

HASBROUCK HEIGHTS December 21, 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 December 11, 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:

- Students receiving perfect/high performing scores on the NJSLA, NJGPA, AP, and SAT scores in the 99% will be awarded Certificates of Academic Excellence.
- Holiday Cheer - MS/HS Chorus will perform

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: November 16, 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

- E12-01-24 Approve the Monthly Discipline Report
- E12-02-24 Approve the Monthly HIB Report
- E12-03-24 Approve the Monthly District Calendar
- E12-04-24 Approve Observation hours
- E12-05-24 Approve Elks Club Donation
- E12-06-24 Approve Assembly

E12-07-24 Approve Assembly  
E12-08-24 Approve Workshop Attendance  
E12-09-24 Approve Practicum Placement  
E12-10-24 Approve membership  
E12-11-24 Approve purchase of Italian Reading Materials  
E12-12-24 Approve Clinical Hours  
E12-13-24 Approve Updated Safe Return Plan  
E12-14-24 Rescind Residency Approval

Special Education Committee

S12-01-24 Approve Workshop Attendance  
S12-02-24 Approve Vendor for Neurological Evaluations  
S12-03-24 Approve Home Instruction Hours  
S12-04-24 Approve Shared Time Placement  
S12-05-24 Approve Home Instruction  
S12-06-24 Approve Bedside Instruction

Technology Committee

None

Facilities Committee

B12-01-24 Approve Facilities Calendar

Recreation Committee

R12-01-24 Approve Monthly Field Trip Calendar

Finance Committee

F12-01-24 Approve Financial Certification  
F12-02-24 Approve Actual Payroll for  
F12-03-24 Approve Estimated Payroll for  
F12-04-24 Approve Bills List for  
F12-05-24 Approve Reports  
F12-06-24 Approve Submission of Comprehensive Maintenance Plan  
F12-07-24 Approve Fundraisers  
F12-08-24 Approve SLEO3 Officers Rate Increase Date  
F12-09-24 Approve Weight Room Equipment Purchase  
F12-10-24 Approve Atlantic Agreement

Personnel

P12-01-24 Personnel Action

P12-02-24 Personnel Action  
P12-03-24 Personnel Action  
P12-04-24 Personnel Action  
P12-05-24 Personnel Action  
P12-06-24 Personnel Action  
P12-07-24 Personnel Action  
P12-08-24 Personnel Action  
P12-09-24 Personnel Action  
P12-10-24 Personnel Action  
P12-11-24 Personnel Action  
P12-12-24 Personnel Action  
P12-13-24 Personnel Action  
P12-14-24 Personnel Action  
P12-15-24 Personnel Action  
P12-16-24 Personnel Action  
P12-17-24 Personnel Action

Policy Committee:

PL12-01-24 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 - December 21, 2023**

**AWARDS AND PRESENTATIONS:**

- Students receiving perfect/high performing scores on the NJSLA, NJGPA, AP, and SAT scores in the 99% will be awarded Certificates of Academic Excellence.
- Holiday Cheer - MS/HS Chorus will perform

**RESOLUTIONS:**

EDUCATION/CURRICULUM COMMITTEE

RESOLUTIONS:

- E12-01-24     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 - 4 in-school suspensions; 5 out-of-school suspensions  
MS - 2 in-school suspensions; 1 out-of-school suspension  
LS - 0  
ES - 0

- E12-02-24     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 screening  
ES - 0  
LS - 1 investigation

- E12-03-24     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

E12-04-24 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 Jessica Cichino, a student at TCNJ, to complete Speech Pathology observation hours at Lincoln School.

E12-05-24 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 HH Elks Club book donation and visit to the elementary schools - Lincoln School, March 4, 2024 and Euclid School, March 6, 2024.

E12-06-24 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 DEA to present 4 classroom lectures to grade 8 students on January 18th and January 22, 2024, regarding the dangers of Fentanyl and other illegal drugs.

E12-07-24 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 Bergen County Prosecutor's Office to present an assembly to grade 6 students on January 19, 2024 regarding cyber/internet safety.

E12-08-24 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 Maria Philp to attend workshops "Positive Behavior Supports" on January 9, 2024 and "Cooperative Learning Reimagined" on January 30, 2024, at no cost to the district.

E12-09-24 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 Chloe Kim, University of Pennsylvania student, to complete Practicum Observation hours, one day per week from January through May 2024 with Mrs. O'Hagan at the Middle School.

E12-10-24 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 Middle School E-Sport Club to join the Garden State E-Sports, membership is at no cost to the district.

E12-11-24 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 the purchase of Italian reading materials to support curriculum and instruction at a cost of \$401.90.

E12-12-24 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 Christina Comp, a student at NYU, to shadow Mrs. Philp and Dr. Ciraco, for 1 day each in January 2024, 5 hours per day, as part of her clinical requirements.

E12-13-24 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 updated 2023-2024 American Rescue Plan (ARP) Safe Return Plans (plan on file at the BOE office) - required for districts accepting ARP-ESSER funding.

E12-14-24 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:

Rescind approval for student #1003078 to attend school in Hasbrouck Heights due to a violation of Part II: Affidavit of Application, regarding residency.

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

S12-01-24 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 Katie Baptista to attend a half day workshop on January 9, 2024 at the SBJC at a cost of \$25.00.

- S12-02-24 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 Developmental Pediatrics Health and Wellness PC for neurological evaluations at a cost of \$800.00 per evaluation.

- S12-03-24 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 Home Instruction for student #1002620 from November 29, 2023 through approximately December 15, 2023, per week for each of the following classes:

L. Bernstein - 1 hour plus prep, Psychology - \$42.00 per hour  
J. Schmarak - 1 hour plus prep, Care of Athletes - \$42.00 per hour  
S. Caines - 1 hour plus prep, English 12 - \$42.00 per hour  
J. Zukatus - 1 hour plus prep, Statistics - \$42.00 per hour

- S12-04-24 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 a contract for shared-time placement with Eastwick College in Ho-Ho-Kus School of Trade for student #6637 from January 29, 2024 through June 24, 2024 at \$55.00 per day.

- S12-05-24 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 Home Instruction for student #1000463, as needed through the end of the school year as per the following:

English 10 - G. Music, 1 hour plus prep - \$42.00 per hour  
Spanish 2 - M. Brooks-Lee, 1 hour plus prep - \$42.00 per hour

- S12-06-24 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 bedside instruction for student #1000463, 10 hours per week, plus prep, at \$40 per hour, starting December 14, 2023 for approximately 30 days.

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

B12-01-24 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:

R12-01-24 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

FINANCE COMMITTEE:

RESOLUTIONS:

F12-01-24 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.

F12-02-24 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 November in the amount of \$2,131,933.66 and that

the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.

- F12-03-24 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 December at \$2,100,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$2,100,000.
- F12-04-24 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 October

Fund 10	General Fund	\$ 3,332,725.51
Fund 12	Capital Outlay	\$ 12,673.50
Fund 20	Special Revenue	\$ 216,427.79
Fund 60	Enterprise	\$ 32,697.99
Fund 95	Student Activity	\$ 6,889.71
Total:		\$ 3,601,414.50
Fund 95	Voided Checks	\$ 33,622.05

- F12-05-24 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).

Board Secretary's Report

Cash Report

Monthly Fund Transfer Report

September (Attachment B)

F12-06-24 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:

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

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

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

**Now Therefore Be It Resolved**, that the Hasbrouck Heights Board of Education hereby authorizes the school Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 Maintenance Worksheet, for the Hasbrouck Heights School District in compliance with Department of Education requirements.

**(on file in the BOE Office)**

F12-07-24 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:

Approve Euclid School Going Green Club Events:

January 3 - January 19, 2024 - used clothing and jacket drive for Veterans of America

February 1 - February 29, 2024 - Animal Supplies for BC Animal Shelter

F12-08-24 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:

Amend resolution F10-12-24 for SLEO3 Officers hourly increase, from \$30.00 per hour to \$42.00 per hour, to begin January 1, 2024.

- F12-09-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education, upon the recommendation of the Superintendent to authorize the School Business Administrator to purchase \$44,410.85, in new equipment to upgrade the Hasbrouck Heights High School weight room. The equipment will be purchased through the Hunterdon County Ed Services Commission purchasing Co-Op. (Attachment C)
- F12-10-24 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education, upon the recommendation of the Superintendent to authorize the School Business Administrator to enter into a five year lease purchase agreement with Atlantic Tomorrows Office for the acquisition of district wide copier services. The district will receive brand new copy equipment in all the schools and the board office, with an additional copier going to the Child Study Team. The monthly cost will be \$944.94 per month less than what is presently being paid. The copiers can either be returned at the end of the lease or purchased for \$1. (Attachment D)

PERSONNEL COMMITTEE:

RESOLUTIONS:

- P12-01-24 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 Carol Wilke as a sub KEYS Assistant at \$18.00 per hour.
- P12-02-24 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:
- Approve the resignation of Maryann Stendardo, lunch assistant at Lincoln School, effective November 17, 2023.
- P12-03-24 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:

Approve Tina Edwards to go from a part-time (.6) teacher to a full-time teacher as of January 2, 2023, BA Step 8 at \$59,550.00 plus benefits, paid with ESEA Title I funds.

- P12-04-24 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:

Rescind resolution #P08-24-24, approving the resignation of B. Dallara as Paraprofessional at Lincoln School and approve B. Dallara's retirement effective 8/23/2023.

- P12-05-24 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:

Approve the retirement of John Amorosi, effective May 1, 2024.

- P12-06-24 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:

Approve paid sick leave for employee #0064 from January 16, 2024 through January 19, 2024.

- P12-07-24 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:

Approve the transfer of Heather Meli, full-time 1:1 school nurse, to full-time school nurse at Lincoln School, effective January 17, 2024, at her current salary of \$57,300.

- P12-08-24 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:

Approve the resignation of Alison Lowe as .6 Special Education Teacher, effective January 26, 2024.

- P12-09-24 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:

Approve M. Cruz as Paraprofessional at Lincoln School for the 23-24 SY, pro-rated at \$26,335, pending receipt of paperwork.

- P12-10-24 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:

Approve Maryetta Patterson as Lunch Assistant at Lincoln School for the 23-24 SY, \$18/per hour, max of 2 hours per day.

- P12-11-24 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:

Amend Resolution #P10-09-24, rescinding M. Fandetta as a Paraprofessional at Lincoln School.

- P12-12-24 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:

Substitutes at a rate of \$150 per diem. *\*Pending Receipt of paperwork.*

*	STEFANOWSKI, STEFAN	
*	KASHUBA, BRIANA	
*	TODD, CHRISTINA	
*	ROHWOHLT, DEVON	
*	MACDONALD, TIM	
*	BALTAZAR, JOHN	
*	VELA, SANGEETHA	
	GASPARINO, AMANDA	
	CARLIN, MARY	
	PATTERSON, MARYETTA	
	VITELLI, VICTORIA	Sub Para @ \$15/Hr

- P12-13-24 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:

Approve a paid medical leave of absence for employee #0117 beginning December 8, 2023 through TBD.

P12-14-24 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:

Approve Heather Meli as an elementary theater week supervisor/nurse from December 11, 2023 through December 15, 2023 at a rate of \$47.75 per hour, not to exceed 20 hours.

P12-15-24 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:

Approve Barry Feinberg for 3.25 extra hours on December 13, 2023 and December 20, 2023 to cover a security guard's days off.

P12-16-24 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:

Approve Marianna Squeo as a Lincoln School Leave Replacement Substitute teacher from February 1, 2024 through June 25, 2024 at \$150 per day, pending receipt of paperwork.

P12-17-24 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:

Approve Melissa Follari as a Lincoln School Paraprofessional, pending receipt of paperwork, at \$26,335.00, pro-rated.

POLICY COMMITTEE:

RESOLUTIONS:

PL12-01-24 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 Second 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)

Check Journal  
Rec and Unrec checks

Hasbrouck Heights Board of Ed.  
Hand and Machine checks

Attachment A

Page 1 of 6  
12/06/23 10:36

Starting date 10/1/2023

Ending date 10/31/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
021893	10/02/23		6380	MEDIEVAL TIMES DINNER & TOURNAMENT		1,642.71
021894	10/06/23		1873	BILL OSHEAS FLORIST		52.00
021895	10/06/23		2758	C&J TROPHIES		2,385.00
021896	V 10/18/23	11/22/23	H427	HOOP HEAVEN	NEVER RECEIVED CHECK	1,000.00
021897	10/19/23		0072	DESIGN N STITCH - ALEXANDRIA BLOUSE INC		1,310.00
021898	10/30/23		1400	THE GRAYCLIFF		500.00
069510	V 08/24/23	10/03/23	1033	DELL FINANCIAL SERVICES	LOST IN MAIL	(27,904.67)
069616	V 09/28/23	10/23/23	E596	AGRAWAL, SANA	WRONG HOME SDDRESS	(291.00)
069671	V 09/28/23	10/27/23	I806	FOGARTY & HARA, ESQS.	INVOICE WAS FOR S. HACKENS	(1,315.38)
069717	V 09/28/23	10/06/23	4250	NJ PRINCIPALS & SUPVSR'S ASSOC	DUPLICATED PAYMENT	(1,119.00)
069764	V 09/28/23	10/10/23	H329	SHELLY, BETTE	WRONG ADDRESS	(1,992.00)
069800	10/02/23		0500	MUSIC THEATRE INT/MTI ENTERPRISES INC		1,120.00
069801	H 10/03/23		6351	COSTCO	COSTCO HAND CHECK	396.87
069802	10/03/23		4173	BERGEN ARTS & SCIENCE		28,804.00
069803	10/03/23		W425	HUDSON ARTS AND SCIENCE		6,772.00
069804	10/03/23		1033	DELL FINANCIAL SERVICES		27,904.67
069805	10/03/23		2015	NJ SCHOOL BUILDINGS & GROUNDS ASSOC.		475.00
069806	10/05/23		H748	YOUNG AUDIENCES NJ & EASTERN PENNSYLVIA		1,030.00
069807	10/10/23		B491	THE BAGEL SHOP		227.38
069808	10/10/23		H329	SHELLY, BETTE		1,992.00
069810	10/11/23		N873	BETTER THAN BROADWAY PRODUCTIONS, LLC		2,000.00
069811	10/16/23		1864	HEIGHTS PIZZA		113.92
069812	10/18/23		0670	HASBROUCK HEIGHTS STUDENT		270.00
069813	10/19/23		1859	BENSI OF HASBROUCK HEIGHTS		111.12
069815	10/19/23		2388	4 DIAMOND TRANSPORTATION LLC		11,765.00
069816	10/19/23		3021	A.T. &T		112.83
069817	10/19/23		K654	ABBAY ICE COMPANY INC.		171.00
069818	10/19/23		K496	ABBINGTON TRACK CLUB, INC		45.00
069819	10/19/23		1701	ALPINE LEARNING GROUP, INC.		13,029.12
069820	10/19/23		0075	AMERICAN PAPER & SUPPLY COMPANY		13,794.28
069821	10/19/23		2525	AT HOME MEDICAL		20.00
069822	10/19/23		0129	ATRA JANITORIAL SUPPLY COMPANY INC.		1,255.00
069823	10/19/23		1845	BADRE, JEFF		50.00
069824	10/19/23		1627	BAYADA HOME HEALTH CARE, INC.		1,140.00
069825	10/19/23		V061	BCASSP		600.00
069826	10/19/23		V412	BCSCA		50.00
069827	10/19/23		4173	BERGEN ARTS & SCIENCE		10,376.00
069828	10/19/23		N513	BERGEN COUNTY PRINCIPALS & SUPERVISORS		200.00
069829	V 10/19/23	10/19/23	00.0	\$ Multi Stub Void	#069830 Stub	



Starting date 10/1/2023

Ending date 10/31/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069830	10/19/23		0180	BERGEN COUNTY SPECIAL SERVICES		73,728.32
069831	10/19/23		N473	BLUMM USA INC		523.50
069832	10/19/23		0222	BOROUGH OF HASBROUCK HEIGHTS		89,408.54
069833	10/19/23		1256	BSN SPORTS LLC/PASSONS SPORTS CENTER		221.48
069834	10/19/23		X990	BUTLER ENGINEERING ASSOCIATES, INC.		2,600.00
069835	10/19/23		O599	CANON FINANCIAL SERVICES, INC		5,202.89
069836	10/19/23		4396	CAROLINA BIOLOGICAL SUPPLY CO.		70.32
069837	10/19/23		1487	CCL THERAPY, LLC		12,770.00
069838	10/19/23		2547	CDW GOVERNMENT, INC.		11,370.76
069839	10/19/23		5054	CHARLES J. BECKER & BRO., INC.		486.58
069840	10/19/23		1427	COSKEYS ELECTRONIC SYSTEMS INC.		1,471.65
069841	10/19/23		0314	CRUZ, JORGE		79.99
069842	10/19/23		1505	DAVID GREGORY SCHOOL, INC.		9,827.74
069843	10/19/23		1033	DELL FINANCIAL SERVICES		44,525.96
069844	10/19/23		1150	DELTA DENTAL		27,021.40
069845	10/19/23		0403	DEMCO		320.99
069846	10/19/23		2510	DEPALMA; DOMINICK		240.92
069847	10/19/23		2994	DERON SCHOOL OF NJ, INC.		7,556.80
069848	10/19/23		X897	DINNOCENZI, SOPHIE		97.00
069849	10/19/23		0730	DIRECT ENERGY BUSINESS		14,080.64
069850	10/19/23		0004	DISTRIBUTED WEBSITE CORPORATION		2,395.00
069851	10/19/23		1748	EASTERN ACOUSTICS CO.		173.25
069852	10/19/23		0446	EDUCATIONAL DATA SERVICES, INC		1,202.50
069853	10/19/23		5010	EI ASSOCIATES		28,498.50
069854	10/19/23		2200	EXEMPLARS, INC		1,974.55
069855	10/19/23		E591	FASTSIGNS 2158		399.70
069856	10/19/23		L383	FILE BANK INC		692.30
069857	10/19/23		0534	FLAGHOUSE, INC.		494.18
069858	10/19/23		1480	FORUM SCHOOL		19,278.00
069859	10/19/23		0352	FRIDMAN, ESTHER, M.D.		1,300.00
069860	10/19/23		2255	FUN FIT THERAPY LLC		3,103.75
069861	10/19/23		P355	GARCIA, YENIFER		240.00
069862	10/19/23		7200	GARFIELD HIGH SCHOOL		500.00
069863	10/19/23		0336	GL GROUP, INC.		7,000.00
069864	10/19/23		0248	GROUND PRO, INC		3,958.96
069865	10/19/23		U609	HASSETT, ANTHONY		390.97
069866	10/19/23		2697	HENRY SCHEIN, INC.		675.96
069867	10/19/23		0697	HERTZ FURN. SYS. CORP.		9,498.24
069868	10/19/23	10/23/23	0716	HOME DEPOT	PO PAID.TO WRONG BLANKT P	

Starting date 10/1/2023

Ending date 10/31/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069869	10/19/23		W425	HUDSON ARTS AND SCIENCE		2,436.00
069870	10/19/23		8176	HUDSON TIRE EXCHANGE		273.95
069871	10/19/23		C131	IN-LINE AIR CONDITIONING CO, INC		13,954.87
069872	10/19/23		5602	INSTITUTE FOR MULTI-SENSORY ED		303.56
069873	10/19/23		Q684	KENCOR, INC.		252.00
069874	10/19/23		2402	LUTERZO; MICHAEL		80.79
069875	10/19/23		7385	MACHADO LAW GROUP, LLC		3,344.00
069876	10/19/23		1958	MAGIC TOUCH CONSTRUCTION CO., INC		10,753.19
069877	10/19/23		1949	MALACHY PARTS & SVC		285.00
069878	10/19/23		J209	MAP RESTAURANT SUPPLIES		7,265.34
069879	10/19/23		2600	MARKET BASKET, INC.		415.00
069880	10/19/23		X547	MD BUYING GROUP LLC/CUSTOMER SUPPORT		607.40
069881	10/19/23		0626	MEDCO SUPPLY COMPANY		1,174.49
069882	10/19/23		L542	MENDELSON, LEA		291.00
069883	10/19/23		1016	METRO FIRE & SAFETY CO.		8,786.35
069884	V 10/19/23	10/31/23	J193	MORRIS- UNION JOINTURE COMMISSION	GIVING US A DISCOUNT RE-ISS	
069885	10/19/23		2366	MUSIC & ARTS CENTER, INC		26.99
069886	10/19/23		6119	MUSIC IN MOTION		122.65
069887	10/19/23		I670	N IMPERATORE TUTOR LLC		1,080.00
069888	10/19/23		1004	NASSOR ELECTRIC SUPPLY CO., INC.		75.00
069889	10/19/23		3199	NATIONAL BETA CLUB		682.07
069890	10/19/23		0465	NJ MEDICAL WASTE		598.20
069891	10/19/23		P670	NJSCHOOLJOBS		250.00
069892	10/19/23		3096	NJSIAA		280.00
069893	10/19/23		4369	NORTH JERSEY MEDIA GROUP/ADVERTISEMENT		51.40
069894	10/19/23		4336	OPTIMUM		89.90
069895	10/19/23		1822	PALOS SPORTS		529.16
069896	10/19/23		1245	PARAMOUNT EXTERMINATING		1,262.00
069897	10/19/23		H965	PARENTS FOR ATHLETES HHHS		225.00
069898	10/19/23		S643	PAYSCHOOLS/CP-DBS,LLC		3,552.00
069899	10/19/23		Q058	PELLEGRINO, AVA		145.50
069900	10/19/23		W589	PELLEGRINO, SOPHIA		48.50
069901	10/19/23		1501	PHOENIX CENTER, INC.		6,753.12
069902	V 10/19/23	10/23/23	0227	PITNEY BOWES GLOBAL FINANCIAL SERVICES,	WRONG BLANKET PO USED FO	
069903	10/19/23		0229	PITNEY BOWES INC (SUPPLIES)		313.00
069904	10/19/23		Z050	POWER-FLO TECHNOLOGIES, INC.		1,400.00
069905	10/19/23		H259	PRESENTATION SYSTEM		1,000.00
069906	10/19/23		U293	PROGRESSIVE THERAPY OF NJ		2,520.00
069907	10/19/23		Z784	PURESAN HOLDINGS, LLC		1,003.20

Rec and Unrec checks

Hand and Machine checks

12/06/23 10:36

Starting date 10/1/2023

Ending date 10/31/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069908	10/19/23		P558	REGAL STAMP & SIGN CO., INC		26.50
069909	10/19/23		1358	RIDGEFIELD BOARD OF EDUCATION		6,861.00
069910	10/19/23		1371	RIDGEFIELD PARK HALL OF FAME		400.00
069911	10/19/23		F543	RIVERSIDE ASSESSMENTS, LLC		1,137.40
069912	10/19/23		2066	S & S WORLDWIDE INC.		1,369.50
069913	10/19/23		0267	SAGE EDUCATIONAL ENTERPRISES		17,515.52
069914	10/19/23		U632	SAMANTHA INCREMONA		40.50
069915	10/19/23		2121	SARGENT-WELCH SCIENTIFIC		214.68
069916	10/19/23		2000	SCHOOL HEALTH CORP.		4,440.54
069917	V 10/19/23	10/19/23		00.0 \$ Multi Stub Void	#069920 Stub	
069918	V 10/19/23	10/19/23		00.0 \$ Multi Stub Void	#069920 Stub	
069919	V 10/19/23	10/19/23		00.0 \$ Multi Stub Void	#069920 Stub	
069920	10/19/23		1579	SCHOOL SPECIALTY, LLC		9,567.91
069921	10/19/23		Q047	SCHOOLWIDE, INC		18,283.50
069922	10/19/23		C490	SCUILLA, CONNOR		48.50
069923	10/19/23		0800	SHAW'S COMPLETE SECURITY		1,773.15
069924	10/19/23		2580	SMALLWOOD LOCK SUPPLY, INC.		673.65
069925	10/19/23		2322	SOUTH BERGEN JOINTURE COMM.		178,178.88
069926	10/19/23		K092	SPEEDY LUBEOF MAYWOOD, INC		43.18
069927	10/19/23		2070	STANS SPORTS CENTER		316.00
069928	V 10/19/23	10/19/23		00.0 \$ Multi Stub Void	#069929 Stub	
069929	10/19/23		K581	STAPLES, INC / ED DATA		24,555.81
069930	10/19/23		E762	STATE OF NEW JERSEY		10,091.13
069931	10/19/23		2083	STORR TRACTOR CO.		2,516.13
069932	10/19/23		V699	THE CHILDRENS HEALTH MARKET		7,078.50
069933	10/19/23		E214	THE CRAIG SCHOOL		6,483.50
069934	10/19/23		P936	THE CTC ACADEMY, INC.		23,744.76
069935	10/19/23		0944	THE FELICIAN SCHOOL FOR EXCEP CHILDREN		32,279.20
069936	10/19/23		W488	THERAPY ASSOCIATES ABA SERVICES LLC		10,640.00
069937	10/19/23		1961	TRAP-ZAP ENVIRONMENTAL SYSTEMS, INC		657.55
069938	10/19/23		7808	TRUGREEN		2,615.00
069939	10/19/23		H853	UNITED SUPPLY CORP		1,247.34
069940	10/19/23		P887	VALLEY MEDICAL GROUP		181.00
069941	10/19/23		1217	VENT TECH		1,275.00
069942	10/19/23		0639	VEOLIA WATER OF NEW JERSEY		3,392.90
069943	10/19/23		4454	VERIZON		2,340.38
069944	10/19/23		2588	VERIZON WIRELESS		1,433.86
069945	10/19/23		4427	W.B. MASON CO., INC.		564.92
069946	10/19/23		0526	WAGE WORKS INC		50.00

Starting date 10/1/2023

Ending date 10/31/2023

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
069947	10/19/23		2370	WILLIAM H. SADLIER		6,605.93
069948	10/19/23		K791	WISSTECH ENTERPRISES, LLC		2,006.74
069949	10/19/23		2229	ZANER BLOSER PUBLISHERS INC		13,081.48
069950	10/23/23		0716	HOME DEPOT		2,270.33
069951	10/23/23		0227	PITNEY BOWES GLOBAL FINANCIAL SERVICES,		925.05
069952	10/23/23		3158	PITNEY BOWES PURCHASE POWER		962.46
069953	10/23/23		E596	AGRAWAL, SANA		291.00
069954	10/31/23		J193	MORRIS- UNION JOINTURE COMMISSION		945.00
069955	10/31/23		5602	INSTITUTE FOR MULTI-SENSORY ED		1,500.00
A64952	10/15/23		PAY	HASBROUCK HEIGHTS PAYROLL		1,033,103.84
A64953	10/31/23		PAY	HASBROUCK HEIGHTS PAYROLL		1,027,596.07
A64959	10/31/23		7269	HASBROUCK HEIGHTS PR AGENCY	OCT BOARD SHARE FICA	35,664.16
A64960	10/27/23		0271	PRUDENTIAL RETIREMENT(DCRP)	OCTOBER DCRP	4,556.95
A64961	10/05/23		1159	STATE OF NJ HEALTH BENEFITS		431,977.39
A64962	10/31/23		7269	HASBROUCK HEIGHTS PR AGENCY		114,185.89

Starting date 10/1/2023

Ending date 10/31/2023

<b>Fund Totals</b>
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10	General Funds	\$114,185.89
11	GENERAL FUND	\$3,218,539.62
12	Capital Outlay	\$12,673.50
20	Special Revenue Fund	\$216,427.79
60	Enterprise Fund	\$32,697.99
95	STUDENT ACTIVITY	\$6,889.71
Total for all checks listed		\$3,601,414.50

Prepared and submitted by:

Robert Brown  
Board Secretary

10/31/23  
Date

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 10 General Funds

Assets and Resources

**Assets:**

101	Cash in bank		\$5,714,313.31
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		\$24,803,413.00

Accounts Receivable:

132	Interfund	\$2,293.00	
141	Intergovernmental - State	\$2,732,297.75	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$2,734,590.75

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	(\$36,777,076.39)	\$296,190.61

**Total assets and resources**

**\$33,551,874.69**

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 10 General Funds

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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
<b>Total liabilities</b>		<b>\$2,230.19</b>

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

**Page 3 of 40**  
**12/06/23 10:28**

**Starting date 7/1/2023 Ending date 10/31/2023 Fund: 10 General Funds**

**Fund Balance:**

Appropriated:

753,754 Reserve for Encumbrances \$30,955,315.03

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 (\$9,421,308.55)		
	Less: Encumbrances (\$27,828,161.40)	(\$37,249,469.95)	\$2,821,270.03
	Total appropriated		\$35,652,418.61
	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		\$33,549,644.50
	Total liabilities and fund equity		<u>\$33,551,874.69</u>



Starting date 7/1/2023 Ending date 10/31/2023 Fund: 10 General Funds

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$40,070,739.98	\$37,249,469.95	\$2,821,270.03
Revenues	(\$37,073,267.00)	(\$36,777,076.39)	(\$296,190.61)
Subtotal	<u>\$2,997,472.98</u>	<u>\$472,393.56</u>	<u>\$2,525,079.42</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>(\$1,017,509.45)</u>	<u>\$4,017,982.43</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>(\$1,017,509.45)</u>	<u>\$4,017,982.43</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>(\$1,217,509.45)</u>	<u>\$4,218,482.43</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>(\$1,217,509.45)</u>	<u>\$4,218,482.43</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>(\$1,217,509.45)</u>	<u>\$4,218,482.43</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>(\$1,217,509.45)</u>	<u>\$4,218,482.43</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>(\$1,217,509.45)</u>	<u>\$4,218,482.43</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>(\$1,217,509.45)</u>	<u>\$4,218,482.43</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$3,000,972.98</u>	<u>(\$1,217,509.45)</u>	<u>\$4,218,482.43</u>

Prepared and submitted by :

Robert Brown

Board Secretary

10/31/23

Date

Starting date 7/1/2023 Ending date 10/31/2023 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	33,393,764	Under	100,520
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	1,920	Under	30,286
72180	Interest Earned on Maintenance Reserve	500	0	500	0	Under	500
Total		37,073,267	0	37,073,267	36,777,076		296,191
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	10,926,230	128,480	11,054,710	2,606,554	8,042,188	405,969
10300	Total Special Education - Instruction	3,686,733	0	3,686,733	676,663	3,002,215	7,856
11160	Total Basic Skills/Remedial – Instruct.	173,945	0	173,945	22,065	151,380	500
12160	Total Bilingual Education – Instruction	226,930	0	226,930	40,475	184,899	1,556
17100	Total School-Sponsored Co/Extra Curricul	285,000	26,131	311,131	63,434	219,879	27,818
17600	Total School-Sponsored Athletics – Instr	586,286	9,351	595,637	133,108	381,835	80,695
20620	Total Summer School	80,500	(20,000)	60,500	48,367	6,633	5,500
29180	Total Undistributed Expenditures - Instr	3,217,146	(53,641)	3,163,505	191,254	2,353,636	618,615
29680	Total Undistributed Expenditures – Atten	136,518	0	136,518	44,569	91,949	0
30620	Total Undistributed Expenditures – Healt	431,045	(1,530)	429,515	52,612	320,152	56,751
40580	Total Undistributed Expend – Speech, OT,	934,940	(35,344)	899,596	136,310	688,349	74,937
41080	Total Undist. Expend. – Other Supp. Serv	748,162	25,000	773,162	80,947	691,558	657
41660	Total Undist. Expend. – Guidance	777,922	2,500	780,422	189,548	588,451	2,423
42200	Total Undist. Expend. – Child Study Team	1,028,836	(500)	1,028,336	248,700	772,758	6,879
43200	Total Undist. Expend. – Improvement of I	271,182	9,500	280,682	50,211	216,681	13,790
43620	Total Undist. Expend. – Edu. Media Serv.	462,660	0	462,660	126,375	322,197	14,087
44180	Total Undist. Expend. – Instructional St	8,000	0	8,000	106	240	7,654
45300	Support Serv. - General Admin	643,438	12,166	655,604	224,549	322,982	108,073
46160	Support Serv. - School Admin	1,391,008	65	1,391,073	468,197	887,631	35,246
47200	Total Undist. Expend. – Central Services	443,700	(9,250)	434,450	132,820	145,658	155,972
47620	Total Undist. Expend. – Admin. Info. Tec	175,888	221	176,109	40,565	73,871	61,674
51120	Total Undist. Expend. – Oper. & Maint. O	3,008,619	1,224,930	4,233,549	1,178,548	2,622,079	432,922
52480	Total Undist. Expend. – Student Transpor	1,195,941	20,188	1,216,129	282,630	920,986	12,512
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	6,073,133	(56,000)	6,017,133	1,901,434	3,774,357	341,342
75880	TOTAL EQUIPMENT	0	30,926	30,926	10,780	20,146	0
76260	Total Facilities Acquisition and Constr	356,005	1,487,779	1,843,784	470,488	1,025,452	347,844
Total		37,269,767	2,800,973	40,070,740	9,421,309	27,828,161	2,821,270

Starting date 7/1/2023 Ending date 10/31/2023 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	750		(750)
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	248,249	Under	32,270
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	1,920	Under	30,286
72180	10-606-	Interest Earned on Maintenance Reserve		500	0	500	0	Under	500
Total				37,073,267	0	37,073,267	36,777,076		296,191

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers		76,500	0	76,500	7,720	68,780	0
02080	11-110-__-101	Kindergarten – Salaries of Teachers		462,920	0	462,920	77,385	385,535	0
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		3,361,872	0	3,361,872	674,626	2,687,246	0
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		2,348,699	0	2,348,699	471,611	1,877,088	0
02140	11-140-__-101	Grades 9-12 – Salaries of Teachers		3,469,522	0	3,469,522	694,139	2,775,383	0
03000	11-190-1__-106	Other Salaries for Instruction		53,670	0	53,670	21,529	32,141	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	156,221	108,989	85,654
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		377,914	(29,200)	348,714	287,970	88	60,656
03080	11-190-1__-610	General Supplies		231,520	58,430	289,950	115,583	81,722	92,644
03100	11-190-1__-640	Textbooks		49,000	81,000	130,000	86,919	4,349	38,732
03120	11-190-1__-8__	Other Objects		16,000	11,000	27,000	4,601	10,855	11,545
04500	11-204-100-101	Salaries of Teachers		144,692	0	144,692	27,356	117,336	0
04520	11-204-100-106	Other Salaries for Instruction		105,340	0	105,340	23,568	81,772	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	457,337	2,037,979	0
07020	11-213-100-106	Other Salaries for Instruction		651,370	0	651,370	108,986	542,384	0
07100	11-213-100-610	General Supplies		8,000	0	8,000	1,632	537	5,831
08500	11-216-100-101	Salaries of Teachers		179,845	0	179,845	43,549	136,296	0
08520	11-216-100-106	Other Salaries for Instruction		53,670	0	53,670	12,051	41,619	0
08600	11-216-100-6__	General Supplies		2,000	0	2,000	409	852	739
09260	11-219-100-101	Salaries of Teachers		45,000	0	45,000	1,691	43,310	0
11000	11-230-100-101	Salaries of Teachers		173,445	0	173,445	22,065	151,380	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	40,331	184,899	0
12100	11-240-100-610	General Supplies		1,500	0	1,500	144	0	1,356

Starting date 7/1/2023 Ending date 10/31/2023 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	54,197	205,804	0
17020	11-401-100-[3-5]	Purchased Services (300-500 series)	0	23,000	23,000	2,000	3,200	17,800
17040	11-401-100-6__	Supplies and Materials	16,000	2,564	18,564	1,802	10,744	6,018
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	87,069	286,717	0
17520	11-402-100-[3-5]	Purchased Services (300-500 series)	67,000	169	67,169	15,105	9,800	42,264
17540	11-402-100-6__	Supplies and Materials	105,000	9,182	114,182	22,059	74,774	17,348
17560	11-402-100-8__	Other Objects	40,500	0	40,500	8,874	10,544	21,082
20000	11-422-100-101	Salaries of Teachers	30,000	0	30,000	26,478	3,522	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	23,421	603,387	0
29040	11-000-100-563	Tuition to County Voc. School District-R	715,464	(158,570)	556,894	0	357,436	199,458
29060	11-000-100-564	Tuition to County Voc. School District-S	368,550	124,158	492,708	0	492,708	0
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	568,362	0	568,362	32,410	417,140	118,812
29100	11-000-100-566	Tuition to Priv. School for the Disabled	892,693	(150,158)	742,535	87,035	355,155	300,345
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	48,388	109,396	0
29500	11-000-211-1__	Salaries	136,518	0	136,518	44,569	91,949	0
30500	11-000-213-1__	Salaries	356,545	0	356,545	41,066	315,479	0
30540	11-000-213-3__	Purchased Professional and Technical Ser	60,000	(2,000)	58,000	4,500	3,500	50,000
30580	11-000-213-6__	Supplies and Materials	11,000	0	11,000	6,274	1,173	3,552
30600	11-000-213-8__	Other Objects	3,500	470	3,970	771	0	3,199
40500	11-000-216-1__	Salaries	230,240	0	230,240	47,113	183,127	0
40520	11-000-216-320	Purchased Professional – Educational Ser	697,700	(36,156)	661,544	86,901	504,374	70,269
40540	11-000-216-6__	Supplies and Materials	6,000	812	6,812	2,297	848	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	60,937	393,888	0
41020	11-000-217-320	Purchased Professional – Educational Ser	293,337	25,000	318,337	20,010	297,670	657
41500	11-000-218-104	Salaries of Other Professional Staff	775,172	0	775,172	186,721	588,451	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	790	1,540	257	0	1,283
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	200,523	693,827	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	121,486	0	121,486	43,258	78,228	0
42100	11-000-219-[4-5]	Other Purchased Services (400-500 series)	4,000	(500)	3,500	0	0	3,500
42160	11-000-219-6__	Supplies and Materials	7,000	0	7,000	4,059	614	2,328
42180	11-000-219-8__	Other Objects	2,000	0	2,000	860	89	1,051

Starting date 7/1/2023 Ending date 10/31/2023 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	49,001	216,681	0
43160	11-000-221-6__	Supplies and Materials		3,000	9,500	12,500	0	0	12,500
43180	11-000-221-8__	Other Objects		2,500	0	2,500	1,210	0	1,290
43500	11-000-222-1__	Salaries		442,960	0	442,960	121,544	321,416	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	4,671	782	7,547
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	240	7,654
45000	11-000-230-1__	Salaries		316,149	(19,000)	297,149	93,731	162,418	41,000
45040	11-000-230-331	Legal Services		65,000	1,500	66,500	8,520	57,795	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	13,896	50,634	14,108
45160	11-000-230-585	BOE Other Purchased Services		2,500	9,000	11,500	270	0	11,230
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T		67,306	0	67,306	63,410	51	3,845
45200	11-000-230-610	General Supplies		7,000	0	7,000	2,023	104	4,873
45260	11-000-230-890	Miscellaneous Expenditures		17,208	300	17,508	11,551	30	5,927
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	302,335	608,377	0
46020	11-000-240-104	Salaries of Other Professional Staff		151,759	0	151,759	50,586	101,173	0
46040	11-000-240-105	Salaries of Secretarial and Clerical Ass		272,537	0	272,537	97,680	174,857	0
46120	11-000-240-6__	Supplies and Materials		40,000	65	40,065	12,176	3,224	24,665
46140	11-000-240-8__	Other Objects		16,000	0	16,000	5,419	0	10,581
47000	11-000-251-1__	Salaries		413,700	(9,500)	404,200	124,325	139,375	140,500
47040	11-000-251-340	Purchased Technical Services		16,500	0	16,500	3,203	5,708	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	5,043	575	4,632
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	36,821	73,642	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	(1,000)	129,066	43,022	86,044	0
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic		210,000	1,096,601	1,306,601	151,388	1,063,341	91,872
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	328,618	664,773	0
49020	11-000-262-107	Salaries of Non-Instructional Aides		174,713	(1,000)	173,713	34,868	137,571	1,274
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.		150,000	173	150,173	61,788	83,546	4,840

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 10 General Funds

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
49120	11-000-262-490	Other Purchased Property Services	55,000	1,320	56,320	18,681	36,636	1,003
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	4,460	2,435	7,286
49180	11-000-262-610	General Supplies	175,000	0	175,000	65,544	106,025	3,431
49200	11-000-262-621	Energy (Natural Gas)	120,000	18,691	138,691	5,918	102,773	30,000
49220	11-000-262-622	Energy (Electricity)	240,000	92,893	332,893	71,656	200,495	60,742
49280	11-000-262-8__	Other Objects	19,200	0	19,200	5,751	5,525	7,923
50040	11-000-263-420	Cleaning, Repair, and Maintenance Svc.	92,000	(3,677)	88,323	27,395	29,572	31,355
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	28,128	66,890	0
51020	11-000-266-3__	Purchased Professional and Technical Ser	140,000	0	140,000	88,682	0	51,318
51040	11-000-266-420	Cleaning, Repair, and Maintenance Svc.	103,641	(18,200)	85,441	50,226	25,215	10,000
51060	11-000-266-610	General Supplies	1,000	24,449	25,449	23,337	1,237	875
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	14,640	25,360	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	3,681	6,793	4,527
52220	11-000-270-504	Contract Serv-Aid in Lieu Pymts-Charter	13,685	0	13,685	1,022	6,132	6,531
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	80,000	0	80,000	11,765	67,735	500
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) - Joint Agr	212,366	4,834	217,200	57,762	159,438	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) - Joint Agre	818,890	15,353	834,243	192,192	642,051	0
52440	11-000-270-615	Transportation Supplies	10,000	0	10,000	1,523	8,477	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	107,717	292,283	6,000
71060	11-000-291-241	Other Retirement Contributions - PERS	457,601	0	457,601	9,180	440,820	7,601
71140	11-000-291-250	Unemployment Compensation	30,000	0	30,000	10,091	0	19,909
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	(92,000)	4,886,002	1,574,108	3,016,305	295,589
71200	11-000-291-280	Tuition Reimbursement	40,000	0	40,000	31,922	1,992	6,086
71220	11-000-291-290	Other Employee Benefits	0	42,000	42,000	19,043	22,957	0
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	15,526	0
76080	12-000-400-450	Construction Services	349,147	1,487,779	1,836,926	470,488	1,025,452	340,986
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	9,421,309	27,828,161	2,821,270

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 20 Special Revenue Fund

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		(\$521,148.14)
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 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	(\$163,615.00)	
142	Intergovernmental - Federal	(\$0.83)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$163,615.83)
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
<b>Resources:</b>			
301	Estimated Revenues	\$1,815,036.00	
302	Less Revenues	(\$687,723.67)	\$1,127,312.33
<b>Total assets and resources</b>			<b><u>\$627,070.36</u></b>

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 20 Special Revenue Fund

Liabilities and Fund Equity

**Liabilities:**

101	Cash Overdraft	(\$521,148.14)
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
<b>Total liabilities</b>		<b>\$236,423.69</b>



Starting date 7/1/2023 Ending date 10/31/2023 Fund: 20 Special Revenue Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$1,433,530.92

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	(\$841,669.93)	
	Less: Encumbrances	(\$969,476.16)	(\$1,811,146.09)
	Total appropriated		\$3,297,906.59

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

\$390,646.67

Total liabilities and fund equity

\$627,070.36

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$3,675,521.76	\$1,811,146.09	\$1,864,375.67
Revenues	(\$1,815,036.00)	(\$687,723.67)	(\$1,127,312.33)
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,123,422.42</u>	<u>\$737,063.34</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,123,422.42</u>	<u>\$737,063.34</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>\$1,123,422.42</u>	<u>\$737,063.34</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,123,422.42</u>	<u>\$737,063.34</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,860,485.76</u>	<u>\$1,123,422.42</u>	<u>\$737,063.34</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>\$1,123,422.42</u>	<u>\$737,063.34</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>\$1,123,422.42</u>	<u>\$737,063.34</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>\$1,123,422.42</u>	<u>\$737,063.34</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>\$1,123,422.42</u>	<u>\$737,063.34</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,860,485.76</u>	<u>\$1,123,422.42</u>	<u>\$737,063.34</u>

Prepared and submitted by :

Robert Brown

Board Secretary

10/31/23

Date

Starting date 7/1/2023 Ending date 10/31/2023 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	142,862	Under	114,316
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	687,724		1,127,312
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	(Total of Accounts W/O a Grid# Assigned)	37,844	63,236	101,080	26,346	2,000	72,735
84100	Local Projects	0	1,332,850	1,332,850	19,725	148,275	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 Auxilliary Services	81,482	66,142	147,624	12,679	134,945	0
88040	Nonpublic Handicapped Services	71,215	16,003	87,218	7,598	79,620	0
88060	Nonpublic Nursing Services	26,522	5,998	32,520	6,569	25,951	0
88080	Nonpublic Technology Initiative	9,845	3,434	13,279	11,371	932	976
88140	Other	13,668	17,000	30,668	3,147	10,521	17,000
88740	Total Federal Projects	1,491,490	355,625	1,847,115	742,612	563,525	540,978
Total		1,815,036	1,860,486	3,675,522	841,670	969,476	1,864,376

Starting date 7/1/2023 Ending date 10/31/2023 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	142,862	Under	114,316
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	687,724		1,127,312

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	37,844	63,236	101,080	26,346	2,000	72,735
84100 20-___-___-___ Local Projects	0	1,332,850	1,332,850	19,725	148,275	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	12,679	134,945	0
88040 20-50[-6-8]___ Nonpublic Handicapped Services	71,215	16,003	87,218	7,598	79,620	0
88060 20-509-___-___ Nonpublic Nursing Services	26,522	5,998	32,520	6,569	25,951	0
88080 20-510-___-___ Nonpublic Technology Initiative	9,845	3,434	13,279	11,371	932	976
88140 20-___-___-___ Other	13,668	17,000	30,668	3,147	10,521	17,000
88500 20-___-___-___ Title I	132,892	91,418	224,310	60,334	62,347	101,629
88520 20-___-___-___ Title II	27,698	41,775	69,473	32,383	25,500	11,590
88540 20-___-___-___ Title III	32,436	(4,772)	27,664	8,274	10,055	9,335
88560 20-___-___-___ Title IV	10,000	(8,970)	1,030	1,030	0	0
88620 20-___-___-___ I.D.E.A. Part B (Handicapped)	454,658	82,771	537,429	147,264	336,980	53,185
88641 20-223-___-___ ARP-IDEA Basic Grant Program	0	60,745	60,745	33,327	8,337	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	11,990	4,696	0
88713 20-487-___-___ ARP-ESSER Grant Program	646,411	20,258	666,669	432,040	69,696	164,933
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 10/31/2023 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	841,670	969,476	1,864,376

Starting date 7/1/2023 Ending date 10/31/2023 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**

**\$183,111.94**

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 30 Capital Projects Fund

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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
<b>Total liabilities</b>		<b>\$2,293.00</b>

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

**Page 19 of 40**  
**12/06/23 10:28**

**Starting date 7/1/2023 Ending date 10/31/2023 Fund: 30 Capital Projects Fund**

**Fund Balance:**

Appropriated:

753,754	Reserve for Encumbrances	\$2,165,164.58
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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
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
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
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$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
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
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
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
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$301,344.57
602	Less: Expenditures	\$0.00
	Less: Encumbrances	(\$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	<b>\$180,818.94</b>
	Total liabilities and fund equity	<b><u>\$183,111.94</u></b>



Starting date 7/1/2023 Ending date 10/31/2023 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

10/31/23

Date

Starting date 7/1/2023 Ending date 10/31/2023 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 10/31/2023 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 10/31/2023 Fund: 40 Debt Service Fund

Assets and Resources

<b>Assets:</b>			
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
<b>Resources:</b>			
301	Estimated Revenues	\$1,052,244.00	
302	Less Revenues	(\$1,045,019.00)	\$7,225.00
<b>Total assets and resources</b>			<b><u>\$32,824.00</u></b>

Starting date 7/1/2023 Ending date 10/31/2023 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
<b>Total liabilities</b>		<b>\$0.00</b>

Starting date 7/1/2023 Ending date 10/31/2023 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)	\$33,387.75
	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		<u>\$32,824.00</u>

Starting date 7/1/2023 Ending date 10/31/2023 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 :

Dolant Brown

Board Secretary

10/31/23

Date

Starting date 7/1/2023 Ending date 10/31/2023 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 10/31/2023 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 10/31/2023 Fund: 60 Enterprise Fund

Assets and Resources

**Assets:**

101	Cash in bank		\$909,034.82
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	(\$232,581.55)	(\$232,581.55)

**Total assets and resources**

**\$665,924.28**

Starting date 7/1/2023 Ending date 10/31/2023 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
<b>Total liabilities</b>		<b>\$105,689.89</b>

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$811,654.77

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	(\$222,410.96)	
	Less: Encumbrances	(\$713,118.96)	(\$935,529.92)
	Total appropriated		\$888,343.20

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

\$560,234.39

Total liabilities and fund equity

\$665,924.28

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,012,218.35	\$935,529.92	\$76,688.43
Revenues	\$0.00	(\$232,581.55)	\$232,581.55
Subtotal	<u>\$1,012,218.35</u>	<u>\$702,948.37</u>	<u>\$309,269.98</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>\$702,948.37</u>	<u>\$309,269.98</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>\$702,948.37</u>	<u>\$309,269.98</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>\$702,948.37</u>	<u>\$309,269.98</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>\$702,948.37</u>	<u>\$309,269.98</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>\$702,948.37</u>	<u>\$309,269.98</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>\$702,948.37</u>	<u>\$309,269.98</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>\$702,948.37</u>	<u>\$309,269.98</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>\$702,948.37</u>	<u>\$309,269.98</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$1,012,218.35</u>	<u>\$702,948.37</u>	<u>\$309,269.98</u>

Prepared and submitted by :

Robert Brown

Board Secretary

10/31/23

Date

Starting date 7/1/2023 Ending date 10/31/2023 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	232,582		(232,582)
Total		0	0	0	232,582		(232,582)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	1,012,218	1,012,218	222,411	713,119	76,688
Total		0	1,012,218	1,012,218	222,411	713,119	76,688

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 60 Enterprise Fund

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	232,582		(232,582)
Total	0	0	0	232,582		(232,582)
Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	134,887	134,887	113,377	5,667	15,843
99999	0	877,331	877,331	109,034	707,452	60,846
Total	0	1,012,218	1,012,218	222,411	713,119	76,688

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 95 STUDENT ACTIVITY

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		\$148,018.51
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
<b>Resources:</b>			
301	Estimated Revenues	\$18,312.11	
302	Less Revenues	(\$47,029.00)	(\$28,716.89)
<b>Total assets and resources</b>			<b><u>\$119,301.62</u></b>



Starting date 7/1/2023 Ending date 10/31/2023 Fund: 95 STUDENT ACTIVITY

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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
<b>Total liabilities</b>		<b>\$10.00</b>

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 95 STUDENT ACTIVITY

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$52,315.06

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	(\$33,352.91)	
	Less: Encumbrances	(\$51,945.11)	(\$85,298.02)
	Total appropriated		\$115,057.23

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

\$119,291.62

Total liabilities and fund equity

\$119,301.62

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 95 STUDENT ACTIVITY

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$148,040.19	\$85,298.02	\$62,742.17
Revenues	(\$18,312.11)	(\$47,029.00)	\$28,716.89
Subtotal	<u>\$129,728.08</u>	<u>\$38,269.02</u>	<u>\$91,459.06</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$129,728.08</u>	<u>\$38,269.02</u>	<u>\$91,459.06</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>\$38,269.02</u>	<u>\$91,459.06</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>\$38,269.02</u>	<u>\$91,459.06</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>\$38,269.02</u>	<u>\$91,459.06</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>\$38,269.02</u>	<u>\$91,459.06</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>\$38,269.02</u>	<u>\$91,459.06</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>\$38,269.02</u>	<u>\$91,459.06</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>\$38,269.02</u>	<u>\$91,459.06</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$129,728.08</u>	<u>\$38,269.02</u>	<u>\$91,459.06</u>

Prepared and submitted by :

Robert Brown

Board Secretary

10/31/23

Date

Starting date 7/1/2023 Ending date 10/31/2023 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	47,029		(28,717)
Total		0	18,312	18,312	47,029		(28,717)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	148,040	148,040	33,353	51,945	62,742
Total		0	148,040	148,040	33,353	51,945	62,742

Starting date 7/1/2023 Ending date 10/31/2023 Fund: 95 STUDENT ACTIVITY

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	0	18,312	18,312	47,029		(28,717)
Total	0	18,312	18,312	47,029		(28,717)

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	0	148,040	148,040	33,353	51,945	62,742
Total	0	148,040	148,040	33,353	51,945	62,742

# HASBROUCK HEIGHTS BOARD OF EDUCATION CASH REPORT

October 31, 2023

	Cash Balance October-23	Cash Receipts October-23	Cash Disbursements October-23	Cash Balance October-23
General Fund - 10	5,699,607.12	3,360,105.20	(3,345,399.01)	5,714,313.31
Special Revenue Fund - 20	(545,497.35)	240,777.00	(216,427.79)	(521,148.14)
Capital Projects Fund - 30	183,111.94	0.00	0.00	183,111.94
Debt Service Fund - 40	(389,293.00)	0.00	0.00	(389,293.00)
Enterprise Fund - 60	836,653.58	105,079.23	(32,697.99)	909,034.82
<b>Total</b>	<b>5,784,582.29</b>	<b>3,705,961.43</b>	<b>(3,594,524.79)</b>	<b>5,896,018.93</b>
Payroll Account	8,241.70	1,219,530.17	(1,222,834.43)	4,937.44
Payroll Agency Account	16,077.10	995,009.29	(997,288.71)	13,797.68
Unemployment Account	103,752.07	2,720.21	(435.28)	106,037.00
Summer Escrow Account	50,542.38	49.74	(68.38)	50,523.74
Flexible Spending Account	620.11	0.61	0.00	620.72
<b>Grand Total</b>	<b>5,963,815.65</b>	<b>5,923,271.45</b>	<b>(5,815,151.59)</b>	<b>6,071,935.51</b>

Chief School Administrator

10/31/23  
Date

Start date 10/1/2023

End date 10/31/2023

11/21/23 11:06

Date	Tr Num	Transfer Description	Budget Account	Before	Transfer	After
10/30/2023	1336	Classroom Furniture	11-190-100-610-03-03-01 * 11-190-100-440-00-00-00	38,193.82 377,914.00 Transfer # 1336	20,000.00 (20,000.00) 0.00	58,193.82 348,714.00 Net Change
10/30/2023	1338	Athletic Supplies for Elem sch	11-190-100-610-03-04-17 11-190-100-610-03-05-17 * 11-190-100-440-00-00-00	61,000.00 44,000.00 377,914.00 Transfer # 1338	4,600.00 4,600.00 (9,200.00) 0.00	65,600.00 48,600.00 348,714.00 Net Change
10/30/2023	1339	Chairs for Testing	11-000-221-610-00-01-00 11-000-251-100-00-01-93	3,000.00 413,700.00 Transfer # 1339	9,500.00 (9,500.00) 0.00	12,500.00 404,200.00 Net Change
10/30/2023	1340	Guidance Desk Chair	11-000-218-610-00-02-00 11-000-219-500-00-01-00	540.00 4,000.00 Transfer # 1340	500.00 (500.00) 0.00	1,040.00 3,500.00 Net Change
10/30/2023	1341	Increase Maintenance	11-000-261-420-20-07-01 11-000-261-100-00-07-22 11-000-291-270-30-01-93	1,231,601.36 130,066.00 4,631,412.00 Transfer # 1341	51,000.00 (1,000.00) (50,000.00) 0.00	1,282,601.36 129,066.00 4,581,412.00 Net Change
10/31/2023	1330	Increase Building repairs	11-000-261-420-20-07-01 11-000-262-621-00-02-00 11-000-266-420-00-07-00	1,282,601.36 96,896.73 99,441.00 Transfer # 1330	24,000.00 (10,000.00) (14,000.00) 0.00	1,306,601.36 86,896.73 85,441.00 Net Change
10/31/2023	1343	Supt Search Fees	11-000-230-585-00-01-00 11-000-230-104-00-01-91	2,500.00 306,149.00 Transfer # 1343	9,000.00 (9,000.00) 0.00	11,500.00 297,149.00 Net Change
10/31/2023	1346	Ebergry Transfer	11-000-262-490-22-07-23 11-000-262-622-00-02-00 11-000-100-566-00-01-00 11-000-216-320-00-01-55 11-000-262-107-00-01-00	3,320.00 150,482.00 768,535.00 687,544.00 174,713.00 Transfer # 1346	1,000.00 52,000.00 (26,000.00) (26,000.00) (1,000.00) 0.00	4,320.00 202,482.00 742,535.00 661,544.00 173,713.00 Net Change

Start date 10/1/2023

End date 10/31/2023

11/21/23 11:06

Total Net Change to Budget for Period

0.00

11

GENERAL FUND

0.00

\* '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.



Month / Year: Oct 31, 2023

11/21/23

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) 10/31/2023	% Change 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	11-2XX-100-XXX	5,770,710	15,656	5,786,366	578,637	(26,000)	-0.45%	552,637	604,637
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT., Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricular, Total	11-4XX-X00-XXX	951,786	9,483	961,269	96,127	6,000	0.62%	102,127	90,127
19620 20620	School-Sponsored Athletics - Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional									
23620 25100	Alternative Education, Total Other Supplemental/At-Risk									
	Program, Total Other Alternative Education Progra, Total Other									
	Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	0	0	0	0	0	0.00%	0	0
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	3,217,146	6,885	3,224,031	322,403	(60,526)	-1.88%	261,877	382,929
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	2,836,981	470	2,837,451	283,745	0	0.00%	283,745	283,745
41660 42200	Expenditures - Health, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	279,182	0	279,182	27,918	9,500	3.40%	37,418	18,418
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	(9,500)	-1.53%	52,506	71,506
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	3,008,619	1,068,930	4,077,549	407,755	156,000	3.83%	563,755	251,755
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	(56,000)	-0.92%	551,313	663,313
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	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)									
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

District:

Hasbrouck Heights Board of Ed.

Monthly Transfer Report NJ

Month / Year:

Oct 31, 2023

11/21/23

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)	10/31/2023	% Change YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	15,400	15,400	1,540	15,526	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	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	0.00%	0	0
76340	Capital Reserve - Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	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	0.00%	300	300
76400	TOTAL CAPITAL OUTLAY		359,005	1,313,179	1,672,184	167,218	205,526	205,526	12.29%	372,744	(38,308)
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	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	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	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	344,000	0.87%	4,317,024	3,629,024

Polek Brown

School Business Administrator Signature

10/31/23

Date



# Quote

Attachment C

12-402-100-730-00-02-00

MFAC, LLC

1600 Division Rd

West Warwick RI 02893

Toll Free: 1-800-556-7464

Toll Free Fax: 1-800-682-6950

Email: [performbetter@performbetter.com](mailto:performbetter@performbetter.com)

Hunterdon County ESC  
Contract # HCESC-CAT-20-03

[www.performbetter.com](http://www.performbetter.com)

1 of 5

## Bill To

Accounts Payable  
Hasbrouck Heights Board of Education  
379 Boulevard  
Hasbrouck Heights NJ 07604

## Ship To

Michael Sculla-AD  
Hasbrouck Heights High School  
365 Boulevard  
Hasbrouck Heights NJ 07604

## Customer #

CUS6241

Quote #	Terms	Date	Expires	Sales Rep	Shipping Method
Q167323	Net 30	10/31/2023	11/30/2023	Conrad Hibbert (800) 556-7464 ext 121 <a href="mailto:conradh@performbetter.com">conradh@performbetter.com</a>	Our truck

## Note:

Line	Item	Quantity	UM	Retail Price	Your Discounted Price	Extended Discounted Price
1	2081-3/8" 10% Orange 3/8" Rubber Flooring 6 rolls @ 4 x 38	912	EA	\$4.95	\$3.50	\$3,192.00
2	2624-15-Green First Place Turf 15' Green with 5mm Foam Backing 1 roll TM 15 x 19	285		\$6.95	\$4.95	\$1,410.75
3	2610-01 E Grip Flooring Adhesive (4 Gallon Bucket)	5	EA	\$279.95	\$279.95	\$1,399.75
7	4001-Black PB Extreme Half Rack **** ATTENTION **** ALL PB EXTREME HALF RACKS MUST BE ANCHORED TO A CONCRETE FLOOR. ** NO EXCEPTIONS** PER THE MANUFACTURER AND MANUFACTURER INSTRUCTIONS.	3		\$2,495.00	\$1,995.00	\$5,985.00
10	4174-25 First Place Elite Black Rubber Bumper Plate 25lb	6	PR	\$159.95	\$119.00	\$714.00
11	4174-10 First Place Elite Black Rubber Bumper Plate 10lb	6	PR	\$89.95	\$67.00	\$402.00

**100% Satisfaction Guaranteed!**  
*No matter what it takes, you will be happy!*

Thank you for allowing us to quote on your needs. If you have questions of any kind, need to change this quote, or would like to place an order, please contact me directly at (800) 556-7464 ext 121 or at [conradh@performbetter.com](mailto:conradh@performbetter.com).



# Quote

MFAC, LLC  
1600 Division Rd  
West Warwick RI 02893  
Toll Free: 1-800-556-7464  
Toll Free Fax: 1-800-682-6950  
Email: [performbetter@performbetter.com](mailto:performbetter@performbetter.com)

[www.performbetter.com](http://www.performbetter.com)

2 of 5

Line	Item	Quantity	UM	Retail Price	Your Discounted Price	Extended Discounted Price
12	<b>4046-05</b> First Place Black Rubber Bumper Plates 5 lb	6	PR	\$74.95	\$56.00	\$336.00
13	<b>4117-2 1/2</b> PB Extreme Rubber Encased Grip Plates 2 1/2 lb	6	EA	\$5.47	\$4.00	\$24.00
14	<b>4025-01</b> PB Extreme Men's 20KG Olympic Bar	3	EA	\$349.95	\$295.00	\$885.00
15	<b>4112-01</b> Lock-Jaw Barbell Collar	6	PR	\$39.95	\$31.00	\$186.00
16	<b>4003-Black</b> PB Extreme Adjustable Bench Black	5	EA	\$629.00	\$535.00	\$2,675.00
17	<b>4001-26</b> 8' x 6' Platform with Insert for the PB Extreme Half Rack with logo	3	EA	\$3,995.00	\$3,995.00	\$11,985.00
18	<b>4057-R2</b> Rubber Encased Hex Dumbbell Set (5-50 Pounds in 5 Pound increments)	1		\$895.00	\$825.00	\$825.00
29	<b>4057-R3</b> Rubber Encased Hex Dumbbell Set (55-75 Pounds in 5 Pound increments)	1		\$1,049.00	\$975.00	\$975.00
35	<b>4058-03</b> First Place Economy 3-Tier Dumbbell Rack	1		\$649.95	\$549.00	\$549.00
38	<b>4156-01</b> TRX Single Suspension Bay Frame color black	1	EA	\$2,895.00	\$2,210.00	\$2,210.00
39	<b>4156-25</b> TRX Add On Suspension Bay Frame color black	1	EA	\$1,495.00	\$1,195.00	\$1,195.00
40	<b>4152-Standard Shelf</b> TRX Standard Shelf Color Black	1	EA	\$310.00	\$265.00	\$265.00

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3 of 5

Line	Item	Quantity	UM	Retail Price	Your Discounted Price	Extended Discounted Price
41	<b>4156-Studio Bay Magnet "Functional Training"</b> TRX Studio Bay Magnet "Functional Training"	2	EA		\$0.00	\$0.00
42	<b>4096-04</b> First Place Gravity Kettlebell 04.0 kg	2	EA	\$29.95	\$20.00	\$40.00
43	<b>4096-06</b> First Place Gravity Kettlebell 06.0 kg	2	EA	\$34.95	\$24.00	\$48.00
44	<b>4096-10</b> First Place Gravity Kettlebell 10.0 kg	2	EA	\$44.95	\$32.00	\$64.00
45	<b>4096-12</b> First Place Gravity Kettlebell 12.0 kg	2	EA	\$54.95	\$36.00	\$72.00
46	<b>3229-02</b> PB Extreme Soft Toss Elite Mini Medicine Ball 2 lb	1	EA	\$46.95	\$38.00	\$38.00
47	<b>3229-04</b> PB Extreme Soft Toss Elite Mini Medicine Ball 4 lb	1	EA	\$51.95	\$40.00	\$40.00
48	<b>3229-06</b> PB Extreme Soft Toss Elite Mini Medicine Ball 6 lb	1	EA	\$56.95	\$42.00	\$42.00
49	<b>3229-08</b> PB Extreme Soft Toss Elite Mini Medicine Ball 8 lb	1	EA	\$61.95	\$45.00	\$45.00
50	<b>3229-10</b> PB Extreme Soft Toss Elite Mini Medicine Ball 10 lb	1	EA	\$64.95	\$49.00	\$49.00
51	<b>3229-12</b> PB Extreme Soft Toss Elite Mini Medicine Ball 12 lb	1	EA	\$69.95	\$53.00	\$53.00
52	<b>3229-14</b> PB Extreme Soft Toss Elite Mini Medicine Ball 14 lb	1	EA	\$74.95	\$58.00	\$58.00

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4 of 5

Line	Item	Quantity	UM	Retail Price	Your Discounted Price	Extended Discounted Price
53	<b>8888-03</b> Installation of Equipment	1	EA		\$2,195.00	\$2,195.00
54	<b>8888-01</b> Installation of Rubber & Turf: This installation cost does not include floor prep work. In addition, the subfloor needs to be completely dry, free & clear of all construction debris and equipment, clear of oil, adhesive as well as any pre-existing flooring. Subfloor must also be level (1/8" in 10' for level is industry standard) and free of holes or protrusions. Room/area must be heat controlled. Please note: If these conditions are not present at time of installation, additional charges will be incurred for floor prep work.	1,197	EA		\$2.50	\$2,992.50
55	<b>2610-01</b> E Grip Flooring Adhesive (4 Gallon Bucket)	5	EA	\$279.95	\$279.95	\$1,399.75
56	<b>2611-01</b> Johnsonite Cove Base (4' x 4" x 1/8") - Black	40	EA	\$5.95	\$5.10	\$204.00
57	<b>2611-25</b> Mapei Eco 575 Wall Base Adhesive Tube	4	EA	\$9.95	\$9.10	\$36.40
58	<b>2612-1/2</b> 12' Flooring Reducer 1/2"	5	EA	\$45.95	\$45.95	\$229.75
59	<b>2612-3/8</b> 12' Flooring Reducer 3/8"	1	EA	\$23.95	\$23.95	\$23.95

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[www.performbetter.com](http://www.performbetter.com)

5 of 5

<b>Subtotal</b>	\$42,843.85
<b>Shipping</b>	\$1,567.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$44,410.85

(Total Discounts Applied: \$6,107.47)

**100% Satisfaction Guaranteed!**  
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Attachment



December 12, 2023

To: Mr. Bob Brown  
Business Administrator

From: Sue Figalora  
Senior Government Account Manager

Re: Copier Proposal with PaperCut Software Solution & XM Fax Solution

Thank you for meeting with me to discuss Hasbrouck Heights Board of Education's copier and technology needs. I have been servicing Bergen County schools for over 27 years and always strive to provide the most up to date technologies and efficiencies.

Currently Hasbrouck Heights Board of Education has 15 copiers districtwide with printing & scanning capabilities.

Atlantic, Tomorrow's Office will provide the following:

1. 16 new copier/printer/scanners which includes an extra copier for Suzanne Johnson in the board office
2. PaperCut Follow Me Printing Solution with card readers, service & support providing user authentication & security, rules based printing and usage reports as well as Chromebook printing and Scanning to Google Cloud
3. XM Cloud Fax Solution including 14 lines, 5 years/18,000 credits, 50 pages/line/month and PaperCut connectors providing fax security and authentication while eliminating high cost and inferior POTS lines
4. Service & Supplies for all the copiers for 373,263 b&w and 856 color copies per month; overage billed annually at .0035 per b&w and .05 per color copy
5. Remote installation of copier devices & software providing a turnkey transition
6. Unlimited user training and support for term of contract
7. Municipal \$1 buyout lease with No Late Fees and a Non-Appropriation Clause
8. Contract will consist of a five year lease with annual payments of \$77,748 per year providing a Savings of \$11,339.28 per year totaling \$56,696.40 in total

Please call me with any questions 732-770-3066.  
Thank you so much for your time.

134 West 26<sup>th</sup> Street  
New York, NY 10001  
(212) 741-6400

828 South Broadway  
Tarrytown, NY 10591  
(914) 674-4500

4390 Route 1 North  
Princeton, NJ 08540  
(866) 785-8475

200 Broadacres Drive  
Bloomfield, NJ 07003  
(866) 785-8475





# Atlantic

tomorrowsoffice.com

## Hasbrouck Heights Board of Education: State Contract # 52426

LOCATION	CURRENT MODEL	CURRENT SERIAL #	PROPOSED MODEL
1 Burton Avenue - Main Office	6565i B&W	2LN02243	Ricoh IM 7000
1 Burton Avenue - Faculty Room	6565i B&W	2LN02506	Ricoh IM 7000
302 Burton Avenue - Main Office	6565i B&W	2LN02524	Ricoh IM 7000
302 Burton Avenue - Faculty Room	6565i B&W	2LN02248	Ricoh IM 7000
365 Boulevard - M.S. Main Office	6565i B&W	2LU00649	Ricoh IM 7000
365 Boulevard - M.S. Faculty	6565i B&W	2LN02197	Ricoh IM 7000
365 Boulevard - H.S. MC	6565i B&W	2LN02238	Ricoh IM 7000
365 Boulevard - H.S. Main Office	6565i B&W	2LN02531	Ricoh IM 7000
365 Boulevard - H.S. Guidance Office	4751i B&W	24X00780	Ricoh IM 5000
365 Boulevard - H.S. Faculty Room	4751i B&W	24X00787	Ricoh IM 5000
365 Boulevard - M.S. Guidance	4751i B&W	24X00782	Ricoh IM 5000
365 Boulevard - H.S. Athletics - H103	4725i B&W	26H00720	Ricoh IM 2500
365 Boulevard - Special Services - H204A	4735i B&W	4AQ04685	Ricoh IM 3500
379 Boulevard - Board Office - Supt. Dept.	C5560i Color	2HU02754	Ricoh IM C6010 Color
379 Boulevard - Board Office - Business Dept.	C5560i Color	2HU02688	Ricoh IM C6010 Color
379 Boulevard - Board Office - Suzanne Johnson	None	N/A	Ricoh IM 2510
<b>Current Costs:</b>			
Lease Payment:	\$ 5,051.05		
Lease Payment:	\$ 151.84		
14 Fax Lines x \$35/month per line:	\$ 490.00		
Service & Supply Costs:	\$ 1,731.05	(Based on 373,263 b&w and 856 color copies; overage at .0045 b&w & .06 color)	
<b>Total Current Costs:</b>	<b>\$ 7,423.94</b>	<b>per month</b>	
<b>Proposed Costs:</b>			
60 month lease payment:	\$ 6,479.00	per month	(billed annually \$77,748.00 per year)
<b>Total Proposed Savings:</b>	<b>\$ 944.94</b>	<b>per month</b>	
***Hasbrouck Heights Board of Education will receive 16 brand new copier/printer/scanners in addition to a Savings of \$944.94 per month! ***Proposal includes PaperCut Follow Me Printing with card readers, service & support on all devices (except board office copiers). ***Proposal includes XM Fax Solution for 14 lines, 5 years/18,000 credits, 50 pages/line/month and papercut connectors. ***Proposal includes 373,263 b&w and 856 color copies per month; overage billed annually at .0035 per b&w and .05 per color copy. ***Proposal includes payoff of current 2 leases, late fees and return of copiers to leasing company at no additional charge. ***Proposal includes all delivery, installation, set-up and unlimited training at no additional charge. ***Proposal includes Municipal \$1.00 buyout lease with No Late Fees and a Non-Appropriation Clause.			

# 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.



# REGULATION GUIDE

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



# REGULATION GUIDE

- (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**



# REGULATION GUIDE

**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.



# REGULATION GUIDE

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.



# REGULATION GUIDE

## 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

Second Reading: December 21, 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





# POLICY GUIDE

**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

Second Reading: December 21, 2023



# POLICY GUIDE

Attachment 6

## 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



# POLICY GUIDE

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**

**Revised (Second Reading) : December 21, 2023**



# POLICY GUIDE

Attachment H

STUDENTS

5111/page 1 of 11

Eligibility of Resident/Nonresident Students

Sep 23

M

## 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~~



# POLICY GUIDE

## STUDENTS

5111/page 2 of 11

### 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;~~



# POLICY GUIDE

## STUDENTS

5111/page 3 of 11

### 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.~~



# POLICY GUIDE

## STUDENTS

5111/page 4 of 11

### 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.~~



# POLICY GUIDE

STUDENTS

5111/page 5 of 11

Eligibility of Resident/Nonresident Students

## 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,~~





# POLICY GUIDE

## STUDENTS

5111/page 6 of 11

### Eligibility of Resident/Nonresident Students

~~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(c) 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



# POLICY GUIDE

STUDENTS

5111/page 7 of 11

Eligibility of Resident/Nonresident Students

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~~



# POLICY GUIDE

## STUDENTS

5111/page 8 of 11

### Eligibility of Resident/Nonresident Students

~~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**



# POLICY GUIDE

## STUDENTS

5111/page 9 of 11

### Eligibility of Resident/Nonresident Students

**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**



# POLICY GUIDE

## STUDENTS

5111/page 10 of 11

### Eligibility of Resident/Nonresident Students

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.



# POLICY GUIDE

## STUDENTS

5111/page 11 of 11

Eligibility of Resident/Nonresident Students

### **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**

**Revised (Second Reading) : December 21, 2023**



# REGULATION GUIDE

STUDENTS

R 5111/page 1 of 26

Eligibility of Resident/Nonresident Students

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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:



# REGULATION GUIDE

- 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





# REGULATION GUIDE

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) 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.



# REGULATION GUIDE

- 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.
- 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



# REGULATION GUIDE

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:

(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



# REGULATION GUIDE

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.
  - 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



# REGULATION GUIDE

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.

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



# REGULATION GUIDE

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.

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;



# REGULATION GUIDE

- (2) A disruption to the family unit caused by death of a parent or guardian; or
  - (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



# REGULATION GUIDE

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.
- (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.





# REGULATION GUIDE

- (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.
  - (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).



# REGULATION GUIDE

~~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.

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**



# REGULATION GUIDE

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.

## 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:



# REGULATION GUIDE

- a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
  - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
  - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
  - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or 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.



# REGULATION GUIDE

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:
  - 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:



# REGULATION GUIDE

- 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.
    - (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



# REGULATION GUIDE

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.
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



# REGULATION GUIDE

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.
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





# REGULATION GUIDE

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
    - (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;



# REGULATION GUIDE

- 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:
  - (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



# REGULATION GUIDE

absence of evidence of intent to attend school or receive instruction elsewhere.

## HI. 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.
  - 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.



# REGULATION GUIDE

## **IJ. 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.

## **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



# REGULATION GUIDE

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 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**

Revised (Second Reading): December 21, 2023



# POLICY GUIDE

OPERATIONS  
8500/page 1 of 14  
Food Services  
Sep 23  
M

## 8500 FOOD SERVICES

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.



# POLICY GUIDE

OPERATIONS  
8500/page 2 of 14  
Food Services

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;



# POLICY GUIDE

OPERATIONS  
8500/page 3 of 14  
Food Services

- 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.





# POLICY GUIDE

OPERATIONS  
8500/page 4 of 14  
Food Services

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



# POLICY GUIDE

OPERATIONS  
8500/page 5 of 14  
Food Services

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;



# POLICY GUIDE

OPERATIONS  
8500/page 6 of 14  
Food Services

- 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.



# POLICY GUIDE

OPERATIONS  
8500/page 7 of 14  
Food Services

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.



# POLICY GUIDE

OPERATIONS  
8500/page 8 of 14  
Food Services

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.



# POLICY GUIDE

OPERATIONS  
8500/page 9 of 14  
Food Services

## 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,



# POLICY GUIDE

OPERATIONS  
8500/page 10 of 14  
Food Services

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;



# POLICY GUIDE

OPERATIONS  
8500/page 11 of 14  
Food Services

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.





# POLICY GUIDE

OPERATIONS  
8500/page 12 of 14  
Food Services

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



# POLICY GUIDE

OPERATIONS  
8500/page 13 of 14  
Food Services

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.



# POLICY GUIDE

OPERATIONS  
8500/page 14 of 14  
Food Services

## 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.

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