a)4. and Regulation 5111 – Section B.** ~~When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.~~

A student is eligible to attend this school district free of charge **in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C.:**

1. ~~If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 Education of Homeless Children;~~



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STUDENTS

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Eligibility of Resident/Nonresident Students

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

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) **and Regulation 5111 – Section C**. ~~If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.~~

~~If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.~~

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



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Eligibility of Resident/Nonresident Students

Except as set forth in N.J.A.C. 6A:22-3.3(b)1., immigration/visa status shall not affect eligibility to attend school. **Any student who is domiciled in and the school district or otherwise eligible to attend school in the school district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.** ~~shall not condition enrollment in the school district on immigration status.~~ A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111 – **Section D.**

Proof of Eligibility – N.J.A.C. 6A:22-3.4

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4 **and Regulation 5111 – Section E.** ~~The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.~~

~~The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.~~

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. ~~The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.~~



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Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

Registration and **procedures** for initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 **and Regulation 5111 – Section F**. ~~The Board of Education shall use Commissioner provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.~~

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 **and Regulation 5111 – Section F**.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education **in accordance with N.J.A.C. 6A:22-4.1(c)2. and Regulation 5111 – Section F**. ~~Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty one day period established by N.J.S.A. 18A:38-1.~~

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws **in accordance with N.J.A.C. 6A:22-4.1(d) and Regulation 5111 – Section F**. ~~When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence,~~



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~~or the Department of Children and Families, a potential instance of “neglect” for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student’s name, the name(s) of the parent/guardian/resident, and the student’s address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.~~

~~Enrollment or attendance at the school shall not be conditioned or denied pursuant to N.J.A.C. 6A:22-4.1(e) through (i) and Regulation 5111 – Section F. on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student’s birth certificate or other proof of a student’s identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.~~

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

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

Notices of Ineligibility – N.J.A.C. 6A:22-4.2

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student’s initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample



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form(s) and meets requirements of N.J.A.C. 6A:22-4.2 ~~et seq~~ and **Regulation 5111 – Section G**. ~~Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.~~

Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

Nothing in N.J.A.C. 6A:22-4, ~~et seq~~, and this Policy, and **Regulation 5111** shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information **pursuant to N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H**.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3 and **Regulation 5111 – Section H**. ~~No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.~~

Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools **in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111 – Section I**. ~~Appeals shall be initiated~~



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~~by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.~~

Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

If no appeal to the Commissioner is filed **by the parent, guardian, adult student, or district resident keeping an affidavit student** following notice of an ineligibility determination, the Board of Education may assess tuition; for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner **in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111 – Section J.** Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 ~~et seq and Regulation 5111 – Section J.~~ ~~If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.~~

If an appeal to the Commissioner is filed **by the parent, guardian, adult student, or district resident keeping an affidavit student** and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a) **and Regulation 5111 – Section J.** Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2(a) **1. and Regulation 5111 – Section J.**

Nonresident Students – N.J.S.A. 18A:38-3.a.

Any person not resident in the school district, if eligible except for residence, may be admitted to the schools of the district with the consent of the Board of Education upon such terms, and with payment of tuition, as the Board prescribes. The Board of Education, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any



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nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3.a. ~~The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, and discipline, attendance, and payment of tuition.~~

Children Who Anticipate Moving to or from the District

A nonresident student ~~otherwise eligible for attendance~~ whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled _____ (with ~~or without~~) payment of a **tuition rate approved by the Executive County Superintendent** for a period of time not greater than 4 weeks prior to the anticipated date of residency. ~~If any such student does not become a resident of the school district within _____ weeks after admission to school, tuition will be charged for attendance commencing the beginning of the _____ week and until such time as the student becomes a resident or withdraws from school.~~

Students whose parent or guardian have moved away from the school district on or after **October 1** and twelfth grade students whose parent or guardian have moved away from the school district on or after **October 1** will be permitted to finish the school year in this school district _____ (with ~~or without~~) payment of a **tuition rate as approved by the Executive County Superintendent.**]

Children of District Employees

A child of a Board of Education employee who does not reside in this school district may be admitted to school in this district with or without the payment of tuition for the child if the child's educational program can be provided in a school in the district. If the Board requires the payment of tuition, the Board shall establish and approve a tuition rate for the child of a Board employee upon a request from the employee for their child to attend a



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school in the district. The tuition amount for the student is not required to follow the amount established in the uniform tuition amount charged pursuant to N.J.S.A. 18A:38-3, if applicable. This provision shall not supersede a provision included in any collective bargaining agreement.

~~Children of Board of Education employees who do not reside in this school district shall may not be admitted to school in this district _____ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.~~

Optional

~~{Other Nonresident Students~~

~~Other nonresident students, otherwise eligible for attendance may be admitted to this school district _____ (with or without) payment of tuition and Board approval.}~~

F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.



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J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3;
18A:38-3.1; 18A:7B-12

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.
8 CFR 214.3

Revised (First Reading) : November 16, 2023



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Attachment _____

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R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

A. Definitions - **N.J.A.C. 6A:22-1.2**

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C. 6A:22-3.2(a).
2. "Appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. "Commissioner" means the Commissioner of Education or **their** ~~his/her~~ designee.
5. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

B. ~~Eligibility to Attend School~~ — Students Domiciled in the District — **N.J.A.C. 6A:22-3.1**

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:



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- a. A student is domiciled in the school district when **the student** ~~he or she~~ is **the child of living with** a parent or guardian whose domicile is located within the school district.
- (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. **N.J.A.C. 6A:22-3.1(a)1. and B.1.a. above** ~~This provision~~ shall apply regardless of which parent has legal custody.
- (2) When a student's physical custody is shared on an equal-time, alternating week/month, or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
- (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school



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district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.

- (b) When the domicile of ~~a the~~ student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22, **Policy 5111, and this Regulation.**
- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when ~~the student he or she~~ has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
- c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition)



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and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.

- d. A student is domiciled in the school district when **the student's** ~~his or her~~ parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
- e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.

- 2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's **or unit's** property tax is paid, ~~or to which the majority of the dwelling's or unit's property tax is paid.~~

- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs of **eligibility** as provided pursuant to N.J.A.C. 6A:22-3.4 **and E. below.**
- b. **N.J.A.C. 6A:22-3.1(b) and B.2. above** ~~This provision~~ shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.



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- 3e. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b. or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
43. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. ~~Eligibility to Attend School~~ — Other Students Eligible to Attend School —
N.J.A.C. 6A:22-3.2

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b. if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were **their** ~~his or her~~ own child.
- a. A student is not eligible to attend this school district pursuant to **N.J.A.C. 6A:22-3.2(a) and C.1. above this provision** unless:



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- (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that **the parent or guardian** ~~he or she~~ is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
 - (2) The person keeping the student has filed, if so required by the Board of Education:
 - (a) A sworn statement that **the person** ~~he or she~~ is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
 - (b) A copy of **their** ~~his or her~~ lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.



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- d. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
 - e. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use **their** ~~his or her~~ residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of **their** ~~his or her~~ child to a person in another school district commits a disorderly persons offense.
2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
- a. Eligibility under **N.J.A.C. 6A:22-3.2(b) and C.2.** ~~above this provision~~ shall cease at the end of the school year during which the parent or guardian returns from active military duty.
3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.



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- a. When required by the Board ~~of Education~~, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;
 - b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)~~1.i~~. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board ~~of Education~~, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f. if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2; - Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.



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6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b. if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b. shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h), ~~and~~ Policy **5111**, and ~~this~~ Regulation ~~5111~~, “family crisis” shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or



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- (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in C.8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of **their** ~~his or her~~ right to appeal the decision within twenty-one calendar days of **the parent's or guardian's** ~~his or her~~ receipt of the notification, and shall state that if such appeal is denied, **the parent or guardian** ~~he or she~~ may be assessed the costs for



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transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.

- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
 - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria ~~set forth~~ at C.8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
 - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.



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- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria ~~set forth~~ at C.8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.



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(2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the **New Jersey Department's of Education's** Office of School Facilities and Finance for reimbursement payment(s) to the school district.

(3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).

~~h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.~~

hi. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, **their** ~~his or her~~ decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status – N.J.A.C. 6A:22-3.3

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or **their** ~~his or her~~ compliance with local housing ordinances or terms of lease.
2. Except as set forth in **D.2.a.** below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 **and C. above** shall be enrolled without regard to, or inquiry concerning, immigration status.



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- a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.



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4. J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

~~E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, and with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.~~

EF. Proof of Eligibility – N.J.A.C. 6A:22-3.4

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
 - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
 - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
 - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;



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- d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
 - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The Board ~~of Education~~ may accept forms of documentation not listed in **N.J.A.C. 6A:22-3.4(a)** and **E.1.** above, and shall not exclude from consideration any documentation or information presented by an applicant.
3. The Board ~~of Education~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.
4. The Board ~~of Education~~ shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:



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- a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b) and D.2. above;
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) and E.4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
6. In the case of a dispute between the school district and the parents of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

FG. Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

1. The Board of Education shall use Commissioner-provided registration forms pursuant to N.J.A.C. 6A:22-4.1(a), or locally developed forms that:



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- a. Are consistent with the ~~forms provided by the~~ Commissioner-provided forms;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22-4 or any other provision of statute or rule;
 - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
 - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
- a. If the school district uses separate forms for affidavit student applications rather than a single **application** form for all types of enrollment, affidavit student forms shall comply in all respects with **N.J.A.C. 6A:22-4.1(a) and the provisions of G.1. above**. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom **they are** ~~he or she~~ is not the parent or guardian, even if not specifically requested.
 - (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.



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- (2) The Board ~~of Education~~ or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
 - b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
- a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 **and G. below.**
 - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
- (1) An applicant whose student is enrolled pursuant to **N.J.A.C. 6A:22-4.1(c)2.i. and F.3.b. above this provision** shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



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4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of **the applicant's** ~~this~~ written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board ~~of Education~~ shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of **their** ~~his or her~~ identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.



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8. Enrollment in the school district shall not be denied based upon **the** absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

GH. Notices of Ineligibility – N.J.A.C. 6A:22-4.2

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22, **Policy 5111, and this Regulation** or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4.2 and **F. above and H. below et seq.**
 - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
 - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and



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- (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
- b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
 - e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
 - f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
 - g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, **J.2. and J.3. below**, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:



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- (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

HH. Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

1. Nothing in N.J.A.C. 6A:22-4, **Policy 5111**, and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.



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- a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2 **and G. above**. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an “affidavit student,” has been informed of **their** ~~his or her~~ entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an “affidavit student,” does not respond within the designated time frame to the Superintendent’s notice or appear for the hearing, the Board of Education shall make a prompt determination of the student’s eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 **and G. above**.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

II. Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

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



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JK. Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board ~~of Education~~ may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board ~~of Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.
 - a. Upon the Commissioner’s finding that an appeal has been abandoned, the Board ~~of Education~~ may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) **and J.1. above** plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the



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date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of **their** ~~his or her~~ decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board ~~of Education~~ has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board ~~of Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22, **Policy 5111, and this Regulation** shall preclude an equitable determination by the Board ~~of Education~~ or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board ~~of Education~~ or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Revised (First Reading) : November 16, 2023



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The Board of Education shall make school lunch available to all students enrolled in a school in the district unless less than five percent of enrolled students in the school are Federally eligible for a free or reduced price lunch in accordance with N.J.S.A. 18A:33-4. School lunches made available pursuant to N.J.S.A. 18A:33-4 and this Policy shall meet minimum nutritional standards, established by the Department of Education.

Free or reduced price breakfast and lunch, as required, shall be offered, under a school lunch program, school breakfast program, or a breakfast after the bell program, to all enrolled students who are determined to be Federally eligible for free or reduced price meals. As provided by N.J.S.A. 18A:33-4.a.(3) and N.J.S.A. 18A:33-14a.a.(2), any student who is eligible for a reduced price lunch and breakfast, pursuant to Federal income eligibility standards and criteria, shall not be required to pay for such lunch or breakfast. Free lunch or breakfast shall also be offered to each enrolled student who is Federally ineligible for free or reduced price meals, but who has an annual household income that is not less than one hundred and eighty-six percent, and not more than one hundred ninety-nine percent, of the Federal poverty level, as determined pursuant to N.J.S.A. 18A:33-21b1.

- A. Breakfast Program – N.J.S.A. 18A:33-10; 18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.3; 18A:33-14a.

If twenty percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a school breakfast program in the school in accordance with the provisions of N.J.S.A. 18A:33-10.

Notwithstanding the provisions of N.J.S.A. 18A:33-10 to the contrary, if ten percent or more of the students enrolled in a school in the district on October 1 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program the district shall establish a breakfast program in accordance with the provisions of N.J.S.A. 18A:33-10.1.



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If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a breakfast after the bell program pursuant to N.J.S.A. 18A:33-11.3.

In accordance with N.J.S.A. 18A:33-11, in implementing a school lunch program, pursuant to 18A:33-4 et seq., a school breakfast program, pursuant N.J.S.A. 18A:33-9 et seq., or N.J.S.A. 18A:33-10.1, or a breakfast after the bell program, pursuant to N.J.S.A. 18A:33-11.1 or N.J.S.A. 18A:33-11.3, the district shall:

1. Publicize, to parents and students, the availability of the respective school meals program, as well as the various ways in which a student may qualify to receive free or reduced price meals under the program, as provided by N.J.S.A. 18A:33-4 and N.J.S.A. 18A:33-14a;
2. Make every effort to ensure that subsidized students are not recognized as program participants, by the student body, faculty, or staff, in a manner that is different from the manner in which unsubsidized students are recognized as program participants. Such efforts shall include, but need not be limited to, the establishment of a neutral meal plan or voucher system that does not make a distinction between subsidized and unsubsidized students; and
3. Make every effort to:
 - a. Facilitate the prompt and accurate identification of categorically eligible students who may be certified to participate in the program, on a subsidized basis, without first submitting an application therefore, and, whenever an application is required to establish eligibility for subsidized meals, encourage students and their families to submit a subsidized school meals application for that purpose;



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- b. Facilitate and expedite, to the greatest extent practicable, the subsidized school meals application and income-eligibility determination processes that are used, by the district, to certify a student for free or reduced price school meals on the basis of income, and assist parents in completing the school meals application; and
- c. Encourage students who are neither categorically eligible nor income-eligible for free or reduced price school meals to nonetheless participate, on a paid and unsubsidized basis, in the program.

If the district participates in the Federal School Breakfast Program, the district is encouraged to increase the number of students participating in the program by establishing a breakfast after the bell program that incorporates school breakfast into the first-period classroom or the first few minutes of the school day pursuant to N.J.S.A. 18A:33-11.1.

Pursuant to N.J.S.A. 18A:33-14a., school breakfasts made available to students under a school breakfast program or a breakfast after the bell program shall meet minimum nutritional standards, established by the New Jersey Department of Education.

The State of New Jersey shall provide funding to each school in the district if the school operates a School Breakfast Program or a breakfast after the bell program, as may be necessary to reimburse the costs associated with the school's provision of free breakfasts, pursuant to N.J.S.A. 18A:33-14a.b., to students who are Federally ineligible for free or reduced price meals.

- B. Summer Food Service Program – N.J.S.A. 18A:33-23; 18A:33-24; 18A:33-25; 18A:33-26

In accordance with N.J.S.A. 18A:33-24, if fifty percent or more of the students enrolled in the school district on or before the last school day before October 16 of the preceding school year were Federally eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall become a sponsor or site under the Federal Summer Food Service Program or apply for a waiver pursuant to N.J.S.A. 18A:33-26.



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In accordance with N.J.S.A. 18A:33-23, the district shall notify each student enrolled and the student's parent of the availability of, and criteria of eligibility for, the summer meals program and the locations in the district where the summer meals are available. The district shall provide this notification by distributing flyers provided by the New Jersey Department of Agriculture pursuant to subsection N.J.S.A. 18A:33-23.c. The district may also provide electronic notice of the information through the usual means by which the district communicates with parents and students electronically.

Pursuant to N.J.S.A. 18A:33-26.a., the New Jersey Department of Agriculture may grant a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. To be granted a waiver, the district must show that it lacks the staff, facilities, or equipment to sponsor the Federal Summer Food Service Program, or the means to finance the hiring or acquisition of such staff, facilities, or equipment. The New Jersey Department of Agriculture also may grant a waiver for one year to the district if a different sponsor currently runs the Federal Summer Food Service Program within the district's community.

Pursuant to N.J.S.A. 18A:33-26.b., the district shall report to the New Jersey Department of Agriculture, in the manner prescribed by the New Jersey Department of Agriculture, its reasons for requesting a waiver of the requirements of N.J.S.A. 18A:33-24 et seq. The report shall include, but need not be limited to, a description of the specific impediments to implementing the program and actions that could be taken to remove those impediments or, where applicable, the identification of the sponsor that currently runs the program within the same community.

C. Information Provided to Parents Regarding the National School Lunch Program and the Federal School Breakfast Program – N.J.S.A. 18A:33-21b1

1. At the beginning of each school year, or upon initial enrollment, in the case of a student who enrolls during the school year, the school shall provide each student's parent with:
 - a. Information on the National School Lunch Program and the Federal School Breakfast Program, including, but not limited to, information on the availability of free or reduced price meals for eligible students, information on the



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application and determination processes that are used to certify eligible students for subsidized school meals, and information on the rights that are available to students and their families under N.J.S.A. 18A:33-21b1 and N.J.S.A.18A:33-21; and

- b. A school meals application form, as well as instructions for completing the application, and, as necessary, assistance in completing the application.
2. The school meals information and application provided to parents, pursuant to N.J.S.A. 18A:33-21b1.a. shall:
 - a. Be communicated in a language that the parent understands;
 - b. Specify the limited purposes for which collected personal data may be used, as provided by N.J.S.A. 18A:33-21b1.c.; and
 - c. Be submitted to the parent either in writing or electronically. In the latter case, the school district shall use the usual means by which it communicates with parents electronically.
 3. A school meals application that is completed by a parent shall be confidential, and shall not be used or shared by the student's school or school district, except as may be necessary to:
 - a. Determine whether a student identified in the application is eligible for free or reduced price school meals;
 - b. Determine whether the school or school district is required, by N.J.S.A. 18A:33-11.3 or by N.J.S.A. 18A:33-24, to establish a breakfast after the bell program, or to participate as a sponsor or site in the Federal Summer Meals Service Program;



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- c. Ensure that the school receives appropriate reimbursement, from the State and Federal governments, for meals provided to eligible students, free of charge, through a school lunch program, a school breakfast program, a breakfast after the bell program, a summer meals program, or an emergency meals distribution program; and
- d. Facilitate school aid determinations under the "School Funding Reform Act of 2008," N.J.S.A. 18A:7F-43 et seq.

D. Free or Reduced Price Meals' Application Process – 7 CFR 245

School meals applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of receipt of the completed application pursuant to 7 CFR 245.6(c)(6). Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of their eligibility and shall continue to receive such meals during the pendency of any inquiry regarding their eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

In accordance with 7 CFR 245.6(c)(1) and (2), eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to thirty operating days in the subsequent school year. Prior to the processing of an application or the completion of direct certification procedures for the current school year, children from households with approved applications or documentation of direct certification on file from the preceding year, shall be offered reimbursable free and reduced price meals, as appropriate.

In accordance with 7 CFR 245.6(c)(6)(iii), children from households that notify the local educational agency that they do not want free or reduced price benefits must have their benefits discontinued as soon as possible.



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Pursuant to 7 CFR 245.6(c)(7), if the district receives an incomplete school meals application or a school meals application that does not meet the eligibility criteria for free or reduced priced benefits, the school meals application must be denied. The district shall document and retain the denied school meals application and reasons for ineligibility for three years in accordance with 7 CFR 245.6(e).

In accordance with 7 CFR 245.6(c)(7), parents of students who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the individual who signed the school meals application. Posting the denial on the “notification” page of an online system does not meet this requirement. Likewise, informing the parent of denial via telephone does not meet this requirement. If the district uses an automated telephone information system to notify parents of denied benefits, the district must also provide the parents with written notification of the denial. The notification must provide the: reason for denial of benefits; right to appeal; instructions on how to appeal; and ability to reapply for free and reduced price benefits at any time during the school year.

In accordance with 7 CFR 245.6(e), the district shall record the eligibility determination and notification in an easily referenced format. The record shall include the: denial date; reason for denial; date the denial notice was sent; and signature or initials of the determining official (may be electronic, where applicable).

Any parents of students who have benefits that are to be reduced or terminated must be given ten calendar days’ written notice of the change prior to the date the change will go into effect pursuant to 7 CFR 245.6a(j). The first day of the advance notice period shall be the day the notice is sent. The notice of adverse action may be sent via mail or to the e-mail address of the parent. The district shall notify the household of adverse action by phone only.

Pursuant to 7 CFR 245.6a(j), the notice of adverse action must advise the parents of: change in benefits; reasons for the change; an appeal must be filed within the ten calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision; instructions on how to appeal; and the parents may reapply for benefits at any time during the school year.



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If the district participates in any National School Lunch Program, School Breakfast Program, or provides free milk under the Special Milk Program, the district shall submit to the New Jersey Department of Agriculture a free and reduced price policy statement pursuant to 7 CFR 245.10.

In accordance with 7 CFR 245.1(b), the district shall avoid any policy or practice leading to the overt identification of students receiving free or reduced price meal benefits. Overt identification is any action that may result in a child being recognized as potentially eligible for or certified for free or reduced price school meals. Unauthorized disclosure or overt identification of students receiving free and reduced price meal benefits is prohibited. The district shall ensure that a child's eligibility status is not disclosed at any point in the process of providing free and reduced price meals, including: notification of the availability of free and reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service. In addition, the district shall ensure students who receive free and reduced price benefits are not overtly identified when they are provided additional services under programs or activities available to low-income students based on their eligibility for free and reduced price meals.

Pursuant to 7 CFR 245.2, disclosure means revealing or using individual student's program eligibility information obtained through the free and reduced price meal or free milk eligibility process for a purpose other than the purpose for which the information was obtained. Disclosure includes, but is not limited to, access, release, or transfer of personal data about students by means of print, tape, microfilm, microfiche, electronic communication, or any other means. It includes eligibility information obtained through the school meals application or through direct certification.

If the district accepts both cash and electronic payments, the district shall ensure students are not overtly identified through the method of payment pursuant to 7 CFR 245.8(b). To the maximum extent practicable, the district must ensure the sale of non-program foods and the method of payment for non-program foods do not inadvertently result in students being identified by their peers as receiving free and reduced price benefits.

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



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E. Meal Charge Program – N.J.S.A. 18A:33-21

The Board of Education provides a meal charge program to permit unsubsidized students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

“Unsubsidized student” means a student who is neither categorically eligible nor income-eligible for free or reduced price school meals, and who is, consequently, required to pay for any such meals that are served to the student under the National School Lunch Program or the Federal School Breakfast Program.

The Board of Education recognizes a student may not have breakfast or lunch (meal), as applicable, or money to purchase a meal at school on a school day causing the student’s meal charge account to fall into arrears. The district shall contact the student’s parent to provide notice of the arrearage and shall provide the parent with a period of ten school days to pay the amount due. If the student’s parent has not made full payment by the end of the designated ten school day period, then the district shall again contact the student’s parent to provide notice of any action to be taken by the school district in response to the arrearage.

A parent who has received a second notice their child’s meal bill is in arrears and who has not made payment in full within one week from the date of the second notice may be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent’s refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent’s routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child neglect,



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the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21.a.(2) and this Policy.

Nothing in N.J.S.A. 18A:33-21 or this Policy shall be construed to require the district to deny or restrict the ability of an unsubsidized student to access school breakfast or school lunch when the student's school breakfast or school lunch bill is in arrears.

The school or school district shall not:

1. Publicly identify or stigmatize an unsubsidized student who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears. (For example, by requiring the student to sit at a separate table or by requiring that the student wear a wristband, hand stamp, or identifying mark, or by serving the student an alternative meal);
2. Require an unsubsidized student, who cannot pay for a school breakfast or a school lunch or whose school breakfast or school lunch bill is in arrears to do chores or other work to pay for the school breakfast or school lunch;
3. Require an unsubsidized student to discard a school breakfast or school lunch after it has been served because of the student's inability to pay for a school breakfast or school lunch or because money is owed for previously provided meals;



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4. Prohibit an unsubsidized student, or sibling of such a student, from attending or participating in non-fee-based extracurricular activities, field trips, or school events, from receiving grades, official transcripts, or report cards, or from graduating or attending graduation events, solely because of the student's unresolved meal debt; or
5. Require the parent of an unsubsidized student to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

If an unsubsidized student owes money for the equivalent of five or more school meals, the Principal or designee shall:

1. Determine whether the student is categorically eligible or income-eligible for free or reduced price meals, by conducting a review of all available records related to the student, and by making at least two attempts, not including the initial attempt made pursuant to N.J.S.A. 18A:33-21.c.(2), to contact the student's parent and have the parent fill out a school meals application; and
2. Contact the parent of the unsubsidized student to offer assistance with respect to the completion of the school meals application; and to determine if there are other issues in the household that have caused the student to have insufficient funds to purchase a school breakfast or school lunch; and to offer any other appropriate assistance.

The school district shall direct communications about a student's school breakfast or school lunch bill being in arrears to the parent and not to the student. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

Notwithstanding the provisions of N.J.S.A. 18A:33-21 and the provisions of any other law, rule, or regulation to the contrary, an unsubsidized student shall not be denied access to a school meal, regardless of the student's ability to pay or the status of the student's meal arrearages, during any period of time in which the school is making a determination, pursuant to N.J.S.A. 18A:33-21.c., as to whether the student is eligible for, and can be certified to receive, free or reduced price meals.



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If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.]

F. Provision of Meals to Homeless Children – N.J.S.A. 18A:33-21c.

The district's liaison for the education of homeless children shall coordinate with district personnel to ensure that a homeless student receives free school meals and is monitored according to district policies pursuant to N.J.S.A. 18A:33-21c.

G. Provision of School Meals During Period of School Closure – N.J.S.A. 18A:33-27.2

In the event the Board is provided a written directive, by either the New Jersey Department of Health or the health officer of the jurisdiction, to institute a public health-related closure due to the COVID-19 epidemic, the district shall implement a program, during the period of the school closure, to provide school meals, at meal distribution sites designated pursuant to N.J.S.A. 18A:33-27.2.b., to all students enrolled in the district who are either categorically eligible or income-eligible for free or reduced price school meals.

In the event of an emergency closure, as described in N.J.S.A. 18A:33-27.2.a., the district shall identify one or more school meal distribution sites that are walkable and easily accessible to students in the district. The district shall collaborate with county and municipal government officials in identifying appropriate sites. A school meals distribution site may include, but need not be limited to: faith-based locations; community centers, such as YMCAs; and locations in the



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district where meals are made available through a summer meals program. In a district that includes high density housing, the district shall make every effort to identify a school meal distribution site in that housing area.

The district shall identify students enrolled in the district who are categorically eligible or income-eligible for free or reduced price meals, and for whom a school meal distribution site, identified pursuant to N.J.S.A. 18A:33-27.2.b., is not within walking distance. In the case of these students, the district shall distribute the school meals to the student's residence or to the student's bus stop along an established bus route, provided that the student or the student's parent is present at the bus stop for the distribution. Food distributed pursuant to N.J.S.A. 18A:33-27.2.c. may include up to a total of three school days' worth of food per delivery.

The district may use school buses owned and operated by the district to distribute school meals pursuant to N.J.S.A. 18A:33-27.2. If the district does not own and operate its own buses, the district may contract for the distribution of school meals, and these contracts shall not be subject to the public bidding requirements established pursuant to the "Public School Contracts Law," N.J.S.A. 18A:18A-1 et seq.

The district shall collaborate, as feasible, with other districts and with local government units to implement the emergency meals distribution program, as required by N.J.S.A. 18A:33-27.2, in order to promote administrative and operational efficiencies and cost savings.

School lunches and breakfasts that are made available, through an emergency meals distribution program operating pursuant to N.J.S.A. 18A:33-27.2, shall be provided to eligible students, free of charge, in accordance with the provisions of N.J.S.A. 18A:33-4.a. and N.J.S.A. 18A:33-14a.



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H. Statement of Compliance

All food service programs shall be operated pursuant to 7 CFR 245, as appropriate, and this Policy.

N.J.S.A. 18A:18A-42.1; 18A:33-4; 18A:33-5; 18A:33-10;
18A:33-10.1; 18A:33-11; 18A:33-11.1; 18A:33-11.2;
18A:33-11.3; 18A:33-14a.; 18A:33-21; 18A:33-21a.;
18A:33-21b1; 18A:33-21c.; 18A:33-23; 18A:33-24;
18A:33-25; 18A:33-26; 18A:33-27.2; 18A:58-7.1;
18A:58-7.2

N.J.A.C. 2:36

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

7 C.F.R. 210.1 et seq.

First Reading: November 16, 2023



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2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. The First Amendment requires public school officials to show neither favoritism toward nor hostility against religious expression such as prayer.

As a condition of receiving Elementary and Secondary Education Act of 1965 (ESEA) funds, the Board of Education must annually certify in writing to the New Jersey Department of Education that no Board policy prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools, as detailed in tThe United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance). The Board must provide this certification to the New Jersey Department of Education by October 1 of each year during which the Board participates in an ESEA program. The USDOE Guidance provides information on the current state of the law concerning constitutionally protected prayer and religious expression in public elementary and secondary schools.

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular **public school** contexts related to **prayer: prayer and religious exercise** during non-instructional time; organized prayer groups and activities; teachers, administrators, and other school employees' activities; moments of silence; accommodations of ~~for~~ **prayer and religious exercise** during instructional time; ~~prayer in classroom assignments;~~ student assemblies and noncurricular events; prayer at graduation; and/or baccalaureate ceremonies.

The following activities as outlined in the USDOE Guidance will be permitted upon applying ~~the governing~~ constitutional principles **regarding religious expression other than prayer in particular public school contexts in particular contexts related to religious expression:** religious literature; teaching about religion; student dress codes and policies; **religious expression in class assignments and homework;** and/or ~~religious~~ **excusals for religious activities.**



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In addition to the constitutional principles outlined in this Policy and the USDOE Guidance, public schools may also be subject to requirements under Federal and State laws relevant to prayer and religious expression. Such Federal and State laws may not; however, obviate or conflict with a public school's Federal constitutional obligations described in the USDOE Guidance. The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are **accorded** ~~afforded~~ the same access to Federally funded public secondary school facilities as are student secular activities.

The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

Any issues regarding **prayer and religious expression** ~~religion~~ in the schools, **the USDOE Guidance**, and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected

Prayer and Religious Expression in Public Elementary and Secondary Schools

– ~~January 16, 2020~~ **May 15, 2023**

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Revised (First Reading) : October 19, 2023

Revised (Second Reading) : November 16, 2023



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School Threat Assessment Teams
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2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., and this Policy, **and Regulation 2419** must be multidisciplinary in membership and, to the extent possible, ~~shall~~ **must** include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A ~~school~~ Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.b.(5).

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.

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Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. **18A:17-43.3** ~~18A:14-43.4~~ (August 1, 2022).

This Policy **and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) guidelines** developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6. ~~and shall include, but need not be limited to:~~

- ~~1. — Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;~~
- ~~2. — The designation of members of the school community to whom threatening behavior shall be reported;~~
- ~~3. — The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;~~
- ~~4. — Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and~~
- ~~5. — The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.~~

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The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team ~~must attend shall participate in~~ training ~~in accordance with provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.43-, this and Policy, and Regulation 7440~~ that is consistent with the **Guidance** guidelines developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. **Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP).** The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

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~~The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.~~

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Revised (First Reading): October 19, 2023

Revised (Second Reading): November 16, 2023



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R 2419 SCHOOL THREAT ASSESSMENT TEAMS

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

B. Multidisciplinary Threat Assessment Team

1. Threat Assessment Team Members

- a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:

- (1) A Principal or other senior school administrator;



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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
 - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
 - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
 - (5) A teaching staff member.
 - b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
 - c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
 - (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.



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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

- 1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.
 - c. Establish team procedures and protocols.
 - d. Meet on a regular basis and as needed.



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2. Step 2: Define Prohibited and Concerning Behaviors
 - a. Establish policy defining prohibited behaviors
 - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
 - b. Identify other behaviors for screening or intervention.
 - c. Define threshold for intervention.
 - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
 - a. Establish one or more anonymous reporting mechanisms.
 - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
 - b. Provide training and guidance to encourage reporting.
 - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
 - c. Ensure availability to respond.
 - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
4. Step 4: Define Threshold for Law Enforcement Intervention
 - a. Most reports can be handled by the School-Based Team.



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- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
- 5. Step 5: Establish Threat Assessment Procedures
 - a. Decide how to document cases.
 - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
 - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
- 6. Step 6: Develop Risk Management Options
 - a. Identify all available resources for creating individualized management plans.
 - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
 - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.
 - (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.



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- b. Establish points of contact for all resources.
7. Step 7: Create and Promote Safe School Climates
- a. Assess current school climate.
 - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district "...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues..." and to "review and strengthen school climate and the policies of the school.
 - b. Enhance current school climate.
 - c. Strengthen students' connectedness.
 - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
 - d. Break down "codes of silence" and help students feel empowered to come forward and share concerns and problems with a trusted adult.
 - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
8. Step 8: Conduct Training for all Stakeholders
- a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.



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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
 - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

- 1. Step 1: Receive a Report of Concern
 - a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.



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2. Step 2: Screen the Case

- a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
 - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
- b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
- c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
- d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.

3. Step 3: Gather Information from Multiple Sources

- a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.



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4. Step 4: Organize and Analyze
 - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.
5. Step 5: Make the Assessment
 - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.
7. Step 7: Re-Assess (Case Monitoring)
 - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - b. Re-assessing the person of concern, going through the assessment questions again.



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- c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.

8. Step 8: Document and Close the Case

- a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
- b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

E. Training

- 1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
- 2. Threat assessment team membership:
 - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.



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- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
- c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
 - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
 - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.
- 3. Awareness Training for Other School Community Stakeholders
 - a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

F. Other Considerations

- 1. Individualized Education Program (IEP) or 504 Plans
 - a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special



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education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts
 - a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
 - b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.



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3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records



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- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
 - (1) Ask permission from the student and parent to disclose medical records;
 - (2) Provide information to health and mental professionals; and
 - (3) Ask about duty to warn or duty to protect.
- b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
 - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
 - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

First Reading: October 19, 2023 Second Reading: November 16, 2023



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Attachment L

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Examination for Cause

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3161 EXAMINATION FOR CAUSE

- A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a teaching staff member whenever, in the judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a teaching staff member to undergo a physical or psychiatric examination:
1. The Board shall provide the teaching staff member with a written statement of the reasons for the required examination; and
 2. The Board shall provide the teaching staff member with a hearing, if requested.
 - a. Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
 - b. The teaching staff member must request the Board hearing, in writing, within five working days of the teaching staff member's receipt of the written statement of reasons:
 - (1) The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;
 - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);



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- d. The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and
 - e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals.
 3. The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the teaching staff member shall bear the cost if the examination is performed by a physician or institution designated by the teaching staff member with approval of the Board.
 1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
 2. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and



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Examination for Cause

- b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
 1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;
 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; and
 3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.



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- D. A teaching staff member who refuses to submit to an examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5
18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

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3212 ATTENDANCE

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

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household.~~ No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for **by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or provided in the policies of the Board.** ~~In accordance with N.J.S.A. 18A:30-4, T~~he Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the Secretary of the Board in order to obtain sick leave **in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.**



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Attendance

~~Professional Staff Attendance Review~~
~~and Improvement Plan~~

D. Attendance Improvement Plan

1. The attendance record prepared for teaching staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.

E. In-Service Training

1. The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with teaching staff members at the beginning of each school year to:
 - a. Inform teaching staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences; and
 - c. Acquaint teaching staff members with the degree to which attendance will affect evaluation reports.

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Attendance

~~Professional Staff Attendance Review~~

~~and Improvement Plan~~

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R 3212 ATTENDANCE **PROFESSIONAL STAFF ATTENDANCE REVIEW** **AND IMPROVEMENT PLAN**

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers; educational services personnel; administrators; and other certificated staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
2. A cumulative attendance record shall be assembled for each school in the school district and also for the school district as required by the New Jersey Department of Education.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school in the district and also for the school district.

B. Attendance Reporting and Improvement Plan

1. Planning



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Attendance

~~Professional Staff Attendance Review~~
~~and Improvement Plan~~

- a. Each absence of a teaching staff member shall be reported by the teaching staff member in accordance with the school district's procedure.
- b. The absence of a teaching staff member shall be provided to the teaching staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.
- d. The Principal or supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
 - (1) A pattern of absences on the same day(s) of the week;
 - (2) A pattern of absences before or after nonworking days;
 - (3) The habitual exhaustion of personal leave.
- e. The Superintendent or designee will meet with Principals and supervisors to discuss attendance records of teaching staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of teaching staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

2. Implementation



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Attendance

~~Professional Staff Attendance Review~~
and Improvement Plan

- a. The Superintendent or designee or the teaching staff member's Principal or supervisor designated by the Superintendent shall be responsible for implementing a plan for the improvement of teaching staff member attendance.
- b. The teaching staff member's Principal or supervisor designated by the Superintendent shall encourage the regular attendance of teaching staff members in their workplace, school, or department. The teaching staff member's Principal or supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with teaching staff members who return from an absence of any duration.
- c. The Superintendent shall direct Principals and supervisors designated by the Superintendent to incorporate a teaching staff member's attendance record in the teaching staff member's evaluation.
- d. The teaching staff member's Principal or supervisor designated by the Superintendent shall report to the Superintendent or designee any teaching staff member whom the Principal or supervisor designated by the Superintendent suspects of misusing sick leave or falsifying the reasons for an absence.

3. Counseling

- a. The Superintendent, Principal, or supervisor designated by the Superintendent may schedule a conference with a teaching staff member where the number and/or pattern of the teaching staff member's absences or the reasons offered for the teaching staff member's absences may indicate a concern.



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~~Professional Staff Attendance Review~~
~~and Improvement Plan~~

- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent, Principal, or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The teaching staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.

C. Record of Attendance

- 1. A record shall be kept of the attendance of all teaching staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
- 2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
- 3. A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.
- 4. At the end of each school year, the Superintendent of Schools, Principals, and teaching staff members' supervisors designated by the Superintendent will review attendance records for teaching staff members.



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Attendance

**Professional Staff Attendance Review
and Improvement Plan**

D. Attendance Improvement Plan

1. The attendance record prepared for teaching staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.

E. In-Service Training

1. The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with teaching staff members at the beginning of each school year to:
 - a. Inform teaching staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences; and
 - c. Acquaint teaching staff members with the degree to which attendance will affect evaluation reports.

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Examination for Cause

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4161 EXAMINATION FOR CAUSE

- A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a support staff member whenever, in the judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform, with reasonable accommodation, the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a support staff member to undergo a physical or psychiatric examination:
1. The Board shall provide the support staff member with a written statement of the reasons for the required examination; and
 2. The Board shall provide the support staff member with a hearing, if requested.
 - a. Notice of the support staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
 - b. The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons:
 - (1) The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board;
 - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);



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Examination for Cause

- d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and
 - e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.
 3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the support staff member shall bear the cost if the examination is performed by a physician or institution designated by the support staff member with approval of the Board.
 1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
 2. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
 3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
 - a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and



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Examination for Cause

- b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
 4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.
- C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.
 1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree;
 2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member; and
 3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.



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Examination for Cause

- D. A support staff member who refuses to submit to the examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

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4212 ATTENDANCE

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

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with **statute, administrative code, or Board policy**; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, **but not be limited to**, the withholding of a salary increment, **termination dismissal, nonrenewal**, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. ~~In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the collective bargaining agreement; negotiated with the member's majority representative, in an individual employment contract; or the policies of the Board. In accordance with N.J.S.A. 18A:30-4, Tthe Superintendent or Board of Education may require verification a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.~~

SUPPORT STAFF MEMBERS



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The Superintendent, in consultation with administrative staff members, will review the rate of absence among **support** ~~the~~ staff members. The review will include the collection and analysis of attendance **patterns** ~~data~~, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1 ~~et seq.~~; **18A:30-2; 18A:30-4**

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R 4212 ATTENDANCE

A. Review of Attendance Data

1. A record shall be kept of the attendance of each support staff member, including secretarial staff; maintenance and custodial staff; food service staff; other support staff members, and staff members that supervise support staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record. A support staff member's attendance record shall be part of the support staff member's personnel file.
2. A cumulative attendance record shall be assembled for each department or classification of employees in the school district.
3. An attendance report shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for a department and/or classification of employee.

B. Attendance Reporting and Improvement Plan

1. Planning
 - a. Each absence of a support staff member shall be reported by the support staff member in accordance with the school district's procedure.



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- b. The absence of a support staff member shall be provided to the support staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.
- d. The supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
 - (1) A pattern of absences on the same day(s) of the week;
 - (2) A pattern of absences before or after nonworking days;
 - (3) The habitual exhaustion of personal leave.
- e. The Superintendent or designee will meet with the support staff member supervisors to discuss attendance records of support staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of support staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

2. Implementation

- a. The Superintendent or designee or the support staff member's supervisor designated by the Superintendent, shall be responsible for implementing a plan for the improvement of support staff member attendance.



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- b. The support staff member's supervisor designated by the Superintendent shall encourage the regular attendance of the support staff members in their workplace, school, or department. The support staff member's supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with support staff members who return from an absence of any duration.
- c. The Superintendent shall direct support staff member supervisors to incorporate a support staff member's attendance record in the support staff member's evaluation.
- d. The support staff member's supervisor designated by the Superintendent shall report to the Superintendent or designee any support staff member whom the supervisor suspects of misusing sick leave or falsifying the reasons for an absence.

3. Counseling

- a. The Superintendent or supervisor designated by the Superintendent may schedule a conference with a support staff member where the number and/or pattern of the support staff member's absences or the reasons offered for the support staff member's absences may indicate a concern.
- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The support staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.



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C. Record of Attendance

1. A record shall be kept of the attendance of all support staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A support staff member's attendance record shall be part of the employee's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record.
4. At the end of each school year, the Superintendent, School Business Administrator/Board Secretary, and support staff members' supervisors will review attendance records for support staff members.

D. Attendance Improvement Plan

1. The attendance record prepared for support staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of support staff member attendance in the school district.



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4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any support staff member's performance.

E. In-Service Training

1. The School Business Administrator/Board Secretary or supervisor designated by the Superintendent shall meet with support staff members at the beginning of each school year to:
 - a. Inform support staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences;
 - c. Acquaint support staff members with the degree to which attendance will affect evaluation reports.

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