

Allamuchy Board of Education

Regular Meeting Minutes

April 26, 2021

The regular meeting of the Allamuchy Township Board of Education held on April 26, 2021 is called to order at 7:30 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office. Please be advised that this meeting is being recorded; the recording will be made available on the District website as soon as possible, but no later than one week after the meeting has concluded.

I. ROLL CALL

	<u>Present</u>	<u>Absent</u>
Stephen Bienko	X	
Abigail Christmann	X	
Giovanni Cusmano	7:42	
Harriett Gaddy	X	
Craig Green	X	
Lisa Moyer	X	
Venita Prudenti	7:35	
Mary Renaud	X	
Lisa Strutin, President	X	

ALSO PRESENT: Melissa Sabol, Acting Superintendent
James Schlessinger, School Business Administrator/Board Secretary

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

Moved by Mr. Bienko and seconded by Ms. Renaud;

- A. BE IT RESOLVED, that the minutes of the regular board meeting held on March 15, 2021, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on March 15, 2021, be approved. (Appendix 1B)
- C. BE IT RESOLVED, that the minutes of the regular sessions related to the Superintendent Search held on April 1, 17, and 21, 2021 be approved. (Appendix 1C)
- D. BE IT RESOLVED, that the minutes of the executive sessions related to the Superintendent Search held on April 1, 17, and 21, 2021, be approved. (Appendix 1D)

CARRIED: 7-0 in a roll call vote

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IV. STUDENT REPRESENTATIVE REPORT

- Report given by Liam Furman and Sam Cetani

V. ACKNOWLEDGEMENTS

GRADE	NAME	AWARD
K	Landyn Castillo	Fairness
1	Angeli Williamson	Caring
2	Conor Jerauld	Responsibility
3	Adeline Yankoski	Respect
4	Evan Humphries	Respect and Citizenship
5	Gabriella Dinkelspiel	Responsibility
6	Joshua Moyer	Respect and Responsibility
7	Natalie D'Alessio	Respect and Responsibility
8	Emma Ricci	Respect and Responsibility
Staff Member of the Month: Mr. Serraino and Mrs. Rodriguez		

VI. PRESENTATIONS

- 2021-22 School Budget Hearing
 - Moved by Ms. Renaud and seconded by Ms. Christmann to open the public hearing; motion carried in a unanimous voice vote.
 - The proposed school budget for the 2021-22 school year was presented by Mr. Schlessinger
 - Questions/Comments:
 - Ms. Renaud, Board Member, asked about who is eligible and/or mandated to take part in the NJ Educators' Health Plan
 - Mr. Gavin, resident, asked about the increase in administrative costs per pupil (Mr. Schlessinger explained that the increase was driven by the move from a shared superintendent charged as a professional service as opposed to our prospective new hire that will be a salary).
 - Mr. Gavin, resident, asked if retroactive teacher salaries pending contract settlement have been included in the budget (answer: yes).
 - Moved by Mr. Bienko and seconded by Mr. Green to close the public hearing; motion carried in a unanimous roll call vote.

VII. PRESIDENT'S REPORT

- Thanked students and staff acknowledged earlier and the operations committee for the work on the budget.
- Gave thanks to Ms. Schmiedeke for her service to the district.

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- Congrats to Ms. Renaud for being appointed to the Township's Vision Committee.
- Thanked Clare Arcaro for helping with the Rutherford Hall Community Garden.
- Superintendent evaluation near completion.
- Self evaluation should be done by each board member as well.

VIII. COMMITTEE REPORTS

A. Operations (M. Renaud)

- Thanks to budget team
- Rutherford Hall bathroom work is starting

B. Human Resources (L. Moyer, Chair)

- Acknowledged Ms. Schmiedeke's retirement
- Part time custodian position is still open

C. Education (C. Green, Chair)

- Highlighted agenda item
- Discussion of possible Drama Club performance of last year's cancelled play
- Last day of school is now June 15, 2021
- Survey to gather information on new Reading series
- HS mentoring program update
- Gifted and Talented writing prompt has been given out
- New health and physical education curriculum
- Archery program update
- Survey to be sent to staff regarding potential changes needed to best educate our students

D. Governance (G. Cusmano, Chair)

- Agenda item highlights

E. Town Council Liaison (M. Renaud, A.Christmann)

- Town investigating feasibility of marijuana growth/sale/usage in town

F. Rutherford Hall Liaison (M. Renaud and A.Christmann)

- no report

G. Hackettstown Board of Education Representative (L. Moyer)

- HS graduation will be June 18, 2021 (rain date June 17)
- Senior Awards night June 14
- Junior and Senior class events set
- Looking into building a student center
- Radon remediation in HS

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IX. SUPERINTENDENT'S REPORT

A. HIB - Monthly Update (if applicable, resolution to follow executive session)

Current Month: April

0 Investigation(s); 0 HIB

0 Out-of-School Suspension(s); 0 In-School Suspension(s)

Previous Month: March

1 Investigation(s); 1 HIB

0 Out-of-School Suspension(s); 0 In-School Suspension(s)

B. Enrollment by Grade

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
K	44	43	43	42	42	42	43	43		
1	29	28	28	29	29	29	29	28		
2	46	46	45	45	45	45	45	45		
3	57	57	56	56	56	56	56	57		
4	48	48	49	49	48	48	49	47		
5	53	52	50	50	49	50	50	50		
6	34	34	33	31	30	30	30	30		
7	44	43	42	43	43	43	43	44		
8	53	53	52	52	53	53	52	51		
PSD	5	5	5	5	6	7	8	7		
Total	413	409	403	402	401	403	405	402		
9	37	39	38	38	38	38	38	38		
10	44	43	44	44	44	44	43	44		
11	41	43	41	41	41	41	41	41		
12	32	32	32	32	32	32	32	32		
Total	154	157	155	155	155	155	154	155		
GT	567	566	558	557	556	558	559	557		

C. Other Items:

- P.Schmiedeke retirement - many thanks and congratulations
- Thanked Clare Arcaro and Abby Christmann for work at Rutherford Hall and donation of time and materials
- Thanked PTO for archery grant
- Congratulated Ms. Strutin for becoming a certified board member
- Rutherford Hall bathroom work beginning
- Standardized testing - NJSLA will not happen this spring, but districts will be responsible for standardized assessments to be given in the fall of 2021; DOM tests will proceed.
- Healthy U event on May 22; latest guidance will allow up to 500 participants
- Clothing Drive

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- Boating program is resuming
- J. Decostanza has been elected Vice President of the Warren County nurses association.

X. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to five (5) minutes per person. The second public comment length is determined by the board as per policy.

Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

- None

XI. BOARD COMMITTEE ACTION REPORTS

A. Operations

Moved by Ms. Renaud and seconded by Ms. Christmann, to approve the following resolution(s):

1. Budget Adjustments (Appendix 2)

BE IT RESOLVED to approve the following budget adjustment(s) for January & February, 2021:

Expense Budget Transfers - March	Fund 10	\$ 30,148.59
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2. Bills List (Appendix 3)

BE IT RESOLVED, that the general account bills list check #32200 through #32280, to include electronically-transferred funds ("N-checks") and voids of previously approved items, for a total amount of \$975,789.18 be approved for payment.

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3. Student Activity (Appendix 4)

BE IT RESOLVED, to approve the Student Activity Account balance in the amount of \$53,354.50 as of 3/31/2021.

4. Monthly Certification of Budget (Appendix 5)

- a. BE IT RESOLVED, that the Allamuchy Board of Education accepts the Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6A:23-2.12(c) 3 that as of 3/31/2021 no line item account has encumbrances and Expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a).
- b. BE IT RESOLVED, that Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Allamuchy Township School District Board of Education, after review of the Board Secretary's and Treasurer's monthly financial reports certify that as of 3/31/2021 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- c. BE IT RESOLVED, that the motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month ending March 31, 2021 with a total Governmental Funds Account cash balance of \$1,433,786.59.

5. 2021-2022 School Budget (Appendix 6 & 6A)

BE IT RESOLVED, on the recommendation of the Operations Committee and the Chief School Administrator, that the 2021-2022 school district budget be approved as follows:

Budget Amounts:	
General Fund (11)	10,904,516
Capital Expenditures (12)	126,416
Special Revenue Fund (20)	192,500
Debt Service (40)	771,200
Total Budget Appropriations	11,994,632
Taxation Amounts (School Fiscal Year)	
General Fund	9,523,406
Debt Service	708,106
Total Tax Levy	10,231,512
Other Revenue Sources	
State Aid (General, Ex-Aid, Debt Service)	903,217
Federal, State and Local Grants (Fund 20)	192,500
All Other Sources	667,403
Total Other Sources	1,763,120
Total Budget Funding	11,994,632

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6. Tax Payment Schedule / Debt Service

BE IT RESOLVED, that the amount of District taxes needed to meet all interest and debt redemption charges for the 2021-2022 school year is:

2021 - 2022 TAX LEVY REQUEST

	Gen'l Fund Tax Levy	Debt Service Levy	Total Levy
July, 2021	793,617.00		793,617.00
August, 2021	793,617.00		793,617.00
September, 2021	793,619.00	145,600.00	939,219.00
October, 2021	793,617.00		793,617.00
November, 2021	793,617.00		793,617.00
December, 2021	793,617.00		793,617.00
January, 2022	793,617.00		793,617.00
February, 2022	793,617.00		793,617.00
March, 2022	793,617.00	562,506.00	1,356,123.00
April, 2022	793,617.00		793,617.00
May, 2022	793,617.00		793,617.00
June, 2022	793,617.00		793,617.00
	9,523,406.00	708,106.00	10,231,512.00

7. Tuition

BE IT RESOLVED, to approve the following tuition rates for the 2021-22 school year. These rates apply to students received into the Allamuchy Township School District. Rates for currently-enrolled students have been held at 2020-21 levels in deference to the Pandemic. The District reserves the right to reevaluate and adjust rates in future years.

<u>Program</u>	<u>Enrolled On/After July 1, 2019</u>	<u>Enrolled Prior to July 1, 2019</u>
MD Program	22,500	22,500
Preschool disabilities	14,750	14,750
Full day Kindergarten	8,260	7,000
Elementary and Middle School	8,260	7,000
Staff dependents	8,260	1,100

BE IT FURTHER RESOLVED, to approve the following Staff Dependents as tuition students in the 2021-22 school year:

<u>Student #</u>	<u>Tuition Amount</u>
1852	\$ 1,100.00
1591	\$ 1,100.00
1909	\$ 1,100.00

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8. Renewal of Clinical Intern Contract (Appendix 7)

BE IT RESOLVED, to approve the Clinical Teacher Residency contract with Centenary University for the 2021-22 school year.

9. Before-School Fitness Program (Appendix 8)

BE IT RESOLVED, to establish a Before-School Fitness Program through Rutherford Hall for the 2021-22 school year. Job description and posting will be developed in collaboration with Rutherford Hall staff.

10. Rutherford Hall Security Cameras Planning Contract (Appendix 9)

BE IT RESOLVED, to approve the contract with Eclectic Architecture LLC to coordinate the Security Camera project and apply for state project authorization for Rutherford Hall at a cost of \$2,000.

11. Grants

BE IT RESOLVED, to submit applications by the District for the PSE&G grant in 3 categories: ATS Technology, MVS Technology, and Dock and Waterfront Area.

BE IT FURTHER RESOLVED to submit applications for the following grants:

- ANJEC Open Space
- Warren County Cultural and Heritage Division FY2021 Art Grant

12. Auditor

BE IT RESOLVED, to appoint Nisivoccia LLC as the District's auditor for the 2021-22 school year at a cost of \$23,000.

13. Grants

BE IT RESOLVED, to approve submission of the Preservation New Jersey Historical Preservation Fund Grant with a \$122,000 grant request and a grant match of \$100,000, due April 29, 2021, giving the Superintendent authority to sign the application assurance form.

CARRIED: Items 1-10 and 12-13 carried in a unanimous roll call vote

Item 11 carried 8-0-1 (Ms. Christmann abstained) in a roll call vote

B. Human Resources

Moved by Ms. Moyer and seconded by Mr. Bienko, on the recommendation of the Superintendent to approve the following resolution(s):

1. Personnel

BE IT RESOLVED, to approve/accept the following appointments / resignations / retirements as recommended by the Superintendent:

Item	Name	Action	Position	Salary	Eff. Date
a	J.Gallegly	Approve	As needed for specific projects as assigned by and at the discretion of	Per diem based on current salary	4/26/2021

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			the superintendent, not to exceed 5 days (between Apr. 26 and June 18)		
b	Tricia DeGeorge	Appoint	Intern (via Centenary)	Centenary MOA	9/1/2021
c	Collin McCabe	Appoint	Substitute custodian	\$13.00/hour	4/26/2021

2. Reappointments for the 2021-2022 School Year (Appendix 10)

BE IT RESOLVED, to approve the appointments for the 2021-22 school year as per Appendix 10. Compensation as per negotiated agreements.

3. Retirement (Appendix 11)

BE IT RESOLVED, to accept the retirement of Paige Schmiedeke, effective July 1, 2021.

CARRIED: 9-0 in a unanimous roll call vote.

C. Education

Moved by Mr. Green and seconded by Ms. Christmann, on the recommendation of the Superintendent, to approve the following resolution(s):

1. Attendance at Professional Conferences

BE IT RESOLVED, to approve the following requests for attendance professional conferences with mileage reimbursed at the current rate:

Staff Member	Date	Workshop Name	Costs		
			Fee	Mileage	Total
H. Guido	4/29/2021	BER: Dyslexia	\$ 269	\$ -	\$ 269

2. PTO Grant for Archery

BE IT RESOLVED, to formally thank the PTO for their generous \$2,200 contribution in support of the establishment of the Archery Program.

3. Child Assault Prevention Program (Appendix 12)

BE IT RESOLVED, to incorporate the Child Assault Prevention Program for the 2021-22 school year.

4. District Calendar - 2021-2022 School Year (Appendix 13)

BE IT RESOLVED, to approve the District calendar for the 2021-22 school year.

CARRIED: 9-0 in a unanimous roll call vote.

D. Governance

Moved by Dr. Cusmano and seconded by Dr. Gaddy, on the recommendation of the Superintendent, to approve the following resolution(s):

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1. Policy Updates (Appendix 14)

BE IT RESOLVED, to approve the second reading of the following policies at the recommendation of the Governance Committee:

2430	Co-Curricular Activities
2431	Athletic Competition
7510	Use of School Facilities
0145	Board Member Resignation and Renewal
0164.6	Remote Public Board Meetings During a Declared Emergency
1643	Family Leave
2415	Every Student Succeeds Act
2415.02	Title I - Fiscal Responsibilities
2415.05	Student Surveys, Analysis, And/Or Evaluations
2415.2	Every Student Succeeds Act Complaints
4125	Employment Of Support Staff Members
5330.01	Administration Of Medical Cannabis
6360	Political Contributions
7425	Lead Testing of Water in Schools
8330	Student Records
9713	Recruitment By Special Interest Groups

2. Regulation Update (Appendix 15)

BE IT RESOLVED, to approve the second reading of the following regulations at the recommendation of the Governance Committee:

1642	Earned Sick Leave Law
1643	Family Leave
2415.2	Every Student Succeeds Act Complaints
5330.01	Administration Of Medical Cannabis
7425	Lead Testing of Water in Schools

3. Policy and Regulation Update (Appendix 16)

BE IT RESOLVED, to approve the first reading of the following policies (P) and regulations (R) at the recommendation of the Governance Committee:

P.8561	Procurement Procedures for School Nutrition Programs
P.3124	Employment Contracts
R.1240	Evaluation of Superintendent
R.5610	Suspension
R.7441	Electronic Surveillance in School Buildings and on School Grounds
R.8220	School Closings
R.8462	Child Abuse and/or Neglect

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R.8600	Student Transportation
R.8630	Emergency School Bus Procedures
P.7461	District Sustainability Policy
R.7420.2	Chemical Hygiene

4. Allowable Use of Vehicle Under Policy 7650

BE IT RESOLVED, to approve bus driver 1004 to park the school vehicle at the Mine Hill Municipal Building on Baker Street, in Mine Hill, NJ, no more than two days per week between assigned morning and afternoon Paramus route. (majority of full board required)

5. Facilities Usage

BE IT RESOLVED, that the Superintendent will authorize the use of the District's indoor facility by the public pending the development of the procedures that comply with the guidelines established by the Allamuchy Township District Pandemic Committee, the CDC, and the local health office.

CARRIED: 9-0 in a roll call vote.

XII. OLD BUSINESS

- None

XIII. PUBLIC COMMENTS

- Mr. Gavin - expressed the importance of agreeing to a contract with the AEA
 - Ms. Strutin responded that COVID stalled negotiations for many months.
- Mr. Gavin - congratulated Ms. Schmiedeke on her retirement.

XIV. BOARD DISCUSSION

- Board retreat - looking to do it on a Saturday morning, possibly 6/5 or 6/12. Agree to tentatively set for June 5, 9:00am-12:00n

XV. EXECUTIVE SESSION

Enter Executive Session at 8:56pm:

Moved by Ms. Renaud and seconded by Ms. Christmann,

BE IT RESOLVED, WHEREAS, the Board of Education must discuss subjects concerning legal, personnel, and negotiation issues

- Proposed Superintendent contract
- Superintendent evaluation process
- March HIB case

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and WHEREAS, the aforesaid subjects are not appropriate subjects to be discussed in public meeting; and WHEREAS, the aforesaid subjects to be discussed are within the exemptions pursuant to P.L.1975 Chapter 231, it is; therefore, RESOLVED, that the aforesaid subjects shall be discussed in private session by this board and administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exists.

CARRIED:

Executive Session

Exit Executive Session at 9:35pm:

Moved by Dr. Gaddy and seconded by Ms. Prudenti,

BE IT RESOLVED, that the Board of Education has been in executive session for the past 39 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 9-0 in a voice vote.

Action Item(s) from Executive Session Discussion:

Moved by Mr. Green and seconded by Ms. Renaud,

1. HIB Finding

BE IT RESOLVED, to uphold the HIB finding as recommended by the Acting Superintendent.

CARRIED: 8-0-1 (Dr. Cusmano abstained) in a roll call vote.

XVI. ADJOURNMENT

Moved by Ms. Renaud and seconded by Ms. Prudenti, to adjourn the meeting at 9:38 p.m.

CARRIED: 9-0 in a voice vote.

Report Includes Effective Dates from Apr 01, 2021 to Apr 30, 2021

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
04/01/21	11-190-100-500-000-000 Other Purch Svcs	11-150-100-320-000-000 Home Instr - Contracted	April general exp transfers	3,000.00
04/01/21	11-190-100-500-000-000 Other Purch Svcs	11-190-100-104-001-000 Substitutes - Per Diem	April general exp transfers	2,970.00
04/01/21	11-190-100-500-000-000 Other Purch Svcs	11-190-100-104-002-000 Substitutes - Class Coverage	April general exp transfers	962.25
04/01/21	11-190-100-500-000-000 Other Purch Svcs	11-000-100-569-000-000 Tuition - Other	April general exp transfers	6,291.37
04/01/21	11-000-216-320-000-000 Purch Prof Speech Serv	11-000-219-320-000-000 CST Prof Svcs	April general exp transfers	19,500.00
04/01/21	11-000-217-320-000-000 Therapy Svcs	11-000-219-320-000-000 CST Prof Svcs	April general exp transfers	17,045.63
04/01/21	11-000-230-890-000-000 Admin Dues/Workshop	11-000-230-320-001-000 Shared services CSA	April general exp transfers	1,777.25
04/01/21	11-000-270-511-000-000 Trans Cont Svcs Home & Schl	11-000-270-420-000-000 Trans Repair/Maintenance	April general exp transfers	1,230.00
04/01/21	11-000-270-514-000-000 Trans Cont (Spec Ed) Vendors	11-000-270-420-000-000 Trans Repair/Maintenance	April general exp transfers	11,000.00
04/01/21	11-000-270-515-000-000 Trans Sp Ed Joint Agrmnts	11-000-270-420-000-000 Trans Repair/Maintenance	April general exp transfers	243.25
04/01/21	11-000-262-420-000-000 Cust Clnng Rep & Maint Svcs	11-000-262-610-000-000 Custodial Supplies	Reallocate custodial funding	11,849.78
04/01/21	11-000-262-420-000-000 Cust Clnng Rep & Maint Svcs	11-000-262-622-100-001 E.S. Solar Supply Charges	Reallocate custodial funding	9,000.00
04/01/21	11-000-262-420-000-000 Cust Clnng Rep & Maint Svcs	11-000-262-624-000-001 Energy - Htg Fuel - ATS	Reallocate custodial funding	185.82
The total of all Budget Adjustments for fund 10 is:				85,055.35

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
04/30/21	20-4530-000 CARES Act - ESSER I	20-477-100-600-000-000 Instruct. Supplies-Instruction	Appropriate 2nd round funding of ESSER I	1,307.00
04/30/21	20-4530-002 CARES Act - ESSER II	20-477-200-500-000-000 Other Purch. Services Support	Appropriate first portion of ESSER II	50,000.00
The total of all Budget Adjustments for fund 20 is:				51,307.00

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
31987	1/24/21	Cioppettini, Alexis aid in lieu	Check voided on 5/19/2021 (500.00)	P202100152	11-000-270-503-000-000
N1224	2/18/21	UNUM LIFE INS CO. Disability Ins	Check voided on 5/4/2021 (341.70)	P202100143	11-000-291-270-000-000
32078	3/4/21	Integrated Therapeutics Group, LLC 2020-21 tuition 2020-21 tuition	Check voided on 5/14/2021 (9,900.00) (7,560.00)	P202100195 P202100195	11-000-100-562-000-000 11-000-100-562-000-000
Total Check Amount:			(17,460.00)		
32226	4/8/21	Sherwin-Willaims Co. Painting supplies etc	Check voided on 4/28/2021 (144.39)	P202100319	11-000-262-610-000-000
32242	4/11/21	Super Heat Inc. Maintenance work	Check voided on 5/12/2021 (264.76)	P202100439	11-000-262-420-000-000
32271	4/22/21	Cintas custodial supplies custodial supplies custodial supplies custodial supplies	Check voided on 4/27/2021 (87.31) (96.11) (114.65) (276.87)	P202100457 P202100457 P202100457 P202100457	11-000-262-610-000-000 11-000-262-610-000-000 11-000-262-610-000-000 11-000-262-610-000-000
Total Check Amount:			(574.94)		
N1247	4/29/21	Allamuchy Student Activity Fund reimb H.Guido Mulch	515.00 50.00	P202100505 P202100505	11-000-213-800-000-000 60-990-320-610-200-000
Total Check Amount:			565.00		


<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0430	4/30/21	PAYROLL			
		STATE A/R	10,701.29	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Per Diem	90.00	P202100001	11-190-100-104-001-000
		Substitutes - Class Coverage	231.00	P202100001	11-190-100-104-002-000
		Substitutes - Permanent Sub	900.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		Multiple Dis Aide Sal MVS	900.00	P202100001	11-212-100-106-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	1,397.00	P202100001	11-213-100-106-000-002
		RC Aides MVS	973.75	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		2020-2021 Payroll	1,103.75	P202100001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	4,242.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Guidance Salary	5,783.85	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	3,833.33	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	3,216.67	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	1,708.33	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - PT Perm	1,625.45	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	528.40	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,515.15	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Salaries - extra time	1,869.77	P202100001	11-000-270-161-000-000
		Trans Sal - aides	303.45	P202100001	11-000-270-162-000-000
		PERS FICA	4,196.32	P202100002	11-000-291-220-000-000
		PERS FICA	56.24	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	150.44	P202100002	11-000-291-249-000-000
		Employee Benefits	37.13	P202100001	11-000-291-290-000-000
		Employee Benefits	15.57	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	914.67	P202100001	60-990-320-182-200-000
Total Check Amount:			217,790.50		
N1239	4/30/21	Verizon			
		Hot Spots & Data Plan	241.96	P202100501	20-477-100-600-000-000

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N1240	4/30/21	Jersey Central Power & Light			
		Electric	2,551.15	P202100017	11-000-262-622-000-002
		Electric	178.46	P202100017	11-000-262-622-000-002
		Total Check Amount:	2,729.61		
32281	5/3/21	Hoover Truck Centers			
		Bus and Truck Services	394.87	P202100480	11-000-270-420-000-000
		Bus and Truck Services	768.16	P202100480	11-000-270-420-000-000
		Bus and Truck Services	253.06	P202100480	11-000-270-420-000-000
		Bus and Truck Services	1,046.74	P202100480	11-000-270-420-000-000
		Bus and Truck Services	1,963.74	P202100480	11-000-270-420-000-000
		Bus and Truck Services	1,856.40	P202100480	11-000-270-420-000-000
		Total Check Amount:	6,282.97		
32282	5/3/21	Cintas			
		custodial supplies	86.27	P202100457	11-000-262-610-000-000
		custodial supplies	35.00	P202100457	11-000-262-610-000-000
		custodial supplies	321.58	P202100457	11-000-262-610-000-000
		custodial supplies	539.84	P202100457	11-000-262-610-000-000
		custodial supplies	170.25	P202100457	11-000-262-610-000-000
		custodial supplies	(6.21)	P202100457	11-000-262-610-000-000
		custodial supplies	(5.48)	P202100457	11-000-262-610-000-000
		custodial supplies	337.65	P202100457	11-000-262-610-000-000
		custodial supplies	(3.65)	P202100457	11-000-262-610-000-000
		custodial supplies	(8.90)	P202100457	11-000-262-610-000-000
		custodial supplies	(12.28)	P202100457	11-000-262-610-000-000
		custodial supplies	(3.32)	P202100457	11-000-262-610-000-000
		custodial supplies	(5.15)	P202100457	11-000-262-610-000-000
		Total Check Amount:	1,445.60		
32283	5/3/21	Cintas			
		custodial supplies	87.31	P202100502	11-000-262-610-000-000
		custodial supplies	96.11	P202100502	11-000-262-610-000-000
		custodial supplies	87.31	P202100502	11-000-262-610-000-000
		Total Check Amount:	270.73		
N1246	5/3/21	WEX Bank			
		Fuel for buses and trucks	4,099.55	P202100427	11-000-270-600-000-000
32284	5/4/21	The Spoken Path, LLC.			
		Tech Direct Support	1,440.00	P202100188	20-250-200-300-000-000
		Tech Direct Support	1,320.00	P202100188	20-250-200-300-000-000
		Total Check Amount:	2,760.00		

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32285	5/5/21	Cintas			
		custodial supplies	96.11	P202100502	11-000-262-610-000-000
		custodial supplies	87.31	P202100502	11-000-262-610-000-000
		custodial supplies	96.11	P202100502	11-000-262-610-000-000
		custodial supplies	87.31	P202100502	11-000-262-610-000-000
		custodial supplies	87.31	P202100502	11-000-262-610-000-000
		custodial supplies	96.11	P202100502	11-000-262-610-000-000
		Total Check Amount:	550.26		
32286	5/5/21	Amazon Capital Services			
		school supplies	43.98	P202100373	11-190-100-610-000-000
		maintenance supplies	109.74	P202100373	11-000-261-610-000-000
		maintenance supplies	279.92	P202100373	11-000-261-610-000-000
		maintenance supplies	107.95	P202100373	11-000-261-610-000-000
		Total Check Amount:	541.59		
32287	5/5/21	Fuller Paper Company			
		Custodial supplies	205.00	P202100461	11-000-262-610-000-000
		Custodial supplies	205.00	P202100461	11-000-262-610-000-000
		Custodial supplies	253.54	P202100511	11-000-262-610-000-000
		Total Check Amount:	663.54		
32289	5/5/21	Sherwin-Willaims Co.			
		Painting supplies etc	144.39	P202100319	11-000-262-610-000-000
32290	5/5/21	JDM Group			
		tech services	4,216.67	P202100022	11-190-100-340-000-000
32291	5/5/21	Eurofins			
		Monitoring well.Ground Waters	151.35	P202100404	11-000-262-300-000-000
32292	5/5/21	Sherwin-Willaims Co.			
		Painting supplies etc	188.52	P202100479	11-000-262-610-000-000
N1249	5/5/21	NJ HEALTH BEN FUND			
		Retiree health benefits	341.70	P202100018	11-000-291-270-000-000
N1251	5/11/21	Treasurer State of NJ - NJ Dept of Comm Affairs			
		Elevator lift 2101-00103-001	182.00	P202100515	11-000-262-300-000-000
32293	5/14/21	Broadstep Academy New Jersey, Inc.			
		Tuition	8,659.44	P202100069	11-000-100-566-000-000
		One to One Aide	1,805.00	P202100069	11-000-100-566-000-000
		Total Check Amount:	10,464.44		
32294	5/14/21	Integrated Therapeutics Group, LLC			
		2020-21 tuition	16,740.00	P202100195	11-000-100-562-000-000
32295	5/17/21	State of NJ			
		BFCE Registration	214.00	P202100467	11-000-262-800-000-000

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32288	5/18/21	Mountain View Property Management LLC Consulting Fee	1,200.00	P202100409	11-000-261-420-001-000
32296	5/18/21	di Palma, Steven & Christine			
		Aid in lieu	500.00	P202100157	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100157	11-000-270-503-000-000
Total Check Amount:			1,000.00		
32297	5/18/21	Pohle, Brandon			
		Aid in Lieu	500.00	P202100351	11-000-270-503-000-000
32298	5/18/21	Tierney, Steve			
		Aid in Lieu	500.00	P202100176	11-000-270-503-000-000
32299	5/18/21	Severinsen, Kari			
		Aid in Lieu	500.00	P202100175	11-000-270-503-000-000
32300	5/18/21	Rosa, Paula			
		Aid in Lieu	500.00	P202100172	11-000-270-503-000-000
32301	5/18/21	Kozimor, Anamaria & Jim			
		Aid in Lieu	500.00	P202100165	11-000-270-503-000-000
32302	5/18/21	Prudenti, Venita			
		Aid in Lieu	500.00	P202100171	11-000-270-503-000-000
32303	5/18/21	Lukacs, Crystal			
		Aid in lieu	500.00	P202100151	11-000-270-503-000-000
		aid in lieu	1,000.00	P202100151	11-000-270-503-000-000
Total Check Amount:			1,500.00		
32304	5/18/21	Ruscino, Vilmany			
		Aid in Lieu	500.00	P202100161	11-000-270-503-000-000
32305	5/18/21	Jones, Gina Maria			
		Aid in Lieu	500.00	P202100163	11-000-270-503-000-000
32306	5/18/21	Adjekum, Ruth			
		Aid in lieu	500.00	P202100147	11-000-270-503-000-000
32307	5/18/21	Lennon, Mary			
		Aid in Lieu	500.00	P202100168	11-000-270-503-000-000
32308	5/18/21	Taliano, Michael			
		Aid in Lieu	500.00	P202100177	11-000-270-503-000-000
32309	5/18/21	Sainte, Diculane			
		Aid in Lieu	500.00	P202100173	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100173	11-000-270-503-000-000
Total Check Amount:			1,000.00		


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32310	5/18/21	Espinal, Gabriel & Maria			
		Aid In Lieu	500.00	P202100159	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100159	11-000-270-503-000-000
		Aid in lieu	500.00	P202100159	11-000-270-503-000-000
		Total Check Amount:	1,500.00		
32311	5/18/21	Scheeringa, Reuben			
		Aid in Lieu	500.00	P202100174	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100174	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100174	11-000-270-503-000-000
		Total Check Amount:	1,500.00		
32312	5/18/21	LaPooh, Bryan & Meg			
		aid in lieu	500.00	P202100392	11-000-270-503-000-000
32313	5/18/21	DiLoreto, Tammy & Glen			
		Aid in Lieu Choice	500.00	P202100158	11-000-270-503-000-000
32314	5/18/21	Bostdorff, Nicole			
		Aid in lieu	500.00	P202100149	11-000-270-503-000-000
32315	5/18/21	Barrett-Kaiser, Patricia			
		Aid in Lieu	500.00	P202100164	11-000-270-503-000-000
32316	5/18/21	Bisbing, Jaime			
		Aid in lieu	500.00	P202100150	11-000-270-503-000-000
		Aid in lieu	500.00	P202100150	11-000-270-503-000-000
		Total Check Amount:	1,000.00		
32317	5/18/21	Senkyre, Crystal			
		Aid in Lieu	500.00	P202100276	11-000-270-503-000-000
32318	5/18/21	Ayhan, Melahat			
		Aid in lieu	500.00	P202100148	11-000-270-503-000-000
32319	5/18/21	Pasquali, Jennifer			
		Aid in Lieu	500.00	P202100170	11-000-270-503-000-000
32320	5/18/21	Donnelly, Robert			
		Aid in lieu	500.00	P202100156	11-000-270-503-000-000
32321	5/18/21	Colavito, Kristen			
		Aid in lieu	500.00	P202100153	11-000-270-503-000-000
32322	5/18/21	Falotico, Marilyn & Richard			
		Aid in Lieu	500.00	P202100160	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100160	11-000-270-503-000-000
		Total Check Amount:	1,000.00		
32323	5/18/21	Cuccio, Anthony			
		Aid in Lieu	500.00	P202100155	11-000-270-503-000-000

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32324	5/18/21	Crespo-Campos, Maria Pia			
		Aid in Lieu	500.00	P202100167	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100167	11-000-270-503-000-000
Total Check Amount:			1,000.00		
32325	5/18/21	Johnson, David & Jennifer			
		Aid in Lieu	500.00	P202100166	11-000-270-503-000-000
32326	5/18/21	Strowbridge, Jared			
		Aid in Lieu 1/2 year	500.00	P202100473	11-000-270-503-000-000
32327	5/18/21	Zonar Systems			
		Bus Radio Services	336.00	P202100126	11-000-270-600-000-000
		Bus Radio Services	336.00	P202100126	11-000-270-600-000-000
Total Check Amount:			672.00		
32328	5/18/21	Yudichak, Kenneth			
		Wastewater Treatment Plant Serv	700.00	P202100082	11-000-262-300-000-000
32329	5/18/21	AtlanticCare Healthy School			
		4/20/21 Virtual School & Pediatric Nurse Lecture	25.00	P202100460	11-000-213-800-000-000
32330	5/18/21				
		20-21 Tuition	6,547.50	P202100024	11-000-100-569-000-000
32331	5/18/21	Cunningham, Janet			
		reimb for garden supplies	332.00	P202100472	60-990-320-610-200-000
32332	5/18/21	Direct Waste Services, Inc.			
		Rear load Front load commingled	698.00	P202100448	11-000-261-420-001-000
32333	5/18/21	ECLC			
		19-20 Cert Tuition	1,338.00	P202100489	11-000-100-569-000-000
32334	5/18/21	Gramon Family of Schools			
		19-20 Cert Tuition	5,039.37	P202100488	11-000-100-569-000-000
32335	5/18/21	Hackettstown Board of Education			
		150 FTE x \$14,225 = \$2,133,750; plus \$10,757 p/y	214,450.70	P202100003	11-000-100-561-000-000
		150 FTE x \$14,225 = \$2,133,750; plus \$10,757 p/y	214,450.70	P202100003	11-000-100-561-000-000
		5300 est hours x \$17 = \$90,100 less \$10,003 p/y	8,009.70	P202100003	11-000-100-562-000-000
		5300 est hours x \$17 = \$90,100 less \$10,003 p/y	8,009.70	P202100003	11-000-100-562-000-000
Total Check Amount:			444,920.80		
32336	5/18/21	Kurtz Bros.			
		classroom supplies	(7.98)	P202100485	11-190-100-610-000-000
		classroom supplies	256.83	P202100485	11-190-100-610-000-000
		classroom supplies	44.10	P202100485	11-190-100-610-000-000
Total Check Amount:			292.95		

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32337	5/18/21	Cablevision Lightpath Inc.			
		internet provider	3,149.41	P202100129	11-000-230-530-000-000
		internet provider	3,149.41	P202100129	11-000-230-530-000-000
		Total Check Amount:	6,298.82		
32338	5/18/21	Marlin Business Bank			
		post base with scale	42.83	P202100071	11-000-230-530-000-000
32339	5/18/21	New Jersey Schools Insurance Group			
		workers comp	5,140.82	P202100237	11-000-291-260-000-000
32340	5/18/21	QUILL CORPORATION			
		classroom supplies	87.82	P202100487	11-000-230-610-000-000
32341	5/18/21	Rymon, Karen			
		OT Services	1,502.00	P202100218	11-000-217-320-000-000
		OT Services	2,239.25	P202100218	20-250-200-300-000-000
		Total Check Amount:	3,741.25		
32342	5/18/21	R&L DataCenters, Inc.			
		Payroll	692.00	P202100481	11-000-230-339-000-000
32343	5/18/21	Shred-it USA			
		Shredding	144.22	P202100131	11-000-262-420-000-000
32344	5/18/21	Shaeffer, Stephanie			
		2020-21 services	585.00	P202100213	11-000-216-320-000-000
32345	5/18/21	United Site Services			
		waste pickup at ATS MVS	251.06	P202100068	11-000-261-420-001-000
		waste pickup at ATS MVS	234.64	P202100068	11-000-261-420-001-000
		waste pickup at ATS MVS	234.64	P202100068	11-000-261-420-001-000
		Total Check Amount:	720.34		
32346	5/18/21	SUBURBAN PROPANE			
		green house & treatment plant	261.29	P202100525	11-000-262-621-000-001
		green house & treatment plant	54.51	P202100525	11-000-262-621-000-001
		green house & treatment plant	286.05	P202100525	11-000-262-621-000-001
		Total Check Amount:	601.85		
32347	5/18/21	WageWorks, Inc.			
		Cobra	57.00	P202100097	11-000-291-270-000-000
32348	5/18/21	WARREN CO SPEC SVCS SC D			
		Transp Services Spec Ed	8,647.70	P202100233	11-000-270-518-000-000
32349	5/18/21	Warren County Technical School			
		5 FTE x \$5100 (est)	3,910.20	P202100211	11-000-100-563-000-000
		5 FTE x \$5100 (est)	(660.00)	P202100211	11-000-100-563-000-000
		transportation svcs	525.00	P202100211	11-000-270-518-000-000
		Total Check Amount:	3,775.20		

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32350	5/18/21	WARREN CO SPEC SVCS SC D NJ School Jobs Shared Advertising sub	500.00	P202100468	11-000-230-339-000-000
32351	5/18/21	POSTMASTER-ALLAMUCHY PO Box J	388.00	P202100504	11-000-230-530-000-000
		PO Box B	322.00	P202100504	11-000-230-530-000-000
Total Check Amount:			710.00		
32352	5/18/21	Municipal Capital Corp. copier leases	1,372.00	P202100028	11-190-100-340-000-000
32353	5/18/21	Times Herald Record publications & affidavits	466.20	P202100127	11-000-230-530-000-000
32354	5/18/21	Taenzer, Jessica reimb for EventHelper.com	126.14	P202100520	60-990-320-610-100-000
32355	5/18/21	Strauss Esmany Associates, LLP Annual Fee Public Access Online	41.66	P202100523	11-000-230-339-000-000
32356	5/18/21	Eclectic Architecture LLC PNJ Grant Proj 2021-017	1,000.00	P202100522	12-000-400-710-000-000
		RH Consulting during Bidding \$ Negotiations	490.00	P202100522	12-000-400-710-000-000
Total Check Amount:			1,490.00		
32357	5/18/21	Mayberry Sales & Services, Inc. Toro ZeroTurn service for season	580.43	P202100521	11-000-263-600-000-000
32358	5/18/21	Barnabas Health Central Auditory Processing Test	700.00	P202100514	11-000-216-320-000-000
32359	5/18/21	WIRE'S ELEC SHOP INC outlet not working - two melted	568.02	P202100510	11-000-261-420-001-000
32361	5/18/21	AERO Plumbing & Heating Co., Inc. plumbing & heating repairs	863.01	P202100372	11-000-261-420-001-000
32362	5/18/21	Hoover Truck Centers Bus Truck repairs	3,116.67	P202100508	11-000-270-420-000-000
		Bus Truck repairs	2,058.04	P202100508	11-000-270-420-000-000
		Bus Repairs	1,444.45	P202100526	11-000-270-420-000-000
Total Check Amount:			6,619.16		
32363	5/18/21	Silvergate Prep Bedside Instruction	500.00	P202100507	11-150-100-320-000-000
		Bedside Instruction	450.00	P202100507	11-150-100-320-000-000
		Bedside Instruction	300.00	P202100507	11-150-100-320-000-000
Total Check Amount:			1,250.00		
32364	5/18/21	e2e Exchange, LLC E-RATE Consultig #2	1,250.00	P202100494	11-000-230-339-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32365	5/18/21	DeContanza, Jodie Mental Health Adults	35.00	P202100497	11-000-223-500-000-000
32367	5/18/21	Discovery Education Discovery Ed Experience Base	0.00	P202100482	11-190-100-610-000-000
32368	5/18/21	Schmidt, Megan reimb Mental Health First Aid - Adults	35.00	P202100499	11-000-223-500-000-000
32369	5/18/21	WARREN CO SPEC SVCS SC D			
		LDTC Services	4,241.25	P202100477	11-000-219-320-000-000
		BEHServices	390.00	P202100469	11-000-219-320-000-000
		Music Therapy	927.50	P202100345	20-250-200-300-000-000
Total Check Amount:			5,558.75		
32370	5/18/21	DELTA DENTAL			
		Dental Ins.	5,387.84	P202100509	11-000-291-270-000-000
		Dental Ins.	5,071.80	P202100509	11-000-291-270-000-000
Total Check Amount:			10,459.64		
N1252	5/18/21	Kucharski, Linda bus driver physical	100.00	P202100506	11-000-270-890-000-000
32371	5/19/21	Amazon Capital Services			
		Classroom supplies	95.00	P202100225	11-190-100-610-000-000
		Classroom supplies	228.09	P202100225	11-190-100-610-000-000
		Maintenance supplies	71.98	P202100227	11-000-261-610-000-000
		Maintenance supplies	61.07	P202100227	11-000-261-610-000-000
Total Check Amount:			456.14		
32372	5/19/21	Busch Law Group, LLC Legal services	4,256.00	P202100492	11-000-230-331-000-000
32373	5/19/21	Hoover Truck Centers			
		Bus Repairs	661.59	P202100526	11-000-270-420-000-000
		Bus Repairs	101.79	P202100526	11-000-270-420-000-000
		Bus Repairs	26.87	P202100526	11-000-270-420-000-000
Total Check Amount:			790.25		
32374	5/19/21	AERO Plumbing & Heating Co., Inc.			
		plumbing & heating repairs	829.80	P202100372	11-000-261-420-001-000
		plumbing & heating repairs	266.06	P202100372	11-000-261-420-001-000
Total Check Amount:			1,095.86		
32375	5/19/21	Super Heat Inc.			
		Maintenance work	1,372.02	P202100439	11-000-262-420-000-000
		Maintenance work	4,156.40	P202100439	11-000-262-420-000-000
		Maintenance work	1,332.21	P202100439	11-000-262-420-000-000
Total Check Amount:			6,860.63		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32377	5/19/21	Allied Oil Company 20-21 heating oil	9,699.90	P202100021	11-000-262-624-000-002
32378	5/19/21	Duke's Landscape Management, Inc. RH Grounds/Landscape	1,053.60	P202100044	11-000-263-300-000-000
32379	5/19/21	UNUM LIFE INS CO. Disability Ins	2,432.13	P202100143	11-000-291-270-000-000
32380	5/19/21	WageWorks, Inc. FSA Health care	114.00	P202100098	11-000-291-270-000-000
32381	5/19/21	 20-21 Tuition	7,857.00	P202100024	11-000-100-569-000-000
		20-21 Tuition	8,293.50	P202100024	11-000-100-569-000-000
		20-21 Tuition	10,039.50	P202100024	11-000-100-569-000-000
		20-21 Tuition	7,420.50	P202100024	11-000-100-569-000-000
Total Check Amount:			33,610.50		
32382	5/19/21	RK Environmental Ahera Asbestos Management Plan	325.00	P202100529	11-000-261-420-001-000
32383	5/19/21	BLUE RIDGE LUMBER Construction supplies	166.84	P202100088	11-000-263-600-000-000
		Construction supplies	(16.50)	P202100088	11-000-263-600-000-000
Total Check Amount:			150.34		
32384	5/19/21	Hunterdon Preparatory Center OOD Tuition	2,962.85	P202100029	11-000-100-566-000-000
32385	5/19/21	Monday, Lee, PhD., D.A.B.P.S. Risk Assessment 5-13-21	250.00	P202100530	11-000-219-320-000-000
32386	5/19/21	Agnoli, Marie & Frances Aid in Lieu	500.00	P202100531	11-000-270-503-000-000
		Aid in Lieu	500.00	P202100531	11-000-270-503-000-000
Total Check Amount:			1,000.00		
32387	5/19/21	Costello, Suzette Aid in lieu	500.00	P202100154	11-000-270-503-000-000
32388	5/19/21	Quiles, Kimberly aid in lieu	500.00	P202100391	11-000-270-503-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N1253	5/19/21	Jersey Central Power & Light			
		Electric	459.07	P202100017	11-000-262-622-000-001
		Electric	3.38	P202100017	11-000-262-622-000-001
		Electric	3.51	P202100017	11-000-262-622-000-001
		Electric	154.29	P202100017	11-000-262-622-000-001
		Electric	2,643.71	P202100017	11-000-262-622-000-002
		Electric	24.15	P202100017	11-000-262-622-000-002
		Electric	331.74	P202100017	11-000-262-622-000-003
		Total Check Amount:	3,619.85		
32389	5/21/21	SSP Architectural Group			
		Architecture services	530.00	P202100130	12-000-400-710-000-000
32390	5/21/21	Goksu Construction, LLC			
		RH Toilet Room Alterations	67,972.19	P202100534	12-000-400-710-000-000
		RH Toilet Room Alterations	15,225.77	P202100534	12-000-400-710-000-000
		RH Toilet Room Alterations	6,525.33	P202100534	12-000-400-710-000-000
		RH Toilet Room Alterations	10,875.55	P202100534	12-000-400-710-000-000
		Total Check Amount:	100,598.84		
32391	5/21/21	Warren County Technical School			
		5 FTE x \$5100 (est)	3,910.20	P202100211	11-000-100-563-000-000
		transportation svcs	525.00	P202100211	11-000-270-518-000-000
		Total Check Amount:	4,435.20		
32392	5/21/21	Tj's Sportwide Trophy & Awards			
		Graduation trophies	412.10	P202100512	11-190-100-610-000-000
N1254	5/21/21	Horizon BCBSNJ			
		Ominia	69,310.82	P202100004	11-000-291-270-000-000
		POS	24,160.45	P202100004	11-000-291-270-000-000
		Comp/Presc	456.29	P202100004	11-000-291-270-000-000
		Total Check Amount:	93,927.56		
The Grand Total of all Checks from Fund 10 is:			10,701.29		
The Grand Total of all Checks from Fund 11 is:			944,795.14		
The Grand Total of all Checks from Fund 12 is:			102,618.84		
The Grand Total of all Checks from Fund 20 is:			7,366.74		
The Grand Total of all Checks from Fund 60 is:			1,422.81		
The Grand total of all checks for this period is:			1,066,904.82		

STUDENT ACTIVITY ACCOUNT

2020-2021 SCHOOL YEAR	OPENING BALANCE	2020 7	2020 8	2020 9	2020 10	2020 11	2020 12	2021 1	2021 2	2021 3	2021 4	2021 5	2021 6
Miscellaneous	9,507.66	1,927.68	1,751.16	886.92	886.97	887.01	(235.94)	(233.17)	(233.13)	4,866.92	17,125.74		
ATS Class of 2022	-	-	-	-	-	-	-	-	-	-	2,692.50		
ATS Class of 2021	-	-	-	-	-	-	-	-	-	-	5,852.65		
ATS Class of 2020	-	-	-	-	-	-	-	-	-	-	1,915.60		
Grade 8	6,306.97	4,484.84	2,813.44	2,713.44	2,713.44	2,713.44	2,674.44	2,674.44	2,674.44	2,674.44	-		
Grade 7	17,543.43	17,814.58	17,814.58	17,849.58	17,849.58	17,849.58	20,703.58	18,930.58	18,930.58	20,545.08	(540.44)		
Yearbook	5,594.84	5,594.84	5,594.84	5,594.84	4,866.03	4,866.03	4,896.03	1,101.25	1,301.25	1,301.25	3,653.75		
Surfers way	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Steam	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05		
Stop Hungry Now	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00		
Grade 3	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00		
Music	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17		
Drama	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	354.40	354.40		
Wolf Pack K-2	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71		
Wolfpack 3-5	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01		
Wolfpack 6-8	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09		
Student Council	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71		
Special Ed / Alex's Lemonade	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87		
Outdoor Ed	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	6,795.90	6,795.90	6,795.90	6,858.65	9,164.63		
Healthy U	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,219.13	3,469.13	3,469.13	3,170.26		
Lego	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50		
Scholarship	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52		
Intrafund due to (from) P2P	-	(1,381.25)	(1,381.25)	(1,733.75)	(1,733.75)	(1,733.75)	(2,118.90)	(2,118.90)	(2,118.90)	-	-		
Intrafund due to (from) Fines	-	116.00	116.00	116.00	116.00	116.00	141.00	141.00	141.00	-	-		
Intrafund due to (from) CB	-	410.00	410.00	435.00	435.00	435.00	460.00	460.00	460.00	-	-		
Intrafund due to (from) Caf	-	(452.37)	(452.37)	(375.53)	(375.53)	(375.53)	(234.82)	(234.82)	(234.82)	-	-		
TOTAL	66,626.95	56,188.37	54,340.45	53,160.55	52,431.79	52,431.83	55,059.44	49,474.44	49,924.48	53,354.50	56,673.72	-	-
Balance per bank	66,726.95	59,403.67	57,908.49	56,093.41	54,485.84	54,097.98	58,007.03	51,616.67	51,895.46	55,197.98	59,154.07		
Less: Outstanding chks	(100.00)	(3,215.30)	(3,568.04)	(2,932.86)	(2,054.05)	(1,666.15)	(2,947.59)	(2,142.23)	(1,970.98)	(1,843.48)	(2,480.35)		
Plus: Deposits in transit	-	-	-	-	-	-	-	-	-	-	-		
Other items	-	-	-	-	-	-	-	-	-	-	-		
Balance per books	66,626.95	56,188.37	54,340.45	53,160.55	52,431.79	52,431.83	55,059.44	49,474.44	49,924.48	53,354.50	56,673.72		

Student Activity Account Ledger for the Period Apr 1 2021 - Apr 30 2021

3,319.22 Net Activity (all subfunds)

Date	Reference	Description	Amount	SubFund
4/1/2021		Class of 2020 Balance	(1,915.60)	Grade 8
4/1/2021		Class of 2020 Balance	1,915.60	ATS Class of 2020
4/1/2021		Class of 2021 Activity (blue shaded)	(5,852.65)	Grade 7
4/1/2021		Class of 2021 Activity (blue shaded)	5,852.65	ATS Class of 2021
4/1/2021		Class of 2022 Activity (green shaded)	(2,692.50)	Grade 7
4/1/2021		Class of 2022 Activity (green shaded)	2,692.50	ATS Class of 2022
4/1/2021		Sweep pre-2020 balance to Misc	(11,999.93)	Grade 7
4/1/2021		Sweep pre-2020 balance to Misc	11,999.93	miscellaneous
4/1/2021		Sweep pre-2020 balance to Misc	(321.97)	Grade 8
4/1/2021		Sweep pre-2020 balance to Misc	321.97	miscellaneous
4/1/2021		Clear Grade 8 to zero	63.13	Grade 8
4/1/2021		Clear Grade 8 to zero	(63.13)	miscellaneous
4/13/2021		yearbook orders (checks)	1,680.00	Yearbook
4/13/2021		JOMO Enterprises - Allamuchy Night Out	105.98	outdoor Ed
4/14/2021	2341	Nick Serraino	19.99	Healthy U
4/14/2021	2343	Nick Serraino	(19.99)	Healthy U
4/16/2021		Yearbook ads	345.00	Yearbook
4/21/2021		Reimb Gen'l fund: 6/2020 chaperones	(500.00)	Grade 8
4/21/2021		Allamuchy PTO archery grant	2,200.00	outdoor Ed
4/21/2021	2344	Lowes	(50.00)	miscellaneous
4/21/2021	2345	Michelle Cleere - Biggest Loser - 1	(70.00)	Healthy U
4/21/2021	2346	Andrea Aussems - Biggest Loser - 2	(10.00)	Healthy U
4/21/2021	2347	C. Rodriguez - Biggest Loser - 3	(20.00)	Healthy U
4/21/2021	2348	H. Guido	(515.00)	miscellaneous
4/21/2021	2349	Gertrude Hawk	(540.44)	Grade 7
4/21/2021	2350	N.Serraino	(198.87)	Healthy U
4/28/2021		Yearbook purchases - checks	151.00	Yearbook
4/28/2021		Yearbook purchases - cash	85.50	Yearbook
4/28/2021		Yearbook purchases - checks	62.00	Yearbook
4/28/2021		Yearbook purchases - cash	29.00	Yearbook
4/29/2021		transfer from general for chk #2344	50.00	miscellaneous
4/29/2021		transfer from general for chk #2348	515.00	miscellaneous
4/30/2021		Interest	0.05	miscellaneous

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

District of Allamuchy
All Governmental Funds
For the Month Ending APRIL 30, 2021

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	1,157,901.61	932,686.10	1,253,485.61	57,462.82	894,564.92
Tuition Reserve	-	-	-	-	-
Fund 10 - TOTAL	1,157,901.61	932,686.10	1,253,485.61	57,462.82	894,564.92
Capital Reserve	208,532.08	-	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	-	121,813.05
Fund 20 - Special Revenue	(54,459.66)	65,858.42	28,502.54	(57,462.82)	(74,566.60)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	(0.49)	-	-	-	(0.49)
Total Government Funds	1,433,786.59	998,544.52	1,281,988.15	-	1,150,342.96
Fund 60 - Rutherford Hall	(265,000.91)	10,478.00	2,408.21	-	(256,931.12)
TOTAL ALL FUNDS	\$ 1,168,785.68	\$ 1,009,022.52	\$ 1,284,396.36	\$ -	\$ 893,411.84

May 21, 2021

Date

INVESTORS BANK GENERAL ACCOUNT RECORDS

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
Genl Acct INVESTORS - APRIL 2021 Bal	1,298,417.91	-	1,008,997.52	1,090,081.77	1,217,333.66
Petty Cash	<u>700.00</u>	-	-	-	<u>700.00</u>
Sub Total Genl Acct	1,299,117.91	-	1,008,997.52	1,090,081.77	1,218,033.66
- Prior period outstanding checks	(130,665.41)	-	-	(23,123.53)	(107,541.88)
+ New outstanding checks this month	<u>-</u>	-	<u>-</u>	<u>217,438.12</u>	<u>(217,438.12)</u>
SUB TOTAL GENERAL FUND	1,168,452.50	-	1,008,997.52	1,284,396.36	893,053.66
Adjustments:					
Cleared check - bank/book diff	22.70	-	-	-	22.70
Deposits in transit at 6/30/19	310.48	-	-	-	310.48
Bank reclassification	-	-	-	-	-
Deposits in Transit at 4/30/2021	-	-	25.00	-	25.00
TOTAL GENL FUND CK ACCT. APRIL 2021	1,168,785.68	-	1,009,022.52	1,284,396.36	893,411.84

GENERAL FUND CHECKING ACCOUNT BOOK BALANCES

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
APRIL 2021 Fund 10:	1,157,901.61	-	932,686.10	1,253,485.61	837,102.10
Fund 10 Reclass	-	-	-	(57,462.82)	57,462.82
Fund 10 Total	1,157,901.61	-	932,686.10	1,196,022.79	894,564.92
Capital Reserve	208,532.08	-	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	-	121,813.05
Tuition Reserve	-	-	-	-	-
Fund 20:	(54,459.66)	-	65,858.42	28,502.54	(17,103.78)
Fund 20 Reclass:	-	-	-	57,462.82	(57,462.82)
Fund 20 Total	(54,459.66)	-	65,858.42	85,965.36	(74,566.60)
Fund 30:	-	-	-	-	-
Fund 40:	(0.49)	-	-	-	(0.49)
Fund 60 Genl Ck. Acct:	(265,000.91)	-	10,478.00	2,408.21	(256,931.12)
Fund 60 Reclass	-	-	-	-	-
Fund 60 Total:	(265,000.91)	-	10,478.00	2,408.21	(256,931.12)
TREASURER REPORT TOTALS:	1,168,785.68	-	1,009,022.52	1,284,396.36	893,411.84

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ 894,564.92	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 894,564.92
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
116 Capital reserve account		\$ 208,532.08
117 Maintenance reserve account		\$ 121,813.05
121 Tax levy receivable		\$ 1,556,112.00
Accounts receivable		
132 Interfund	\$ 9,543.52	
141 Intergovernmental - state	\$ 174,257.33	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 81,162.17	
153 Other Accounts Receivable	\$ 150,294.63	
		\$ 415,257.65
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
181 Prepaid Expenses		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 10,487,478.00	
302 Less: revenues collected or accrued	\$(10,399,755.01)	
		\$ 87,722.99
TOTAL ASSETS AND RESOURCES		\$ 3,284,002.69

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 0.00
411 Intergovernmental accounts payable - state		\$ 3,590.40
412 Intergovernmental accounts payable - federal		\$ 50,406.40
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 9,692.35
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 0.00
499 Other current liabilities		\$ 5,048.67
Total liabilities		\$ 68,737.82

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$ 2,388,135.73	
754 Reserve for encumbrances - prior year			\$(52,333.57)	
761 Reserved fund balance Capital Reserve - July 1, 2020	\$ 208,532.08			
604 Add: Increase in capital reserve	\$ 0.00			
307 Less: Budgeted withdrawal from capital reserve - eligible costs	\$ 0.00			
309 Less: Budgeted withdrawal from capital reserve - excess costs	\$ 0.00			
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc	\$ 0.00			
Subtotal - capital reserve			\$ 208,532.08	
764 Reserved fund balance Maintenance Reserve - July 1, 2020	\$ 121,813.05			
606 Add: Increase in maintenance reserve	\$ 0.00			
310 Less: Budgeted withdrawal from maintenance reserve	\$(45,000.00)			
Subtotal - maintenance reserve			\$ 76,813.05	
760 Other reserves			\$ 0.00	
771 Designated Fund Balance			\$ 99,931.00	
772 Designated Fund Balance - ARRA/SEMI			\$ 0.00	
601 Appropriations	\$ 10,732,409.00			
602 Less: expenditures	\$ 8,109,404.38			
603 Less: encumbrances	\$ 2,335,802.16			
Appropriations less expenditures		\$(10,445,206.54)	\$ 287,202.46	\$ 3,008,280.75
Unappropriated:				
770 Fund Balance, July 1, 2020			\$ 353,915.55	
303 Less: budgeted fund balance			\$ 0.00	
Unappropriated fund balance				\$ 353,915.55
Total fund equity				\$ 3,362,196.30

TOTAL LIABILITIES AND FUND EQUITY

\$ 3,430,934.12

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 10,732,409.00	\$ 10,445,206.54	\$ 287,202.46
Less: Revenues	\$(10,487,478.00)	\$(10,399,755.01)	\$(87,722.99)
Subtotal	\$ 244,931.00	\$ 45,451.53	\$ 199,479.47
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$(45,000.00)	\$ 0.00	\$(45,000.00)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 45,451.53	\$(45,451.53)
Add: Unappropriated fund balance			\$ 353,915.55
Total of budgeted and unappropriated fund balance			\$ 308,464.02

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	45,451.53	(45,451.53)
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	45,000.00	45,000.00	0.00	45,000.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	9,688,734.00	0.00	9,688,734.00	9,651,579.01	37,154.99
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	775,732.00	23,012.00	798,744.00	748,176.00	50,568.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,464,466.00	68,012.00	10,532,478.00	10,445,206.54	87,271.46

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs - Classroom Instruction		2,058,761.00	(2,285.43)	2,056,475.57	1,599,911.89	456,563.68	0.00	0.00
Regular Programs-Home Instruction		5,000.00	(2,000.00)	3,000.00	0.00	0.00	3,000.00	0.00
Regular Programs-Undistrib Instruction		324,126.00	(23,837.47)	300,288.53	245,134.98	27,855.68	27,297.87	3,046.31
Special Education-Multiply Hdep		118,493.00	5,274.51	123,767.51	95,339.90	27,553.91	873.70	0.00
Special Education-Resource Room		323,412.00	76,180.72	399,592.72	309,505.40	89,986.32	101.00	0.00
Special Education-Prsc Hdep/Part Time		49,824.00	(0.18)	49,823.82	38,332.48	11,241.34	250.00	0.00
Curricular Activities-Instruction		91,285.00	(15,000.00)	76,285.00	22,570.00	53,115.00	600.00	0.00
Athletic Programs-Instruction		11,530.00	(5,000.00)	6,530.00	0.00	5,030.00	1,500.00	0.00
Extended School Year		39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
Undistributed Expense-Instruction		2,771,287.00	40,760.83	2,812,047.83	1,997,804.55	810,500.02	3,743.26	311.02
Health Services		131,813.00	0.00	131,813.00	102,706.51	28,157.40	949.09	515.00
Other Support Svc-Related Svcs		89,803.00	16,474.53	106,277.53	78,525.80	26,551.73	1,200.00	0.00
Other Support Svc-Extra. Svcs		171,897.00	(94,980.28)	76,916.72	49,609.51	12,133.00	15,174.21	0.00
Other Support Svc-Students-Reg		99,575.00	0.00	99,575.00	81,301.74	17,499.26	774.00	0.00
Other Support Svc-Students-Spec		196,881.00	16,773.20	213,654.20	116,229.73	81,311.93	16,112.54	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(7,350.00)	2,450.00	1,300.00	0.00	1,150.00	0.00
Library and Educ Media		81,500.00	(351.20)	81,148.80	59,245.80	15,787.20	6,115.80	0.00
Inst. staff training svcs		7,500.00	351.20	7,851.20	6,162.80	70.00	1,618.40	0.00
Support svc-general admin		281,482.00	20,049.61	301,531.61	249,267.70	37,300.84	14,963.07	13,362.90
Support Svc-School Admin		307,152.00	21,721.33	328,873.33	266,642.27	47,535.52	14,695.54	0.00
Business and Other Support Svcs		183,237.00	(1,023.94)	182,213.06	139,565.04	23,865.02	18,783.00	0.00
Maintenance of Plant Services		182,352.00	(68,202.65)	114,149.35	91,475.68	17,317.42	5,356.25	2,633.27
Operation of Plant		509,453.00	142,497.81	651,950.81	538,507.67	100,225.87	13,217.27	5.74
Care & Upkeep of Grounds		65,079.00	7,779.61	72,858.61	58,938.89	12,918.63	1,001.09	0.00
Student Transportation Svcs		872,263.00	(47,244.13)	825,018.87	621,847.43	129,719.12	73,452.32	0.00
Employee Benefits		1,579,444.00	17,091.00	1,596,535.00	1,197,577.96	353,344.89	45,612.15	164,266.17
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,562,081.00	92,584.57	10,654,665.57	8,001,541.23	2,385,583.78	267,540.56	184,140.41

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund transfers		102,316.00	28,427.00	130,743.00	107,863.15	3,217.95	19,661.90	39,764.78
Grand Totals for fund 12:		102,316.00	28,427.00	130,743.00	107,863.15	3,217.95	19,661.90	39,764.78

Fund 13 (Special Schools Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Grand Totals for fund 13:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fund 18 (Educational Jobs Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Grand Totals for fund 18:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for all Subfunds of Fund 10:		10,664,397.00	121,011.57	10,785,408.57	8,109,404.38	2,388,801.73	287,202.46	223,905.19

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	45,451.53	(45,451.53)
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	45,000.00	45,000.00	0.00	45,000.00
10-1210-000-000	Tax Levy	9,336,672.00	0.00	9,336,672.00	9,336,672.00	0.00
10-1300-000-000	TUITION	0.00	0.00	0.00	419.00	(419.00)
10-1310-000-000	Tuition From Individuals	20,750.00	0.00	20,750.00	79,790.40	(59,040.40)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	0.00	0.00
10-1330-000-000	Summer School Tuition	0.00	0.00	0.00	0.00	0.00
10-1420-000-000	Transportation fee other lea	225,944.00	0.00	225,944.00	223,140.00	2,804.00
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	0.00	0.00
10-1500-000-000	Miscellaneous Revenue	16,368.00	0.00	16,368.00	1,301.57	15,066.43
10-1510-000-000	Interest From Investments	5,000.00	0.00	5,000.00	226.57	4,773.43
10-1510-100-000	Unemployment Comp Interest Rev	0.00	0.00	0.00	0.00	0.00
10-1515-000-000	Interest Earned on Capital Res	1,000.00	0.00	1,000.00	0.00	1,000.00
10-1730-000-000	Stud. Org. Memb. Dues and Fees	0.00	0.00	0.00	(351.72)	351.72
10-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
10-1910-000-000	Rentals	39,000.00	0.00	39,000.00	9,349.19	29,650.81
10-1920-000-000	Donations	0.00	0.00	0.00	0.00	0.00
10-1930-000-000	Sale of Assets	0.00	0.00	0.00	0.00	0.00
10-1950-000-000	Srvcs Provided to Other LEA's	44,000.00	0.00	44,000.00	0.00	44,000.00
10-1980-000-000	Refunds From Prior Year	0.00	0.00	0.00	1,032.00	(1,032.00)
10-1981-000-000	State Health Benefits Refund	0.00	0.00	0.00	0.00	0.00
10-1990-000-000	Miscell Rev from Local Sources	0.00	0.00	0.00	0.00	0.00
10-3121-000-000	Cat Transp Aid	277,862.00	0.00	277,862.00	277,862.00	0.00
10-3131-000-000	Extraordinary Aid	40,000.00	0.00	40,000.00	40,000.00	0.00
10-3132-000-000	Cat Spec Ed Aid	420,420.00	0.00	420,420.00	369,852.00	50,568.00
10-3177-000-000	Cat Security Aid	37,450.00	0.00	37,450.00	37,450.00	0.00
10-3178-000-000	Adjustment Aid	0.00	0.00	0.00	0.00	0.00
10-3190-000-000	Other State Aid	0.00	0.00	0.00	0.00	0.00
10-3256-000-000	St Reimb-Sec Our Chld Fut Bond	0.00	23,012.00	23,012.00	23,012.00	0.00
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,464,466.00	68,012.00	10,532,478.00	10,445,206.54	87,271.46

Minimum Expense General Ledger Report

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	PK/KDGN SAL	238,382.00	54,853.25	293,235.25	227,961.71	65,273.54	0.00	0.00
11-120-100-101	3-5 TCH SAL	1,206,168.00	(23,888.21)	1,182,279.79	919,277.10	263,002.69	0.00	0.00
11-130-100-101	6-8 TCH SALARY	614,211.00	(33,250.47)	580,960.53	452,673.08	128,287.45	0.00	0.00
Regular Programs - Classroom Instruction		2,058,761.00	(2,285.43)	2,056,475.57	1,599,911.89	456,563.68	0.00	0.00
11-150-100-101	HOME INSTR SAL	2,000.00	(2,000.00)	0.00	0.00	0.00	0.00	0.00
11-150-100-320	OOD Dist reg ed	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
Regular Programs-Home Instruction		5,000.00	(2,000.00)	3,000.00	0.00	0.00	3,000.00	0.00
11-190-100-104	Substitutes Salary	55,235.00	(12,582.75)	42,652.25	31,152.25	9,700.00	1,800.00	0.00
11-190-100-320	Pur Prof Educational Serv	42,000.00	(5,250.00)	36,750.00	36,750.00	0.00	0.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	84,395.00	276.25	84,671.25	74,250.95	10,420.30	0.00	1,757.00
11-190-100-500	Other Purchased Services (400-500 Series)	47,496.00	(13,223.62)	34,272.38	6,184.43	2,911.57	25,176.38	0.00
11-190-100-610	GEN SUPPLIES	61,600.00	3,332.75	64,932.75	59,787.45	4,823.81	321.49	1,289.31
11-190-100-640	TEXTBOOKS	26,000.00	7,284.90	33,284.90	33,284.90	0.00	0.00	0.00
11-190-100-890	Other Objects	7,400.00	(3,675.00)	3,725.00	3,725.00	0.00	0.00	0.00
Regular Programs-Undistrib Instruction		324,126.00	(23,837.47)	300,288.53	245,134.98	27,855.68	27,297.87	3,046.31
11-212-100-101	MD TEACH SAL	113,093.00	(9,045.49)	104,047.51	80,813.60	23,233.91	0.00	0.00
11-212-100-106	MH Aide Salaries	0.00	18,720.00	18,720.00	14,400.00	4,320.00	0.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	(4,400.00)	0.00	0.00	0.00	0.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	0.00	1,000.00	126.30	0.00	873.70	0.00
Special Education-Multiply Hdcp		118,493.00	5,274.51	123,767.51	95,339.90	27,553.91	873.70	0.00
11-213-100-101	RES CTR SAL	149,924.00	24,554.73	174,478.73	135,514.40	38,964.33	0.00	0.00
11-213-100-106	RES CTR AIDE SA	171,788.00	51,625.99	223,413.99	172,392.00	51,021.99	0.00	0.00
11-213-100-610	RES CTR SUPPL	1,700.00	0.00	1,700.00	1,599.00	0.00	101.00	0.00
Special Education-Resource Room		323,412.00	76,180.72	399,592.72	309,505.40	89,986.32	101.00	0.00
11-215-100-101	PSD TEACH SAL	26,616.00	(0.18)	26,615.82	20,672.48	5,943.34	0.00	0.00
11-215-100-106	PSD AIDE SAL	22,958.00	0.00	22,958.00	17,660.00	5,298.00	0.00	0.00
11-215-100-610	PSD GEN SUPPL	250.00	0.00	250.00	0.00	0.00	250.00	0.00
Special Education-Prsc Hdcp/Part Time		49,824.00	(0.18)	49,823.82	38,332.48	11,241.34	250.00	0.00
11-401-100-100	Salaries	90,685.00	(15,000.00)	75,685.00	22,570.00	53,115.00	0.00	0.00
11-401-100-600	CO-CURR SUPPLIE	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-401-100-800	CO-CURR OTHER	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Curricular Activities-Instruction		91,285.00	(15,000.00)	76,285.00	22,570.00	53,115.00	600.00	0.00
11-402-100-100	Salaries	10,030.00	(5,000.00)	5,030.00	0.00	5,030.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-402-100-610	General Supplie	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Athletic Programs-Instruction		11,530.00	(5,000.00)	6,530.00	0.00	5,030.00	1,500.00	0.00
11-422-100-100	ESY Salaries	39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
Extended School Year		39,132.00	(5,094.50)	34,037.50	34,037.50	0.00	0.00	0.00
11-000-100-561	Tuit LEA NJ Reg	2,144,507.00	0.00	2,144,507.00	1,501,154.90	643,352.10	0.00	0.00
11-000-100-562	Tuit LEA Sp Ed	215,097.00	65,000.00	280,097.00	239,787.90	40,309.10	0.00	0.00
11-000-100-563	Voc. School Dist	25,500.00	21,220.00	46,720.00	31,911.40	11,070.60	3,738.00	0.00
11-000-100-564	Voc. School Dist Spec Ed	0.00	1,840.00	1,840.00	1,840.00	0.00	0.00	0.00
11-000-100-566	TUIT PRIV NJ	241,183.00	(39,590.54)	201,592.46	153,466.35	48,120.85	5.26	311.02
11-000-100-569	TUITION CHARTER SCHOOLS	145,000.00	(7,708.63)	137,291.37	69,644.00	67,647.37	0.00	0.00
Undistributed Expense-Instruction		2,771,287.00	40,760.83	2,812,047.83	1,997,804.55	810,500.02	3,743.26	311.02
11-000-213-100	Salaries	125,513.00	0.00	125,513.00	97,485.60	28,027.40	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	4,000.00	(1,069.59)	2,930.41	2,000.00	0.00	930.41	0.00
11-000-213-600	HLTH SUPPLIES	2,100.00	1,085.91	3,185.91	3,185.91	0.00	0.00	0.00
11-000-213-800	HLTH OTH OBJ	200.00	(16.32)	183.68	35.00	130.00	18.68	515.00
Health Services		131,813.00	0.00	131,813.00	102,706.51	28,157.40	949.09	515.00
11-000-216-100	Salaries	77,303.00	15,974.53	93,277.53	71,485.80	21,791.73	0.00	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	500.00	12,500.00	7,040.00	4,760.00	700.00	0.00
11-000-216-600	SPEECH SUPPLIES	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Other Support Svc-Related Svcs		89,803.00	16,474.53	106,277.53	78,525.80	26,551.73	1,200.00	0.00
11-000-217-106	PERSON AID	133,897.00	(77,934.65)	55,962.35	34,160.00	10,295.50	11,506.85	0.00
11-000-217-320	THERAPY SVS	38,000.00	(17,045.63)	20,954.37	15,449.51	1,837.50	3,667.36	0.00
Other Support Svc-Extra. Svcs		171,897.00	(94,980.28)	76,916.72	49,609.51	12,133.00	15,174.21	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-218-104	GUID SALARY	98,575.00	0.00	98,575.00	81,075.74	17,499.26	0.00	0.00
11-000-218-600	Supplies & Materials	1,000.00	0.00	1,000.00	226.00	0.00	774.00	0.00
Other Support Svc-Students-Reg		99,575.00	0.00	99,575.00	81,301.74	17,499.26	774.00	0.00
11-000-219-104	CST PROF SALARY	75,016.00	64.93	75,080.93	58,329.80	16,751.13	0.00	0.00
11-000-219-105	CST SECT SALARY	20,665.00	0.00	20,665.00	6,687.86	0.04	13,977.10	0.00
11-000-219-320	CST PROF SVS	98,000.00	16,545.63	114,545.63	49,734.87	64,560.76	250.00	0.00
11-000-219-600	CST SUPPLIES	3,000.00	162.64	3,162.64	1,402.20	0.00	1,760.44	0.00
11-000-219-890	Membership Dues Fees	200.00	0.00	200.00	75.00	0.00	125.00	0.00
Other Support Svc-Students-Spec		196,881.00	16,773.20	213,654.20	116,229.73	81,311.93	16,112.54	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	(7,350.00)	1,150.00	0.00	0.00	1,150.00	0.00
11-000-221-320	Curriculum Services	1,300.00	0.00	1,300.00	1,300.00	0.00	0.00	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(7,350.00)	2,450.00	1,300.00	0.00	1,150.00	0.00
11-000-222-100	Salaries	70,700.00	0.00	70,700.00	54,912.80	15,787.20	0.00	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	10,500.00	(219.75)	10,280.25	4,333.00	0.00	5,947.25	0.00
11-000-222-600	LIB SUP/MAT	300.00	(131.45)	168.55	0.00	0.00	168.55	0.00
Library and Educ Media		81,500.00	(351.20)	81,148.80	59,245.80	15,787.20	6,115.80	0.00
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	351.20	7,851.20	6,162.80	70.00	1,618.40	0.00
Inst. staff training svcs		7,500.00	351.20	7,851.20	6,162.80	70.00	1,618.40	0.00
11-000-230-100	Salaries	0.00	16,796.40	16,796.40	11,197.60	5,598.80	0.00	0.00
11-000-230-270	District Admin Health Benefits	4,550.00	425.71	4,975.71	4,975.71	0.00	0.00	0.00
11-000-230-320	Shared services CSA	111,232.00	(34,667.00)	76,565.00	59,841.30	16,723.70	0.00	0.00
11-000-230-331	ADM LEGAL SV	32,000.00	39,576.00	71,576.00	68,430.75	(7,861.50)	11,006.75	0.00
11-000-230-332	Audit Fees	18,000.00	200.00	18,200.00	18,200.00	0.00	0.00	0.00
11-000-230-339	ADM PROF SVS	22,600.00	1,171.00	23,771.00	19,324.00	4,105.00	342.00	0.00
11-000-230-530	Communications/Telephone	32,000.00	12,300.00	44,300.00	24,799.90	18,513.95	986.15	13,362.90
11-000-230-590	Other Purchased Services (400-500 Series)	32,100.00	(12,500.00)	19,600.00	18,180.57	0.00	1,419.43	0.00
11-000-230-610	GENERAL OFFICE SUPPLIES	4,000.00	0.00	4,000.00	2,958.72	170.89	870.39	0.00
11-000-230-890	ADM DUES,WKSHOP	25,000.00	(3,252.50)	21,747.50	21,359.15	50.00	338.35	0.00
Support svc-general admin		281,482.00	20,049.61	301,531.61	249,267.70	37,300.84	14,963.07	13,362.90
11-000-240-103	SCHOOL PRIN SAL	161,205.00	42,190.38	203,395.38	175,559.88	27,835.50	0.00	0.00
11-000-240-105	SCHOOL SECT SAL	116,062.00	(20,278.55)	95,783.45	76,083.43	19,700.02	0.00	0.00
11-000-240-270	School Admin Health Benefits	14,285.00	0.00	14,285.00	0.00	0.00	14,285.00	0.00
11-000-240-300	Purchased Professional & Tech Services	14,500.00	143.50	14,643.50	14,643.50	0.00	0.00	0.00
11-000-240-600	SCHOOL OFF SUPP	1,000.00	(334.00)	666.00	255.46	0.00	410.54	0.00
11-000-240-800	Other Objects	100.00	0.00	100.00	100.00	0.00	0.00	0.00
Support Svc-School Admin		307,152.00	21,721.33	328,873.33	266,642.27	47,535.52	14,695.54	0.00
11-000-251-100	Salaries	146,454.00	(2,263.98)	144,190.02	120,325.00	23,865.02	0.00	0.00
11-000-251-270	Business Admin Health Benefits	18,783.00	0.00	18,783.00	0.00	0.00	18,783.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	18,000.00	293.65	18,293.65	18,293.65	0.00	0.00	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	0.00	946.39	946.39	946.39	0.00	0.00	0.00
Business and Other Support Svcs		183,237.00	(1,023.94)	182,213.06	139,565.04	23,865.02	18,783.00	0.00
11-000-261-100	Salaries	112,302.00	(69,953.67)	42,348.33	34,434.88	7,913.45	0.00	0.00
11-000-261-420	MAINT SVS	60,000.00	2,943.20	62,943.20	50,077.49	7,606.12	5,259.59	0.00
11-000-261-610	MAINT SUPPL	10,000.00	(2,142.18)	7,857.82	5,963.31	1,797.85	96.66	2,633.27
11-000-261-800	Maintenance Prog	50.00	950.00	1,000.00	1,000.00	0.00	0.00	0.00
Maintenance of Plant Services		182,352.00	(68,202.65)	114,149.35	91,475.68	17,317.42	5,356.25	2,633.27
11-000-262-100	Salaries	193,453.00	18,332.04	211,785.04	173,605.20	37,871.33	308.51	0.00
11-000-262-300	Purch Prof SVS	28,000.00	14,000.00	42,000.00	38,700.75	2,424.80	874.45	0.00
11-000-262-420	PLNT CUST SVS	0.00	65,933.53	65,933.53	54,422.31	9,326.62	2,184.60	0.00
11-000-262-490	PLT WATER SVS	20,000.00	0.00	20,000.00	15,997.46	257.98	3,744.56	0.00
11-000-262-520	INSURANCES	37,000.00	2,971.64	39,971.64	39,971.64	0.00	0.00	0.00
11-000-262-610	PLNT SUPPLIES	50,000.00	23,443.55	73,443.55	64,769.89	8,673.66	0.00	5.74
11-000-262-621	Energy - Propane - Villa	6,000.00	0.00	6,000.00	3,193.26	0.00	2,806.74	0.00
11-000-262-622	Energy - Electric - Villa	98,000.00	9,000.00	107,000.00	72,956.28	34,043.72	0.00	0.00
11-000-262-624	Energy - Htg Fuel - Villa	76,000.00	185.82	76,185.82	68,772.06	7,413.76	0.00	0.00
11-000-262-800	PLNT OTHER	1,000.00	8,631.23	9,631.23	6,118.82	214.00	3,298.41	0.00
Operation of Plant		509,453.00	142,497.81	651,950.81	538,507.67	100,225.87	13,217.27	5.74
11-000-263-100	Grounds	50,079.00	7,779.61	57,858.61	47,165.15	10,693.46	0.00	0.00
11-000-263-300	Purchased Prof Svcs	12,000.00	0.00	12,000.00	8,428.80	2,696.30	874.90	0.00
11-000-263-600	Grounds supplies	3,000.00	0.00	3,000.00	3,344.94	(471.13)	126.19	0.00
Care & Upkeep of Grounds		65,079.00	7,779.61	72,858.61	58,938.89	12,918.63	1,001.09	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-270-105	Transportation Secretary	52,826.00	(1,540.00)	51,286.00	42,738.40	8,547.60	0.00	0.00
11-000-270-160	Sal Pupil Trans home to school	215,910.00	25,134.90	241,044.90	187,354.25	53,690.65	0.00	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	50,688.00	(11,000.00)	39,688.00	26,476.01	13,074.22	137.77	0.00
11-000-270-162	Salary - Pupil Transportation	36,419.00	(23,594.90)	12,824.10	6,025.71	1,097.81	5,700.58	0.00
11-000-270-390	Communication Services	20,000.00	(7,150.13)	12,849.87	0.00	0.00	12,849.87	0.00
11-000-270-420	TRNS REP/MAINT	100,000.00	32,489.34	132,489.34	110,722.15	6,074.57	15,692.62	0.00
11-000-270-443	Lease Purchase Pymt	103,970.00	(18,225.76)	85,744.24	85,744.24	0.00	0.00	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	2,987.00	52,987.00	21,500.00	23,666.00	7,821.00	0.00
11-000-270-511	TRNS CONT REG	3,750.00	(1,230.00)	2,520.00	2,520.00	0.00	0.00	0.00
11-000-270-514	Contract (spec ed) Vendors	11,000.00	(11,000.00)	0.00	0.00	0.00	0.00	0.00
11-000-270-515	TRNS SP ED JNT	1,000.00	(243.25)	756.75	0.00	0.00	756.75	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	(19,550.00)	120,450.00	87,071.89	19,078.11	14,300.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	25,000.00	0.00	25,000.00	21,242.17	0.00	3,757.83	0.00
11-000-270-600	TRNS SUP/MAT	58,500.00	(14,321.33)	44,178.67	28,862.61	4,115.16	11,200.90	0.00
11-000-270-890	Misc Expenses	3,200.00	0.00	3,200.00	1,590.00	375.00	1,235.00	0.00
Student Transportation Svcs		872,263.00	(47,244.13)	825,018.87	621,847.43	129,719.12	73,452.32	0.00
11-000-291-220	PERS FICA	130,000.00	0.00	130,000.00	94,711.51	35,288.49	0.00	0.00
11-000-291-232	TPAF ERIP CONT	10,000.00	0.00	10,000.00	9,901.00	0.00	99.00	0.00
11-000-291-241	PERS CONTR	135,000.00	0.00	135,000.00	132,822.00	0.00	2,178.00	0.00
11-000-291-249	DCRP Employer Contribution	5,000.00	0.00	5,000.00	2,852.08	2,147.92	0.00	0.00
11-000-291-260	WORKMENS COMPESA	65,000.00	0.00	65,000.00	53,920.76	10,281.64	797.60	0.00
11-000-291-270	EMPL HLTH BENEF	1,203,444.00	0.00	1,203,444.00	879,640.68	303,504.69	20,298.63	164,266.17
11-000-291-280	TUITION REIMB	20,000.00	0.00	20,000.00	5,755.70	2,122.15	12,122.15	0.00
11-000-291-290	Employee Benefits	1,000.00	0.00	1,000.00	883.23	0.00	116.77	0.00
11-000-291-299	Unused Sick Pmnt to Ret Staff	10,000.00	17,091.00	27,091.00	17,091.00	0.00	10,000.00	0.00
Employee Benefits		1,579,444.00	17,091.00	1,596,535.00	1,197,577.96	353,344.89	45,612.15	164,266.17
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,562,081.00	92,584.57	10,654,665.57	8,001,541.23	2,385,583.78	267,540.56	184,140.41

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
12-001-604-000	Increase in Capital Reserve	950.00	0.00	950.00	0.00	0.00	950.00	0.00
12-000-400-710	FAC/PROP IMP	100,000.00	28,427.00	128,427.00	107,863.15	3,217.95	17,345.90	39,764.78
12-000-400-896	Assess Debt Srvc SDA Funding	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00	0.00
Fund transfers		102,316.00	28,427.00	130,743.00	107,863.15	3,217.95	19,661.90	39,764.78
Grand Totals for fund 12:		102,316.00	28,427.00	130,743.00	107,863.15	3,217.95	19,661.90	39,764.78

Fund 13 (Special Schools Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Grand Totals for fund 13:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fund 18 (Educational Jobs Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Grand Totals for fund 18:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for all Subfunds of Fund 10:	10,664,397.00	121,011.57	10,785,408.57	8,109,404.38	2,388,801.73	287,202.46	223,905.19
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Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$(74,566.60)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$(74,566.60)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$(80,317.00)	
142 Intergovernmental - federal	\$ 193,410.03	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 10,855.57	
		\$ 123,948.60
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 106,562.00	
302 Less: revenues collected or accrued	\$(288,562.00)	
		\$(182,000.00)
TOTAL ASSETS AND RESOURCES		\$(132,618.00)

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 306.12
411 Intergovernmental accounts payable - state		\$ 0.00
412 Intergovernmental accounts payable - federal		\$ 38.70
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 0.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 0.00
499 Other current liabilities		\$ 28,871.97
Total liabilities		\$ 29,216.79

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$ 20,942.96	
754 Reserve for encumbrances - prior year			\$(4,681.85)	
760 Other reserves			\$ 0.00	
771 Designated Fund Balance			\$ 0.00	
601 Appropriations		\$ 130,262.00		
602 Less: expenditures	\$ 268,396.86			
603 Less: encumbrances	<u>\$ 16,261.11</u>	<u>\$(284,657.97)</u>	<u>\$(154,395.97)</u>	
Appropriations less expenditures				\$(138,134.86)
Unappropriated:				
770 Fund Balance, July 1, 2020			\$(5,176.91)	
303 Less: budgeted fund balance			<u>\$(23,700.00)</u>	
Unappropriated fund balance				<u>\$(28,876.91)</u>
Total fund equity				<u>\$(167,011.77)</u>
TOTAL LIABILITIES AND FUND EQUITY				<u>\$(137,794.98)</u>

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	23,700.00	23,700.00	(3,904.03)	27,604.03
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	182,000.00	106,562.00	288,562.00	288,562.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	130,262.00	130,262.00	284,657.97	(154,395.97)

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Ungrouped Accounts		0.00	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
Ed Jobs Fund		4,500.00	3,800.00	8,300.00	8,300.00	0.00	0.00	0.00
CARES Act		0.00	76,308.00	76,308.00	72,905.78	258.04	3,144.18	0.00
CRF Grant		0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
Title I		32,000.00	(1,099.00)	30,901.00	21,711.27	7,869.05	1,320.68	0.00
IDEA Part B		90,000.00	4,762.00	94,762.00	81,491.00	13,271.00	0.00	0.00
IDEA (Prog. 251)		5,000.00	486.00	5,486.00	5,486.00	0.00	0.00	0.00
Title II Part A		8,500.00	(1,173.00)	7,327.00	7,287.00	40.00	0.00	0.00
Title IV		10,000.00	4,149.98	14,149.98	10,733.27	0.00	3,416.71	0.00
R.E.A.P. GRANT		32,000.00	9,438.00	41,438.00	27,307.09	0.00	14,130.91	0.00
Grand Totals for fund 20:		182,000.00	135,438.98	317,438.98	268,396.86	21,438.09	27,604.03	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	23,700.00	23,700.00	(3,904.03)	27,604.03
20-1920-212-000	Rutherford Foundation	0.00	0.00	0.00	0.00	0.00
20-1920-403-000	Future fisherman foundation	0.00	0.00	0.00	0.00	0.00
20-1980-000-000	Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
20-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
20-2101-000-000	Garden Grant	0.00	0.00	0.00	0.00	0.00
20-2200-000-000	Rutherford/Stuyvesant Grant	0.00	0.00	0.00	0.00	0.00
20-4000-000-000	Rebel2	0.00	0.00	0.00	0.00	0.00
20-4300-000-000	Teaching American History	0.00	0.00	0.00	0.00	0.00
20-4411-231-000	Title I Part A	32,000.00	(2,086.00)	29,914.00	29,914.00	0.00
20-4412-232-000	Title II Part A	0.00	0.00	0.00	0.00	0.00
20-4413-232-000	Title I Part D	0.00	0.00	0.00	0.00	0.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4417-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4421-250-000	IDEA Basic	90,000.00	4,762.00	94,762.00	94,762.00	0.00
20-4423-251-000	IDEA-Preschool	5,000.00	486.00	5,486.00	5,486.00	0.00
20-4430-000-000	Vocational Education	0.00	0.00	0.00	0.00	0.00
20-4440-000-000	Adult Basic Education	0.00	0.00	0.00	0.00	0.00
20-4451-270-000	Title II A Training	8,500.00	(1,213.00)	7,287.00	7,287.00	0.00
20-4452-271-000	Title II D Tech	0.00	0.00	0.00	0.00	0.00
20-4471-280-000	Title IV Part A	10,000.00	0.00	10,000.00	10,000.00	0.00
20-4495-290-000	Title V Innovative	0.00	0.00	0.00	0.00	0.00
20-4502-450-000	REAP	32,000.00	9,438.00	41,438.00	41,438.00	0.00
20-4503-450-000	Matrix	0.00	0.00	0.00	0.00	0.00
20-4511-450-000	Title 1A-ARRA	0.00	0.00	0.00	0.00	0.00
20-4514-455-000	IDEA Basic - ARRA	0.00	0.00	0.00	0.00	0.00
20-4515-458-000	IDEA Preschool - ARRA	0.00	0.00	0.00	0.00	0.00
20-4530-000-000	CARES Act - ESSER I	0.00	25,229.00	25,229.00	25,229.00	0.00
20-4530-001-000	CARES Act - Digital Divide	0.00	1,079.00	1,079.00	1,079.00	0.00
20-4530-002-000	CARES Act - ESSER II	0.00	50,000.00	50,000.00	50,000.00	0.00
20-4532-000-000	CRF Grant	0.00	19,067.00	19,067.00	19,067.00	0.00
20-4700-000-000	Private Industry	0.00	0.00	0.00	0.00	0.00
20-4999-000-000	Other	4,500.00	(200.00)	4,300.00	4,300.00	0.00
Grand Totals		0.00	130,262.00	130,262.00	284,657.97	(154,395.97)

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-454-100-610	RH Steiveson Grant	0.00	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
Ungrouped Accounts		0.00	19,700.00	19,700.00	14,108.45	0.00	5,591.55	0.00
20-190-100-500	Safety Grant	4,500.00	3,800.00	8,300.00	8,300.00	0.00	0.00	0.00
Ed Jobs Fund		4,500.00	3,800.00	8,300.00	8,300.00	0.00	0.00	0.00
20-477-100-600	Instructional Supplies	0.00	50,000.00	50,000.00	47,662.82	0.00	2,337.18	0.00
		0.00	26,308.00	26,308.00	25,242.96	258.04	807.00	0.00
CARES Act		0.00	76,308.00	76,308.00	72,905.78	258.04	3,144.18	0.00
20-479-100-600	Instructional Supplies	0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
CRF Grant		0.00	19,067.00	19,067.00	19,067.00	0.00	0.00	0.00
20-231-100-100	Personal Services - Salaries	26,000.00	0.00	26,000.00	19,168.48	5,510.84	1,320.68	0.00
20-231-100-600	General Supplies	6,000.00	(1,099.00)	4,901.00	2,542.79	2,358.21	0.00	0.00
Title I		32,000.00	(1,099.00)	30,901.00	21,711.27	7,869.05	1,320.68	0.00
20-250-100-300	IDEA ED SVS	45,000.00	3,209.00	48,209.00	48,209.00	0.00	0.00	0.00
20-250-200-300	IDEA NON PUBLIC	45,000.00	1,553.00	46,553.00	33,282.00	13,271.00	0.00	0.00
IDEA Part B		90,000.00	4,762.00	94,762.00	81,491.00	13,271.00	0.00	0.00
20-251-100-300	IDEA PSH ED SVS	5,000.00	486.00	5,486.00	5,486.00	0.00	0.00	0.00
IDEA (Prog. 251)		5,000.00	486.00	5,486.00	5,486.00	0.00	0.00	0.00
20-270-100-600	General Supplies	0.00	40.00	40.00	0.00	40.00	0.00	0.00
20-270-200-300	Pur Prof Tec Serv	8,500.00	(1,213.00)	7,287.00	7,287.00	0.00	0.00	0.00
Title II Part A		8,500.00	(1,173.00)	7,327.00	7,287.00	40.00	0.00	0.00
20-280-100-600	Instructional Supplies	10,000.00	4,149.98	14,149.98	10,733.27	0.00	3,416.71	0.00
Title IV		10,000.00	4,149.98	14,149.98	10,733.27	0.00	3,416.71	0.00
20-451-100-100	PERS SERVICES	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	0.00
20-451-100-600	SUPP/MAT	20,000.00	(3,933.59)	16,066.41	13,935.50	0.00	2,130.91	0.00
20-451-200-600	OTHER SUP/MAT	0.00	13,371.59	13,371.59	13,371.59	0.00	0.00	0.00
R.E.A.P. GRANT		32,000.00	9,438.00	41,438.00	27,307.09	0.00	14,130.91	0.00
Grand Totals for fund 20:		182,000.00	135,438.98	317,438.98	268,396.86	21,438.09	27,604.03	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ (0.49)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (0.49)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 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 Other Accounts Receivable	\$ 0.00	
		\$ 0.00
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (769,600.00)	
		\$ (769,600.00)
TOTAL ASSETS AND RESOURCES		\$ (769,600.49)

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		\$ 0.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 0.00
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 0.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$ 0.00
754 Reserve for encumbrances - prior year				\$ 0.00
760 Other reserves				\$ 0.00
771 Designated Fund Balance				\$ 0.00
601 Appropriations		\$ 0.00		
602 Less: expenditures	\$ 769,600.00			
603 Less: encumbrances	\$ 0.00	<u>\$(769,600.00)</u>	<u>\$(769,600.00)</u>	
Appropriations less expenditures				<u>\$(769,600.00)</u>

Unappropriated:

770 Fund Balance, July 1, 2020				\$(0.49)
303 Less: budgeted fund balance				<u>\$ 0.00</u>
Unappropriated fund balance				<u>\$(0.49)</u>
Total fund equity				<u>\$(769,600.49)</u>

TOTAL LIABILITIES AND FUND EQUITY

\$(769,600.49)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	<u>\$ 0.00</u>	<u>\$ 769,600.00</u>	<u>\$(769,600.00)</u>
Less: Revenues	<u>\$ 0.00</u>	<u>\$(769,600.00)</u>	<u>\$ 769,600.00</u>
Subtotal	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Less: adjustment to appropriations for Prior Year Encumbrances	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Total current year budgeted fund balance	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Add: Unappropriated fund balance			<u>\$(0.49)</u>
Total of budgeted and unappropriated fund balance			<u>\$(0.49)</u>

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	706,637.00	0.00	706,637.00	706,637.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	62,963.00	0.00	62,963.00	62,963.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	0.00	0.00	769,600.00	(769,600.00)

Fund 40 (Debt Service Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt service-regular		769,600.00	0.00	769,600.00	769,600.00	0.00	0.00	0.00
Grand Totals for fund 40:		769,600.00	0.00	769,600.00	769,600.00	0.00	0.00	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	0.00	0.00
40-5200-000-000	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40-1210-000-000	TAX LEVY D.S.	706,637.00	0.00	706,637.00	706,637.00	0.00
40-3160-000-000	Debt Service Aid II	62,963.00	0.00	62,963.00	62,963.00	0.00
Grand Totals		0.00	0.00	0.00	769,600.00	(769,600.00)

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-834	BOND INTEREST	309,600.00	0.00	309,600.00	309,600.00	0.00	0.00	0.00
40-701-510-910	BOND PRINC	460,000.00	0.00	460,000.00	460,000.00	0.00	0.00	0.00
Debt service-regular		769,600.00	0.00	769,600.00	769,600.00	0.00	0.00	0.00
Grand Totals for fund 40:		769,600.00	0.00	769,600.00	769,600.00	0.00	0.00	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$(256,931.12)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$(256,931.12)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 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	\$ 25,248.25	
153 Other Accounts Receivable	\$ 2,600.00	
		\$ 27,848.25
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$(30,207.25)	
		\$(30,207.25)
TOTAL ASSETS AND RESOURCES		\$(259,290.12)

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		\$ 350.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 8,540.00
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 8,890.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$ 35,490.61	
754 Reserve for encumbrances - prior year			\$(786.00)	
760 Other reserves			\$ 0.00	
771 Designated Fund Balance			\$ 0.00	
601 Appropriations		\$ 0.00		
602 Less: expenditures	\$ 50,386.25			
603 Less: encumbrances	\$ 34,704.61	\$(85,090.86)	\$(85,090.86)	
Appropriations less expenditures				\$(50,386.25)
Unappropriated:				
770 Fund Balance, July 1, 2020			\$(220,079.87)	
303 Less: budgeted fund balance			\$ 0.00	
Unappropriated fund balance				\$(220,079.87)
Total fund equity				\$(270,466.12)

TOTAL LIABILITIES AND FUND EQUITY

\$(261,576.12)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 0.00	\$ 85,090.86	\$(85,090.86)
Less: Revenues	\$ 0.00	\$(30,207.25)	\$ 30,207.25
Subtotal	\$ 0.00	\$ 54,883.61	\$(54,883.61)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 54,883.61	\$(54,883.61)
Add: Unappropriated fund balance			\$(220,079.87)
Total of budgeted and unappropriated fund balance			\$(274,963.48)

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	54,883.61	(54,883.61)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	30,207.25	(30,207.25)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	0.00	0.00	85,090.86	(85,090.86)

Fund 60 (Rutherford Hall Budget)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		0.00	0.00	0.00	42,919.88	29,797.10	(72,716.98)	0.00
Administrative Costs		0.00	786.00	786.00	2,786.20	0.00	(2,000.20)	0.00
Purchased Services		0.00	0.00	0.00	200.00	0.00	(200.00)	0.00
Supplies		0.00	0.00	0.00	1,121.22	332.00	(1,453.22)	0.00
Other Expenses		0.00	0.00	0.00	3,358.95	5,361.51	(8,720.46)	0.00
Grand Totals for fund 60:		0.00	786.00	786.00	50,386.25	35,490.61	(85,090.86)	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	54,883.61	(54,883.61)
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	15,828.50	(15,828.50)
60-1510-000-000	Rutherford Hall Interest Rev.	0.00	0.00	0.00	0.00	0.00
60-1630-000-000	Grant Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1631-000-000	School Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1632-000-000	Gift Shop Sales	0.00	0.00	0.00	0.00	0.00
60-1633-000-000	Sturm Art Sales	0.00	0.00	0.00	0.00	0.00
60-1710-101-000	Admis - Grant Funct. Lectures	0.00	0.00	0.00	90.00	(90.00)
60-1710-102-000	Admis Grant Fuct.-Museum	0.00	0.00	0.00	96.00	(96.00)
60-1710-103-000	Admis-Grant Funct.-Concerts	0.00	0.00	0.00	0.00	0.00
60-1710-103-101	Jazz Concert Admissions	0.00	0.00	0.00	0.00	0.00
60-1710-103-102	Comedy Shows	0.00	0.00	0.00	(465.00)	465.00
60-1710-104-000	Admis-Grant Funct.-Tours	0.00	0.00	0.00	0.00	0.00
60-1710-106-000	Admis-Grant Funds-Theater Grou	0.00	0.00	0.00	0.00	0.00
60-1710-107-000	High Tea	0.00	0.00	0.00	0.00	0.00
60-1710-108-000	Downton Abbey Luncheons	0.00	0.00	0.00	0.00	0.00
60-1710-109-000	YOGA	0.00	0.00	0.00	0.00	0.00
60-1710-110-000	Tap Dancing	0.00	0.00	0.00	0.00	0.00
60-1710-201-000	Summer Art Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-000	Hunger Games Summer Camp	0.00	0.00	0.00	2,028.00	(2,028.00)
60-1710-202-101	Jedi/Star Wars Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-203-000	Harry Potter Summer Camp #1	0.00	0.00	0.00	(386.50)	386.50
60-1710-203-100	Harry Potter Summer Camp #1	0.00	0.00	0.00	0.00	0.00
60-1710-203-101	Harry Potter Summer Camp #2	0.00	0.00	0.00	0.00	0.00
60-1710-203-102	Camp Half-Blood Themed Camp	0.00	0.00	0.00	0.00	0.00
60-1710-204-000	Rent a Plot at RH	0.00	0.00	0.00	200.00	(200.00)
60-1710-205-000	French Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-206-000	Spanish Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-207-000	Learning in the Landscape	0.00	0.00	0.00	0.00	0.00
60-1710-208-000	Art Camp: Landscape & Art	0.00	0.00	0.00	0.00	0.00
60-1710-208-100	Art Camp - School Year	0.00	0.00	0.00	1,528.00	(1,528.00)
60-1710-209-000	Sailing Camp	0.00	0.00	0.00	0.00	0.00
60-1710-210-000	Living In the Great Depression	0.00	0.00	0.00	0.00	0.00
60-1710-211-000	Classic Sports & Games	0.00	0.00	0.00	0.00	0.00
60-1710-212-000	Pint Sized & Published	0.00	0.00	0.00	0.00	0.00
60-1710-213-000	Geo Caching Camp	0.00	0.00	0.00	0.00	0.00
60-1710-213-001	Outdoor Camp - Survival	0.00	0.00	0.00	140.00	(140.00)
60-1710-213-002	Outdoor Camp - Boating	0.00	0.00	0.00	0.00	0.00
60-1710-214-000	Mommy & Me	0.00	0.00	0.00	0.00	0.00
60-1710-215-100	STEAM Camp	0.00	0.00	0.00	0.00	0.00
60-1710-216-000	Preschool Mini Camp	0.00	0.00	0.00	964.00	(964.00)
60-1711-000-000	Admissions - School Functions	0.00	0.00	0.00	0.00	0.00
60-1715-000-000	Luau Fund Raiser	0.00	0.00	0.00	0.00	0.00
60-1750-100-000	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1750-100-100	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1780-000-000	Public Programming	0.00	0.00	0.00	0.00	0.00
60-1780-100-000	Girl Scout Programs	0.00	0.00	0.00	0.00	0.00
60-1790-000-000	Other activities - Grant	0.00	0.00	0.00	0.00	0.00
60-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
60-1910-000-000	Rutherford Hall Rentals	0.00	0.00	0.00	9,256.25	(9,256.25)
60-1910-000-105	Allamuchy Country Fair	0.00	0.00	0.00	0.00	0.00
60-1910-100-000	Warren Cty First Night	0.00	0.00	0.00	0.00	0.00
60-1910-100-100	Warren Cty First Night Parking	0.00	0.00	0.00	0.00	0.00
60-1910-101-000	Ruth Hall Fireworks Rm Rentals	0.00	0.00	0.00	0.00	0.00
60-1911-000-000	School - Mt. Villa Rentals	0.00	0.00	0.00	0.00	0.00

Report of the Secretary to the Allamuchy Board of Education Rutherford Hall Budget - Fund 60

FY2021 Data is Posted to 4/30/2021

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60-1920-000-000	Private Contribs & Donations	0.00	0.00	0.00	0.00	0.00
60-1920-000-100	Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00
60-1920-100-000	Donations for Fireworks	0.00	0.00	0.00	0.00	0.00
60-1920-102-000	Fireworks Parking Fees	0.00	0.00	0.00	0.00	0.00
60-1920-103-000	Fireworks Vendor Fees	0.00	0.00	0.00	0.00	0.00
60-1920-104-000	Fireworks Bus/Entry Fee	0.00	0.00	0.00	0.00	0.00
60-1921-000-000	Public Contribs & Donations	0.00	0.00	0.00	925.00	(925.00)
60-1921-100-000	Earmarked Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-101	Donations E.M Under Priv Camp	0.00	0.00	0.00	0.00	0.00
60-1922-000-000	NJ Historical TRUST Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-000	NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-100	NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1980-000-000	Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
60-1990-000-000	Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
60-1990-100-000	TIX Service Fees	0.00	0.00	0.00	3.00	(3.00)
Grand Totals		0.00	0.00	0.00	85,090.86	(85,090.86)

Minimum Expense General Ledger Report

Fund 60 (Rutherford Hall Budget)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	0.00	0.00	0.00	16,236.98	0.00	(16,236.98)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	20,202.90	29,797.10	(50,000.00)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	6,480.00	0.00	(6,480.00)	0.00
Salaries		0.00	0.00	0.00	42,919.88	29,797.10	(72,716.98)	0.00
60-990-320-335	Haunted Hall Costs	0.00	786.00	786.00	0.00	0.00	786.00	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	1,891.20	0.00	(1,891.20)	0.00
60-990-320-340	Purchased Technical Services	0.00	0.00	0.00	895.00	0.00	(895.00)	0.00
Administrative Costs		0.00	786.00	786.00	2,786.20	0.00	(2,000.20)	0.00
60-990-320-420	Cleaning & Repair Services	0.00	0.00	0.00	150.00	0.00	(150.00)	0.00
60-990-320-450	Construction Services	0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
Purchased Services		0.00	0.00	0.00	200.00	0.00	(200.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	1,121.22	332.00	(1,453.22)	0.00
Supplies		0.00	0.00	0.00	1,121.22	332.00	(1,453.22)	0.00
60-990-320-890	Miscellaneous Expense	0.00	0.00	0.00	63.35	186.65	(250.00)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	2,497.16	932.80	(3,429.96)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	798.44	4,242.06	(5,040.50)	0.00
Other Expenses		0.00	0.00	0.00	3,358.95	5,361.51	(8,720.46)	0.00
Grand Totals for fund 60:		0.00	786.00	786.00	50,386.25	35,490.61	(85,090.86)	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

James Schlessinger, Business Administrator

Date

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32204	3/24/21	Sussex County Technical School Charter school tuition 20-21	Check voided on 4/23/2021 (5,724.00)	P202100459	11-000-100-569-000-000
N1243	4/1/21	Heartland Payment Systems CC processing fees	127.20	P202100202	60-990-320-892-200-000
N1229	4/2/21	The Spoken Path, LLC. Consultations technological support direct support Consultations technological support direct support Consultations technological support direct support Tech Direct Support Tech Direct Support Tech Direct Support Tech Direct Support Tech Direct Support	(1,440.00) (4,260.00) (1,200.00) 1,440.00 1,260.00 1,440.00 1,560.00 1,200.00	P202100188 P202100188 P202100188 P202100188 P202100188 P202100188 P202100188 P202100188	11-000-216-320-000-000 11-000-216-320-000-000 11-000-216-320-000-000 20-250-200-300-000-000 20-250-200-300-000-000 20-250-200-300-000-000 20-250-200-300-000-000 20-250-200-300-000-000
Total Check Amount:			0.00		
N1230	4/5/21	WEX Bank Fuel for Buses Fuel for buses and trucks	1,126.42 2,988.50	P202100313 P202100427	11-000-270-600-000-000 11-000-270-600-000-000
Total Check Amount:			4,114.92		
32205	4/6/21	IXL Learning IXL Site License (Year 2 of 3)	2,953.00	P202100465	20-280-100-600-000-000
N1241	4/6/21	PUB EMP RET SYSTEM Pension contribution	132,822.00	P202100007	11-000-291-241-000-000
N1242	4/6/21	TEACHERS' PENS & ANNUITY Pension contribution	9,901.00	P202100006	11-000-291-232-000-000
N1244	4/6/21	First Data Global Leasing - Transfirst CC on-site scanner rental (34.98/mo + 10.20 ann'l)	34.98	P202100205	60-990-320-891-100-000
N1245	4/6/21	Transfirst CC processing fees	147.50	P202100204	60-990-320-891-100-000
32206	4/8/21	Treasurer State of NJ - NJ Dept of Comm Affairs Vertical Platform Lifts	50.00	P202100458	11-000-262-300-000-000
32207	4/8/21	McGraw-Hill Education revised subscription reading wonders	24.09	P202100456	11-190-100-610-000-000
32208	4/8/21	NCS Pearson Inc. WISC-V and Vineland	310.00	P202100446	11-000-219-600-000-000
32209	4/8/21	Direct Waste Services, Inc. Rear load Front load commingled	1,396.00	P202100448	11-000-261-420-001-000
32210	4/8/21	Sage Publishing Cult Responsive School Climate	29.02	P202100451	20-280-100-600-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32211	4/8/21	WIRE'S ELEC SHOP INC			
		bulb fixed and remounted - control panel not keepi	390.00	P202100463	11-000-261-420-001-000
		melted outlets- replaced and new covers	568.02	P202100463	11-000-261-420-001-000
		Total Check Amount:	958.02		
32212	4/8/21	Fuller Paper Company			
		Custodial supplies	399.18	P202100461	11-000-262-610-000-000
		Custodial supplies	437.38	P202100461	11-000-262-610-000-000
		Custodial supplies	294.00	P202100461	11-000-262-610-000-000
		Custodial supplies	135.00	P202100461	11-000-262-610-000-000
		Custodial supplies	383.78	P202100461	11-000-262-610-000-000
		Custodial supplies	423.44	P202100461	11-000-262-610-000-000
		Total Check Amount:	2,072.78		
32213	4/8/21	Phoenix Advisors, LLC			
		Disclosure Agent Serv	1,000.00	P202100462	11-000-230-339-000-000
32214	4/8/21	Bahl, Divya			
		Interpreter Services	20.00	P202100466	11-000-219-320-000-000
32215	4/8/21	WageWorks, Inc.			
		FSA Health care	41.20	P202100098	11-000-291-270-000-000
32216	4/8/21	Amazon Capital Services			
		school supplies	30.51	P202100373	11-190-100-610-000-000
		maintenance supplies	99.94	P202100373	11-000-261-610-000-000
		maintenance supplies	44.05	P202100373	11-000-261-610-000-000
		maintenance supplies	19.90	P202100373	11-000-261-610-000-000
		Total Check Amount:	194.40		
32217	4/8/21	Allied Oil Company			
		Heatling oil	3,831.18	P202100021	11-000-262-624-000-001
		Heatling oil	4,553.38	P202100021	11-000-262-624-000-001
		20-21 heating oil	5.02	P202100021	11-000-262-624-000-002
		Total Check Amount:	8,389.58		
32218	4/8/21	DeContanza, Jodie			
		Reimb for Mental Health First Aid workshop	35.00	P202100442	11-000-213-800-000-000
32219	4/8/21	Eurofins			
		Monitoring well.Ground Waters	151.35	P202100404	11-000-262-300-000-000
32220	4/8/21	ECLC			
		OOD Tuition 20-21	6,202.20	P202100334	11-000-100-566-000-000
32221	4/8/21	Hoover Truck Centers			
		Bus and van repairs and service	180.00	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	417.21	P202100016	11-000-270-420-000-000
		Total Check Amount:	597.21		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32222	4/8/21	Hackettstown Board of Education			
		150 FTE x \$14,225 = \$2,133,750; plus \$10,757 p/y	214,450.70	P202100003	11-000-100-561-000-000
		150 FTE x \$14,225 = \$2,133,750; plus \$10,757 p/y	214,450.70	P202100003	11-000-100-561-000-000
		5300 est hours x \$17 = \$90,100 less \$10,003 p/y	8,009.70	P202100003	11-000-100-562-000-000
		5300 est hours x \$17 = \$90,100 less \$10,003 p/y	8,009.70	P202100003	11-000-100-562-000-000
		Total Check Amount:	444,920.80		
32223	4/8/21	JDM Group			
		tech services	4,216.67	P202100022	11-190-100-340-000-000
32224	4/8/21	Rymon, Karen			
		OT Services	2,153.50	P202100218	20-250-200-300-000-000
32225	4/8/21	SUBURBAN PROPANE			
		green house & treatment plant	230.86	P202100182	11-000-262-621-000-001
		green house & treatment plant	130.93	P202100182	11-000-262-621-000-001
		Total Check Amount:	361.79		
32226	4/8/21	Sherwin-Willaims Co.	**VOIDED**	Check voided on 4/28/2021	
32227	4/8/21	Township of Allamuchy			
		Water/sewer 7-20 to 6-21 ATS & MV	1,079.69	P202100049	11-000-262-490-000-000
		Water/sewer 7-20 to 6-21 ATS & MV	1,324.15	P202100049	11-000-262-490-000-000
		Total Check Amount:	2,403.84		
32228	4/8/21	Times Herald Record			
		publications & affidavits	119.40	P202100127	11-000-230-530-000-000
32229	4/8/21	United Site Services			
		waste pickup at ATS MVS	234.64	P202100068	11-000-261-420-001-000
32230	4/8/21	WARREN CO SPEC SVCS SC D			
		Transp Services Spec Ed	9,521.36	P202100233	11-000-270-518-000-000
32231	4/10/21	Hoover Truck Centers			
		Bus and van repairs and service	105.00	P202100016	11-000-270-420-000-000
32232	4/10/21	WARREN CO SPEC SVCS SC D			
		Music Therapy	927.50	P202100345	20-250-200-300-000-000
32233	4/10/21	WARREN CO SPEC SVCS SC D			
		BEH services	390.00	P202100415	11-000-217-320-000-000
		LDTC Services	5,655.00	P202100469	11-000-219-320-000-000
		Total Check Amount:	6,045.00		
32234	4/10/21	Zonar Systems			
		bus radio services	336.00	P202100126	11-000-270-600-000-000
32235	4/10/21	Mayberry Sales & Services, Inc.			
		outdoor machines supplies etc	378.22	P202100250	11-000-263-600-000-000

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32236	4/10/21	Haggerty, Wayne 2-22-21 Plow and clean buses at yard	450.00	P202100470	11-000-270-420-000-000
32237	4/11/21	Amazon Capital Services			
		Dist Grounds	116.70	P202100407	11-000-263-600-000-000
		Dist Grounds	43.52	P202100407	11-000-263-600-000-000
		Dist Grounds	57.60	P202100407	11-000-263-600-000-000
		Dist Grounds	745.23	P202100407	11-000-263-600-000-000
		Dist Grounds	55.57	P202100407	11-000-263-600-000-000
		Dist Grounds	76.07	P202100407	11-000-263-600-000-000
Total Check Amount:			<u>1,094.69</u>		
32238	4/11/21	Municipal Capital Corp. copier leases	1,372.00	P202100028	11-190-100-340-000-000
32239	4/11/21	Abcode Security, Inc.			
		Central Station Monitoring	90.00	P202100386	11-000-261-420-001-000
		Central Station Monitoring	90.00	P202100386	11-000-261-420-001-000
Total Check Amount:			<u>180.00</u>		
32240	4/11/21	IGS Solar Solar Supply	891.82	P202100083	11-000-262-622-100-001
32241	4/11/21	Hoover Truck Centers Bus and van repairs and service	2,025.52	P202100016	11-000-270-420-000-000
32242	4/11/21	Super Heat Inc. Maintenance work	264.76	Check voided on 5/12/2021 P202100439	11-000-262-420-000-000
32243	4/11/21	Brookaire Company			
		Pleated Merv filters	1,679.22	P202100471	11-000-262-610-000-000
		Filters	1,334.64	P202100471	11-000-262-610-000-000
		Pleated Merv filters	0.00	P202100471	11-000-262-610-000-000
Total Check Amount:			<u>3,013.86</u>		

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N0415	4/15/21	PAYROLL			
		STATE A/R	10,701.29	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Per Diem	1,110.00	P202100001	11-190-100-104-001-000
		Substitutes - Class Coverage	665.00	P202100001	11-190-100-104-002-000
		Substitutes - Permanent Sub	1,900.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		Multiple Dis Aide Sal MVS	900.00	P202100001	11-212-100-106-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	1,397.00	P202100001	11-213-100-106-000-002
		RC Aides MVS	973.75	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		2020-2021 Payroll	1,103.75	P202100001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	4,732.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Guidance Salary	5,783.85	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	3,833.33	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	3,216.67	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	1,708.33	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - PT Perm	1,470.35	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	736.40	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,350.00	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Salaries - extra time	2,544.20	P202100001	11-000-270-161-000-000
		Trans Sal - aides	714.00	P202100001	11-000-270-162-000-000
		PERS FICA	4,512.80	P202100002	11-000-291-220-000-000
		PERS FICA	56.23	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	152.72	P202100002	11-000-291-249-000-000
		Employee Benefits	37.69	P202100001	11-000-291-290-000-000
		Employee Benefits	15.80	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	1,133.86	P202100001	60-990-320-182-200-000
Total Check Amount:			222,245.96		
N1232	4/15/21	NJ HEALTH BEN FUND			
		Retiree health benefits	341.70	P202100018	11-000-291-270-000-000

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32201	4/16/21	Peck, Allison, P.T.	**VOIDED**	Check voided on 4/22/2021	
32244	4/16/21	NJ Dept of Treasury NJEMS BILL ID 000000221988100	50.00	P202100476	11-000-261-420-001-000
32245	4/16/21	Broadstep Academy New Jersey, Inc.			
		One to One Aide	1,710.00	P202100069	11-000-100-566-000-000
		Tuition	8,203.68	P202100069	11-000-100-566-000-000
		Total Check Amount:	9,913.68		
32246	4/16/21	Hunterdon Preparatory Center OOD Tuition	5,387.00	P202100029	11-000-100-566-000-000
32247	4/16/21	New Jersey Schools Insurance Group			
		Auto Ins Trucks	93.70	P202100237	11-000-270-593-000-000
		workers comp	5,140.82	P202100237	11-000-291-260-000-000
		Total Check Amount:	5,234.52		
32248	4/16/21	Yudichak, Kenneth Wastewater Treatment Plant Serv	700.00	P202100082	11-000-262-300-000-000
32249	4/16/21	WARREN CO SPEC SVCS SC D			
		Music Therapy	927.50	P202100345	11-000-217-320-000-000
		BEH services	682.50	P202100415	11-000-217-320-000-000
		LDTC Services	7,775.62	P202100477	11-000-219-320-000-000
		Total Check Amount:	9,385.62		
32250	4/19/21	Sherwin-Willaims Co.			
		Painting supplies etc	(9.57)	P202100479	11-000-262-610-000-000
		Painting supplies etc	(5.37)	P202100479	11-000-262-610-000-000
		Painting supplies etc	(9.31)	P202100479	11-000-262-610-000-000
		Painting supplies etc	(52.75)	P202100479	11-000-262-610-000-000
		Painting supplies etc	(5.62)	P202100479	11-000-262-610-000-000
		Painting supplies etc	(40.99)	P202100479	11-000-262-610-000-000
		Painting supplies etc	1,479.08	P202100479	11-000-262-610-000-000
		Total Check Amount:	1,355.47		
32251	4/19/21	Horizon BCBSNJ			
		Comp/Presc	1,101.22	P202100004	11-000-291-270-000-000
		POS	23,515.52	P202100004	11-000-291-270-000-000
		Ominia	67,116.44	P202100004	11-000-291-270-000-000
		Total Check Amount:	91,733.18		

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32252	4/19/21	Hoover Truck Centers			
		Bus and van repairs and service	2,035.43	P202100016	11-000-270-420-000-000
		Bus and van repairs and service	639.13	P202100016	11-000-270-420-000-000
		Bus and Truck Services	1,188.55	P202100480	11-000-270-420-000-000
		Bus and Truck Services	1,015.29	P202100480	11-000-270-420-000-000
		Bus and Truck Services	126.00	P202100480	11-000-270-420-000-000
		Bus and Truck Services	2,470.88	P202100480	11-000-270-420-000-000
		Bus and Truck Services	222.55	P202100480	11-000-270-420-000-000
		Total Check Amount:	7,697.83		
32253	4/19/21	Rymon, Karen			
		OT Services	1,338.25	P202100218	20-250-200-300-000-000
		OT Services	797.00	P202100218	20-251-100-300-000-000
		Total Check Amount:	2,135.25		
32254	4/19/21	Abcode Security, Inc.			
		Central Station Monitoring	66.00	P202100386	11-000-261-420-001-000
		Fire inspection MVS & ATS	135.00	P202100051	11-000-261-420-001-000
		Fire inspection MVS & ATS	135.00	P202100051	11-000-261-420-001-000
		Total Check Amount:	336.00		
32255	4/19/21	R&L DataCenters, Inc.			
		payroll services	47.00	P202100125	11-000-230-339-000-000
		Payroll	645.00	P202100481	11-000-230-339-000-000
		Total Check Amount:	692.00		
32256	4/19/21	BER			
		Dyslexia workshop	279.00	P202100475	11-000-223-500-000-000
32257	4/19/21	Fuller Paper Company			
		Custodial supplies	580.16	P202100437	11-000-262-610-000-000
		Custodial supplies	529.74	P202100461	11-000-262-610-000-000
		Total Check Amount:	1,109.90		
32258	4/19/21	VIKING TERMITE & PEST			
		Pest control	267.34	P202100045	11-000-262-420-000-000
		Pest control	261.29	P202100045	11-000-262-420-000-000
		Pest & Termite controls	54.51	P202100484	11-000-262-420-000-000
		Pest & Termite controls	788.80	P202100484	11-000-262-420-000-000
		Total Check Amount:	1,371.94		
32260	4/20/21	Lowes	**VOIDED**	Check voided on 4/21/2021	
32261	4/20/21	Shaeffer, Stephanie			
		2020-21 services	780.00	P202100213	11-000-216-320-000-000
32262	4/20/21	Ridge & Valley Charter School			
		Tuition charter school	69.00	P202100190	11-000-100-569-000-000
		Tuition charter school	64.00	P202100190	11-000-100-569-000-000
		Total Check Amount:	133.00		

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32263	4/21/21	UNUM LIFE INS CO. Disability Ins	1,921.25	P202100143	11-000-291-270-000-000
32264	4/21/21	DeMary, Peter reimb for tuition BG-1107-SP21-5	483.00	P202100490	11-000-223-500-000-000
N1238	4/21/21	Jersey Central Power & Light Electric	3.51	P202100017	11-000-262-622-000-001
		Electric	494.24	P202100017	11-000-262-622-000-001
		Electric	3.10	P202100017	11-000-262-622-000-001
		Electric	15.59	P202100017	11-000-262-622-000-002
		Electric	266.06	P202100017	11-000-262-622-000-003
Total Check Amount:			782.50		
32265	4/22/21	IGS Solar Solar Supply	3,852.19	P202100083	11-000-262-622-100-001
32266	4/22/21	FP Mailing Solutions postage meter	85.86	P202100081	11-000-230-530-000-000
32267	4/22/21	Amazon Capital Services Maintenance supplies	173.44	P202100227	11-000-261-610-000-000
		Maintenance supplies	134.65	P202100227	11-000-261-610-000-000
		Custodial supplies	43.91	P202100227	11-000-262-610-000-000
		Custodial supplies	122.79	P202100227	11-000-262-610-000-000
		Custodial supplies	119.63	P202100227	11-000-262-610-000-000
Total Check Amount:			594.42		
32268	4/22/21	Eurofins Monitoring well.Ground Waters	432.25	P202100404	11-000-262-300-000-000
32269	4/22/21	Able Security Locksmiths, Inc. locksmith keys etc	352.45	P202100452	11-000-261-420-001-000
32270	4/22/21	Hoover Truck Centers Bus and Truck Services	628.79	P202100480	11-000-270-420-000-000
		Bus and Truck Services	273.37	P202100480	11-000-270-420-000-000
Total Check Amount:			902.16		
32271	4/22/21	Cintas	**VOIDED**	Check voided on 4/27/2021	
32272	4/22/21	Integrated Therapeutics Group, LLC 2020-21 tuition	15,660.00	P202100195	11-000-100-562-000-000
32273	4/22/21	WIRE'S ELEC SHOP INC Replace exit/emergency lights	1,439.96	P202100491	11-000-261-420-001-000
32274	4/22/21	Busch Law Group, LLC Legal services	6,400.00	P202100492	11-000-230-331-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32275	4/22/21	Cintas			
		custodial supplies	87.31	P202100457	11-000-262-610-000-000
		custodial supplies	96.11	P202100457	11-000-262-610-000-000
		custodial supplies	114.65	P202100457	11-000-262-610-000-000
		custodial supplies	276.87	P202100457	11-000-262-610-000-000
		Total Check Amount:	574.94		
32276	4/22/21	IGS Solar			
		Solar Supply	2,575.04	P202100083	11-000-262-622-100-001
		Solar Supply Charges	1,277.15	P202100493	11-000-262-622-100-001
		Total Check Amount:	3,852.19		
32277	4/22/21	Peck, Allison, P.T.			
		PT Services	5,959.50	P202100215	20-250-200-300-000-000
		PT Services	4,806.75	P202100215	20-250-200-300-000-000
		Total Check Amount:	10,766.25		
32278	4/22/21	Mountain View Property Management LLC			
		Consulting Fee	750.00	P202100409	11-000-261-420-001-000
		Consulting Fee	750.00	P202100409	11-000-261-420-001-000
		Total Check Amount:	1,500.00		
32279	4/23/21	Sussex County Charter School for Technology			
		Tuition	5,724.00	P202100495	11-000-100-569-000-000
32280	4/26/21	Warren County Technical School	**VOIDED**	Check voided on 4/26/2021	
N1247	4/29/21	Allamuchy Student Activity Fund			
		reimb H.Guido	515.00	P202100505	11-000-213-800-000-000
		Mulch	50.00	P202100505	60-990-320-610-200-000
		Total Check Amount:	565.00		

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0430	4/30/21	PAYROLL			
		STATE A/R	10,701.29	10 - 141	STATE A/R
		Pre K/Kindergarten Specials	1,973.39	P202100001	11-110-100-101-000-000
		Pre K/Kindergarten Sals	12,241.95	P202100001	11-110-100-101-000-002
		Grades 1-5 - Specials	10,756.20	P202100001	11-120-100-101-000-000
		Grades 3-5 Teacher Sals	29,225.25	P202100001	11-120-100-101-000-001
		Grades 1-2 Teachers Sals	17,320.25	P202100001	11-120-100-101-000-002
		Grades 6-8 - Specials	7,004.43	P202100001	11-130-100-101-000-000
		Grades 6-8 Teacher Sals	21,150.31	P202100001	11-130-100-101-000-001
		Substitutes - Per Diem	90.00	P202100001	11-190-100-104-001-000
		Substitutes - Class Coverage	231.00	P202100001	11-190-100-104-002-000
		Substitutes - Permanent Sub	900.00	P202100001	11-190-100-104-003-000
		MH Dis Teach Sal ATS	2,461.05	P202100001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,589.80	P202100001	11-212-100-101-000-002
		Multiple Dis Aide Sal MVS	900.00	P202100001	11-212-100-106-000-002
		Resource Center Sal ATS	7,177.63	P202100001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202100001	11-213-100-101-000-002
		RC Aide ATS	8,403.75	P202100001	11-213-100-106-000-001
		RC Aides MVS	1,397.00	P202100001	11-213-100-106-000-002
		RC Aides MVS	973.75	P202100001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202100001	11-215-100-101-000-002
		2020-2021 Payroll	1,103.75	P202100001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202100001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202100001	11-000-213-100-000-002
		Speech Salaries	4,242.55	P202100001	11-000-216-100-000-000
		Pers Aide Sal ATS	2,135.00	P202100001	11-000-217-106-000-001
		Guidance Salary	5,783.85	P202100001	11-000-218-104-000-000
		CST Prof Salaries	3,641.55	P202100001	11-000-219-104-000-000
		Library Salaries	3,432.05	P202100001	11-000-222-100-000-000
		Admin Salaries	1,399.70	P202100001	11-000-230-100-000-000
		School Princ Salary	3,833.33	P202100001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,950.19	P202100001	11-000-240-103-000-002
		School Secty Salary ATS	3,216.67	P202100001	11-000-240-105-000-001
		Sal of Secretary MVS	1,708.33	P202100001	11-000-240-105-000-002
		Business Office Salary	5,966.27	P202100001	11-000-251-100-000-000
		Plant Maint Salaries	1,670.00	P202100001	11-000-261-100-000-000
		Custodial - Full Time	6,135.29	P202100001	11-000-262-100-001-000
		Custodial - PT Perm	1,625.45	P202100001	11-000-262-100-002-000
		Custodial - Substitutes	528.40	P202100001	11-000-262-100-003-000
		Grounds Salaries	2,515.15	P202100001	11-000-263-100-000-000
		Transportation Administration	2,136.90	P202100001	11-000-270-105-000-000
		Trans Salaries - regular time	11,850.50	P202100001	11-000-270-160-000-000
		Trans Salaries - extra time	1,869.77	P202100001	11-000-270-161-000-000
		Trans Sal - aides	303.45	P202100001	11-000-270-162-000-000
		PERS FICA	4,196.32	P202100002	11-000-291-220-000-000
		PERS FICA	56.24	P202100002	11-000-291-220-000-000
		DCRP Employer Contribution	150.44	P202100002	11-000-291-249-000-000
		Employee Benefits	37.13	P202100001	11-000-291-290-000-000
		Employee Benefits	15.57	P202100001	11-000-291-290-000-000
		Personal Services - Salaries	1,198.03	P202100001	20-231-100-100-000-000
		Salaries-Office&Cler Non-Grant	914.67	P202100001	60-990-320-182-200-000
Total Check Amount:			217,790.50		
N1239	4/30/21	Verizon			
		Hot Spots & Data Plan	241.96	P202100501	20-477-100-600-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N1240	4/30/21	Jersey Central Power & Light			
		Electric	2,551.15	P202100017	11-000-262-622-000-002
		Electric	178.46	P202100017	11-000-262-622-000-002
Total Check Amount:			2,729.61		
<hr/>					
The Grand Total of all Checks from Fund 10 is:			21,402.58		
The Grand Total of all Checks from Fund 11 is:			1,232,083.03		
The Grand Total of all Checks from Fund 20 is:			28,502.54		
The Grand Total of all Checks from Fund 60 is:			2,408.21		
<hr/>					
The Grand total of all checks for this period is:			1,284,396.36		

Allamuchy Board of Education 2020 - 2021 Cash Receipts Report for all Funds
From 4/1/2021 to 4/30/2021

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
04/13/21	20210413	10-121	TAX LEVY RECVBL	778,056.00	Township of Allamuchy	April tax levy
	20210413	10-102	Cash on Hand	11,628.00	FRELINGHUYSEN TWP B.O.E	Check #17679 - Invoice Payment
	20210413	10-102	Cash on Hand	469.00	Testa, Mr. & Mrs.	Check #263 - Invoice Payment
	20210413	10-102	Cash on Hand	363.00	Canizales, Jannel & Joaquin	Check #3086 - Invoice Payment
	20210413	10-102	Cash on Hand	209.50	Ma, Marvin & Julia	Check #220 - Invoice Payment
	20210413	10-102	Cash on Hand	700.00	Hall, Chris & Danielle	Check #2693 - Invoice Payment
	20210413	11-000-291-270-000-000	Employee Health Benefit	88.08	WageWorks	reimb
	20210413	60-1921-000-000	Public Contribs & Donat	500.00	Warren County Treasurer	WC Arts grant
	20210413	60-1710-102-000	Admis Grant Fuct.-Muse	25.00	__NONE	Museum hours (4/7)
	20210413	60-1710-204-000	Rent a Plot at RH	200.00	__NONE	Community garden plots (x5)
	20210413	60-1910-000-000	Rutherfurd Hall Rentals	125.00	Rutherfurd Hall Foundation	RH F&N Picnic
			The total of Deposit Number 20210413 is:	792,363.58		
04/14/21	20210414	10-102	Cash on Hand	405.00	Alleyne, Jamie & Anthony	Check #282 - Invoice Payment
	20210414	10-102	Cash on Hand	639.00	Reyes, Gabriel & Pacheco, Moni	Check #256 - Invoice Payment
	20210414	10-102	Cash on Hand	423.00	Tomasino, Mr. & Mrs.	Check #669 - Invoice Payment
			The total of Deposit Number 20210414 is:	1,467.00		
04/16/21	20210416	10-102	Cash on Hand	220.00	Terpstra, Tara	Check #229 - Invoice Payment
	20210416	10-102	Cash on Hand	506.00	Conklin, Mr. & Mrs.	Check #1715 - Invoice Payment
	20210416	60-1710-216-000	Preschool Mini Camp	472.00	__NONE	
	20210416	60-1710-216-000	Preschool Mini Camp	492.00	__NONE	
			The total of Deposit Number 20210416 is:	1,690.00		
04/21/21	20210421	10-102	Cash on Hand	190.00	Carricato, Mr. & Mrs.	Check #609 - Invoice Payment
	20210421	10-102	Cash on Hand	469.00	D'Aconti, Anna	Check #251 - Invoice Payment
	20210421	10-102	Cash on Hand	209.50	Ma, Marvin & Julia	Check #221 - Invoice Payment
	20210421	10-102	Cash on Hand	250.00	Pulver, Danielle	Check #206 - Invoice Payment
	20210421	10-102	Cash on Hand	250.00	Pulver, Danielle	Check #1444 - Invoice Payment
	20210421	10-102	Cash on Hand	807.50	Pittenger, Mr. & Mrs.	Check #0000 - Invoice Payment
	20210421	11-190-100-610-000-000	Gen'l Supplies	1,289.31		CDW refund
	20210421	60-1710-202-000	Hunger Games Summer t	1,772.00		Camps - var - (256x4, 374x2)
			The total of Deposit Number 20210421 is:	5,237.31		
04/26/21	20210426	10-102	Cash on Hand	220.00	Cefaloni, Cathy	Check #142 - Invoice Payment
	20210426	60-1710-202-000	Hunger Games Summer t	256.00		chk
			The total of Deposit Number 20210426 is:	476.00		

Allamuchy Board of Education 2020 - 2021 Cash Receipts Report for all Funds
From 4/1/2021 to 4/30/2021

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
04/27/21	20210427	10-102	Cash on Hand	469.00	Bessemer, Jessica	Check #351 - Invoice Payment
	20210427	10-102	Cash on Hand	391.00	Kundu, Mr. & Mrs.	Check #190 - Invoice Payment
The total of Deposit Number 20210427 is:				860.00		
04/30/21	20210491	60-1500-000-000	Miscellaneous Revenue	6,636.00		CC revenue
04/30/21	20210493	10-1510-000-000	Interest From Investment	1.24		General acct interest
	20210493	10-1510-000-000	Interest From Investment	0.10		other acct interest
The total of Deposit Number 20210493 is:				1.34		
04/30/21	20210494	10-153	OTHER ACC RECBL	7,386.59		EE Healthcare - 4/15
	20210494	10-153	OTHER ACC RECBL	7,386.59		EE Healthcare - 4/30
	20210494	10-102	Cash on Hand	100.00	Ricci, Michelle	Check #PR0415 - Invoice Payment
	20210494	10-102	Cash on Hand	100.00	Ricci, Michelle	Check #PR 1130 - Invoice Payment
	20210494	10-102	Cash on Hand	100.00	Ricci, Michelle	Check #PR 0130 - Invoice Payment
	20210494	10-102	Cash on Hand	100.00	Ricci, Michelle	Check #PR 0430 - Invoice Payment
The total of Deposit Number 20210494 is:				15,173.18		
04/30/21	20210495	10-411	I/G A/P - STATE	1,973.19	STATE OF NJ	03/2020 school lunch - state
	20210495	10-412	I/G A/P-FEDERAL	27,160.38	STATE OF NJ	03/2020 school lunch - federal
	20210495	10-412	I/G A/P-FEDERAL	541.66	STATE OF NJ	03/2020 school lunch - HHFKA
	20210495	10-141	STATE A/R	10,503.17	STATE OF NJ	TPAF FICA - 3/31
	20210495	10-141	STATE A/R	10,701.29	STATE OF NJ	TPAF FICA - 4/15
	20210495	10-141	STATE A/R	34,190.00	STATE OF NJ	State payment #15
	20210495	10-141	STATE A/R	34,190.00	STATE OF NJ	State payment #16
	20210495	20-141	STATE A/R	9,705.00	STATE OF NJ	Title 1
	20210495	20-141	STATE A/R	797.00	STATE OF NJ	IDEA Preschool
	20210495	20-141	STATE A/R	25,007.00	STATE OF NJ	IDEA Basic
	20210495	20-141	STATE A/R	6,900.00	STATE OF NJ	IDEA Basic
	20210495	20-141	STATE A/R	9,169.00	STATE OF NJ	IDEA Basic
	20210495	20-142	FEDERAL A/R	14,280.42		REAP reimb
The total of Deposit Number 20210495 is:				185,118.11		
Total Cash Receipts on 4/30/2021:				206,928.63		
The Total of Cash Receipts to Fund 10 is:				932,686.10		
The Total of Cash Receipts to Fund 20 is:				65,858.42		
The Total of Cash Receipts to Fund 60 is:				10,478.00		
Total of All Cash Receipts during this period:				1,009,022.52		

**Shared Services Agreement
between
The Allamuchy Board of Education
and
The Warren County Special Services School District**

Parties: Warren County Special Services School District (WCSSSD) is entering into an agreement with Allamuchy Township School District (“District”) to provide Transportation Management Services, with an end goal of providing efficient Transportation Services for the Allamuchy Township School and School Districts to which Allamuchy provides Joint Transportation Services.

Purpose: The purpose of this Agreement is to create a safe, effective and efficient transportation department for the Allamuchy Township School District.

A. SERVICES PROVIDED BY WCSSSD TO THE DISTRICT:

1. WCSSSD shall develop and implement all routes in collaboration with Allamuchy and vendors for districts Allamuchy provides Joint Transportation.
2. WCSSSD shall provide, on a timely basis, data required for the District to update internal and external systems (i.e. RealTime) for student profiles and annual communications to students and their families of assigned routes.
3. WCSSSD shall participate in the recruiting and preparation of bus driver candidates to meet District hiring needs.
4. WCSSSD shall assist or advise in the development of processes and data sharing agreements to the extent such processes are associated with the continuous improvement of transportation efforts.
5. WCSSSD shall provide one hour of training to Drivers and Transportation Staff each month.
6. WCSSSD shall provide support/mentoring to the Allamuchy Liaison for up to two (2) hours monthly, which shall include in-person or virtual training by a WCSSSD employee to the Allamuchy Liaison, on how to perform the functions/tasks set forth in paragraphs 1 through 5 immediately above, as well as assistance with monitoring Driver certifications.
7. WCSSSD will serve as a secondary access for sub drivers and will bill Allamuchy at WCSSSD’s standard driver hourly rate for substitutes used monthly.

B. RESPONSIBILITIES OF ALLAMUCHY:

1. The District shall employ a Transportation Liaison to coordinate with WCSSSD.
2. The District shall establish regular communications processes and expectations to ensure information and feedback is shared on an ongoing basis as pertinent to this agreement.
3. The District shall coordinate a Transportation training plan with WCSSSD

4. The District shall execute acceptable data sharing agreements
5. The District shall provide access to vehicles as needed, ~~a 54 passenger vehicle will be parked out at WCSSSD offices, 682 Oxford Road, Oxford NJ.~~

C. OTHER PROVISIONS:

1. This agreement shall be effective on July 1, 2021 and shall terminate on June 30, 2022. Successor contract terms shall run from July 1 through June 30 of each year.
2. WCSSSD will provide the above-listed Transportation Management services for an annual fee of \$10,000.00 to be paid in one lump sum payment on or before June 30. In the event the contract is terminated by either party prior to June 30, the District shall pay WCSSSD the year-to-date aggregate amount based on the schedule in (a) below no later than 30 days after the termination date.
 - a. Both parties acknowledge that the majority of the value provided under this contract occurs during the summer months in preparation for the upcoming school year. Should the contract be terminated at any point during a school year, the amount earned by WCSSSD shall be prorated based on completed months as follows:
 - i. July: 35% of annual contract value
 - ii. August: 35% of annual value (70% cumulative)
 - iii. September: 16.5% of annual value (86.5% cumulative)
 - iv. October through June: 1.5% of annual value (up to 100% cumulative)
 - b. Both parties acknowledge that under certain circumstances it may be mutually beneficial for WCSSSD to begin the routing services prior to July 1 for the upcoming contract year. Under such circumstances, both parties will agree to the commencement of said services in writing via a Memorandum of Agreement (MOA), that shall include a date upon which the services may commence and an adjusted value amortization and payment schedule (part a, above). This MOA shall be binding by both parties. In the event a successor contract is not reached for the applicable school year, the District shall remain obligated to compensate WCSSSD for time and services provided under the MOA.
3. Any services performed or provided by WCSSSD outside of the scope of those listed in Section A of this agreement shall be billed separately, as long as both parties agreed in advance in writing that said services be performed or provided by WCSSD.
4. This Agreement does not establish any new employer/employee relationships.
5. The parties agree that there will be no assignment of their respective rights or obligations under this Agreement, unless agreed to in writing by both parties and with proper official public action.
6. This Agreement represents the entire agreement between the parties and may not be modified except by further written agreement between the parties.
7. If any part of this Agreement shall be held to be unenforceable, the rest of this Agreement shall nevertheless remain in full force and effect to the extent consistent with law and its stated purposes.

8. Either party may terminate this Agreement upon thirty (30) days' written notice to the other party.

For Warren County Special Services:

Name	Title	Date
------	-------	------

For Allamuchy Township School District:

Name	Title	Date
------	-------	------



Warren County Special Services School District

James R. Schlessinger ~ Business Administrator

May 24, 2021

Dr. Melissa Sabol
Allamuchy Township School District
Allamuchy, NJ 07820

RE: Memorandum of Agreement - 2021-22 Fleet Services Contract

Dear Dr. Sabol,

As we approach the end of the 2020-21 school year, I have been approached by Allamuchy's Transportation Coordinator as well as the staff at WCSSSD to discuss the possibility of getting a head start on the business of planning Allamuchy's bus routes for the upcoming year.

We do not currently have an executed contract for the 2021-22 school year, though it is of course our intention to continue to be of service with Allamuchy, and our hope that Allamuchy shares in that intention. While we are waiting for the process of finalizing that agreement to run its course, we would like to propose this Memorandum of Agreement to allow work to commence.

Specifically, this letter shall serve as a Memorandum of Agreement (MOA) to allow WCSSSD to begin the work of preparing Allamuchy's bus routes for the 2021-22 school year:

- WCSSSD will begin such work effective June 1, 2021.
- All terms and relationships described in the 2020-21 Fleet Services agreement and proposed successor agreement for 2021-22 shall remain in force, except for the timing upon which the first 70% of the contract's value is earned by WCSSSD:

<u>Month</u>	<u>Contract %</u>	<u>Contract Cume</u>	<u>Adj %</u>	<u>Adj Cume</u>
June	0%	0%	30%	30%
July	35%	35%	20%	50%
August	35%	70%	20%	70%

The remaining 30% of the value of the contract earned between September 2021 and June 2022 shall remain unchanged from the base schedule in part C.2.a.iii. and C.2.a.iv. of the fleet services contract.

Should a successor contract either be terminated (signed, then terminated) or abandoned (no agreement reached), Allamuchy will be obligated to WCSSSD for the adjusted cumulative percentage of completion in the right-most column of the above table times the total contract value for the 2020-21 school year (currently anticipated to be \$10,000) as of the last day of the month whereby notice of termination or abandonment is given in writing by Allamuchy to WCSSSD. There shall be no proration for a partial month of service if the termination is initiated by Allamuchy.

Memorandum of Agreement – 2021-22 Fleet Services – Allamuchy Township BoE

If you have any questions, please do not hesitate to reach out to discuss. Otherwise, please sign and return the signature page that follows prior to June 1, 2021.

We look forward to our continuing relationship.

Sincerely,



Jim Schlessinger

For Warren County Special Services:

Name	Title	Date
------	-------	------

For Allamuchy Township School District:

Name	Title	Date
------	-------	------

RUTHERFURD HALL
ROOF GUTTER & DOWNSPOUT RESTORATION PROJECT

FRONT END SPECIFICATION

DIVISION 00 PROCUREMENT AND CONTRACTING REQUIREMENTS

00 42 01 FORM OF PROPOSAL - OVERALL (SINGLE PRIME) CONTRACT

RUTHERFURD HALL ROOF GUTTER & DOWNSPOUT RESTORATION PROJECT - REBID

For Allamuchy Township School District
20 Johnsonburg Road
Allamuchy, NJ 07820

Date 3/1/21

EVERY BIDDER MUST INDICATE THE BID PRICE BELOW IN INK IN BOTH WORDS
AND FIGURES.

A. BID

We, Cro-International Inc., the Undersigned, will furnish all labor, material, equipment and services necessary for all construction required to comprise the entire project, under a single prime contract, for the **RUTHERFURD HALL ROOF GUTTER & DOWNSPOUT RESTORATION PROJECT at 1688 Route 517, Allamuchy, NJ 07820** in accordance with the Contract Documents and Addenda thereto as furnished by Eclectic Architecture, for the total sum of:

Two Hundred Eighteen Thousand Six Hundred Fifty Dollars

(\$ 218,650.00)

. ALTERNATES – See Division 01

Every bidder must indicate whether EACH Alternate is an Add, Deduct, or No Change to its' particular contract. Bidders are advised to refer to Division 01, Section "Summary of Work" for the extent of applicability to its' contract of each of the Alternates listed below.

Alternate #1 (Alternate for custom cast iron boots as described in Section 01 23 00 and on the drawings)

ADD DEDUCT NO CHANGE (circle one)

Twenty Five Thousand Dollars (\$ 25,000.00)
(write out amount)

ADD DEDUCT NO CHANGE (circle one)

Alternate #3 (Alternate for decorative copper downspout straps as described in Section 01 23 00 and on the drawings)

Twelve Thousand _____ Dollars (\$ 12,000.00 _____)
(write out amount)

00 42 01 - 2

E. SUBCONTRACTOR LIST

We, the Undersigned, propose to subcontract work, in conjunction with this single overall bid submitted, to the following:

Trade _____

Company Name _____

Company Address _____

Trade _____

Company Name _____

Company Address _____

Trade _____

Company Name _____

Company Address _____

F. AGREEMENT

We, the Undersigned, agree, if awarded the Contract, to execute an agreement within 10 days of award for the above stated work and compensation on the Standard Form of Agreement between Owner and Contractor, AIA Document A101, as amended and the A 202, as amended and a Waiver of Liens in such form as the Owner will direct.

G. SURETY

We, the Undersigned, agree, if awarded the Contract, to execute and deliver to the Owner, prior to the signing of the Contract, the Bonds as required by the Division 00 Procurement and Contracting Requirements, written by

The Service Insurance Company
Surety.

H. COMPLETION TIME

We, the Undersigned, agree, if awarded the Contract, to begin work within 10 calendar days after a notice to proceed/letter of intent and to substantially complete the work in accordance with Division 01 .

Project Schedule:

1. Substantial Completion (issuance of Certificate of Occupancy) shall be **on or before the 120th day after contract award/notice to proceed is issued in writing.**
2. Completion (including the issuance of closeout documentation) to the satisfaction of the Owner and Architect shall be **on or before the 150th day after contract award/notice to proceed is issued in writing.**
3. Liquidated damages shall be charged to the Contractor for each day past the specified date of Final Completion until the project is completed to the satisfaction of the Owner and Architect. Liquidated damages shall be charged at **\$250 per day.**

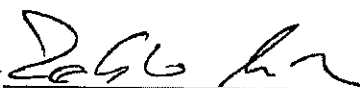
I. BID SECURITY

This bid is accompanied by bid security, as required by the Division 00 Procurement and Contracting Requirements, in a total sum of 10% of the maximum Bid set forth above, (not to exceed \$20,000.00).

J. STATEMENT

1. We, the Undersigned, have inspected the sites, and acting through its authorized officers and intending to be legally bound, agree that this bid proposal shall constitute an offer by the Undersigned to enter into a Contract with the acts and things therein provided, which offer shall be irrevocable for 60 calendar days, pursuant to N.J.S.A. 40A11:24 from the date of opening hereof and that the Owner may accept this offer at any time during said period by notifying the Undersigned of the acceptance of said offer.
2. We, the Undersigned have a DPMC Classification of _____.
3. We, the Undersigned, a sole proprietor/partnership/ corporation created and existing under the laws of the State of New Jersey, has its business address at 855 Ridgewood Avenue North Brunswick, NJ 08902

Telephone (732) 846-5580 email Jake@crointernationalinc.com

Sign by 
Proprietor/Principal/President

Attested by _____
Secretary

K. ADDENDA

We, the Undersigned, received Addenda Nos.

_____ Dated _____
_____ Dated _____
_____ Dated _____

No Addenda were received ZV (initial here if applicable)

L. STATUS OF CONTRACTS & REFERENCES

The following Qualification Statements will be issued and used in the evaluation of potential bidders. The evaluation will be based on the submission of a complete and eligible form, content of the form and any and all information derived from further investigation through references, inquiries, site visits, etc.

1. General Information

Name: Cro-International Inc.
Address: 855 Ridgewood Avenue North Brunswick, NJ 08902
Phone: 732-846-5580
Fax: 732-247-4780
Email: Jake@crointernationalinc.com, Stjepan@crointernationalinc.com
Website: www.crointernationalinc.com

Type of Entity (Corporation, LLC, etc.): Corporation

Date Established: May 4, 1995

List Owners, Partners and Officers:

Zeljko Vuk, President

2. Have there been any contractual disagreements, project terminations, licensing issues or insurance claims against the firm in the past five (5) years: yes ☐ no ☒

If "yes", list the project, owner, architect and circumstances.

3. Has there been any denial for a Consent of Surety, Bid Bonding or Performance Bonding in the past three (3) years: yes ☐ no ☒

If "yes", list the project and circumstances.

M. RELEVANT EXPERIENCE OF THE FIRM

List two (2) successful, relevant projects completed within the last five (5) years which had individual project costs of \$50,000 minimum. The projects must be relevant, historically sensitive projects which were executed in compliance with the Standards set by the Secretary of the Interior for the Treatment of Historic Properties and also must have undergone review by an official Historic Preservation regulatory or advisory body.

Failure to complete this document with your proposal may result in the rejection of your proposal.

Project 1

Name: **St. Anselm's Church**

Address: 685 Tinton Avenue Bronx, NY

Construction Cost (Bidder's portion of work): \$2,947,750.00

Construction Dates (commencement & completion): August 2018 to September 2019

Direct contract or subcontractor? Direct

If subcontractor, name of General Contractor & contact info:

Owner and Phone Number: Father Enrique Salvo (917)-621-7829

Architect and Phone Number: Two4Design Architecture, PLLC, Harold Martinez 347-985-0870

Project on State or National Register of Historic Places? State

Review Body: The New York Landmarks Conservancy

Scope of Work:

Standing seam Copper Roofing and accesories, Masonry, Stain Glass windows restorations

Project 2

Name: St. Michael's Chapel

Address: 266 Mulberry Street NY NY

Construction Cost (Bidder's portion of work): \$532,358.00

Construction Dates (commencement & completion): October 2018- September 2019

Direct contract or subcontractor? Direct

If subcontractor, name of General Contractor & contact info:

Owner and Phone Number: Rev. Brian Greabe, 212-226-8075

Architect and Phone Number: Sullivan Engineering, Mike Lopez, 862-271-3500

Project on State or National Register of Historic Places? State

Review Body: New York Landmarks Preservation Commissions

Scope of Work:

Standing seam copper roofing and gutters and masonry

N. CURRENT PROJECTS:

List all current projects. Use additional sheets as required.

Project 1

Name: St. lukes Church

Address:

608 East 139th Street Bronx New York 10454

Construction Cost:

\$480,000.00

Scheduled Completion:

3/21/21

Owner and Phone Number: Rev. Orisis Salcedo, 718-665-6677

Architect and Phone Number:

Scope of Work:

shingle roofing, SBS built up roofing, some masonry

Project 2

Name: _____

Address: _____

Construction Cost:

Scheduled Completion:

Owner and Phone Number: _____

Architect and Phone Number:

Scope of Work:

Project 3

Name: _____

Address:

Construction Cost:

Scheduled Completion:

Owner and Phone Number:

Architect and Phone Number:

Scope of Work:

END OF SECTION 00 42 01

RUTHERFURD HALL

ROOF GUTTER & DOWNSPOUT RESTORATION PROJECT FRONT END SPECIFICATION

SECTION 00 43 13 BID BOND

The Bid Bond to be executed on behalf of the Owner for Bidding Security is the American Institute of Architects Document A301 "Bid Bond", 2010 Edition, is hereby made part of the Contract Documents.

END OF SECTION 00 43 13

BID BOND

ECLECTIC ARCHITECTURE, LLC

00 43 13 - 1

BID DOCUMENT CHECKLIST*

Required by Owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Form of Proposal	ZV
<input checked="" type="checkbox"/>	Status of Contracts & References (within Form of Proposal)	ZV
<input checked="" type="checkbox"/>	Bid Guarantee , if the bid exceeds \$100,000 (w/ Power of Attorney for full amount of <i>Bid Bond</i>)	ZV
<input checked="" type="checkbox"/>	Dept. of Public Works Contractor Certif. of Registration*	ZV
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	ZV
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran	ZV
<input checked="" type="checkbox"/>	Proof of Business Registration Issued by Dept. or Revenue	ZV
<input checked="" type="checkbox"/>	Non-Collusion Affidavit (notarized)	ZV
<input checked="" type="checkbox"/>	Affirmative Action Language	ZV
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	ZV
<input checked="" type="checkbox"/>	Certificate of Insurance Statement	ZV
<input checked="" type="checkbox"/>	Consent of Surety, , if the bid exceeds \$100,000 (w/ Power of Attorney for full amount of Bid Price)	ZV
<input checked="" type="checkbox"/>	Prevailing Wage	ZV

*This form need not be submitted. It is provided for Bidder's use in assuring compliance with all required documentation. The Business Registration form for the Bidder and and Subcontractor must be submitted prior to contracting

STANDARD BID DOCUMENT REFERENCE	
Reference: VII-G	
Name of Form:	PUBLIC WORKS CONTRACTOR REGISTRATION
Statutory Reference:	N.J.S.A.34:11-56.48
Instructions Reference:	Statutory and Other Requirements VII-G
Description:	Used for public works contract when prevailing wage threshold will be exceeded.

The Public Works Contractor Registration Act (PWCRA) requires that all Contractors, including named Subcontractors, to register with the Department of Labor prior to submitting price proposals or engaging on certain public works contracts that exceed the prevailing wage threshold. The prevailing wage threshold is \$11,892 for municipalities and \$2,000 for all non-municipal entities, such as boards of education, authorities, fire districts, counties, etc.

Because the PWCRA uses the definition of public works contracts under the prevailing wage law, where the law uses the term "bidding", contracting units are advised to read that as meaning to "submit" a price proposal." Thus, the law applies to the formal bidding process where the contract is awarded to the lowest responsible Bidder, and the receipt of informal quotations awarded to the vendor whose proposal is the "most advantageous, price and other factors considered."

Under the law a **Contractor** is a "person, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act [N.J.S.A. 34:11-56.25 et seq.]. It applies to Contractors based in New Jersey or in another state.

The PWCRA defines "public works projects" as contracts for "public work" as defined in the Prevailing Wage Act [N.J.S.A. 34:11-56.26(5)]. The term means:

- "Construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program.
- "Public work" shall also mean construction, reconstruction, demolition, alteration or repair work, done on any property or premises, whether or not the work is paid for from public funds,..."
- "Maintenance work" means the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased. While "maintenance" includes painting and decorating and is covered under the law, it does not include work such as routine landscape maintenance or janitorial services.

In order to provide guidance to contracting officials on implementing the law, nine key principles have been identified in the law. The nine items follow:

1. The law applies to all "public works contracts" that exceed the contracting unit's prevailing wage threshold, as set by N.J.S.A 34:11-56.26 (a) and (b).
2. The law applies to contracts for which public bidding is required, as well as those for which quotations are received.
3. All named Contractors in a bid proposal (including out-of-state Contractors) must be registered with the Department of Labor's Division of Wage and Hour Compliance at the time proposals are received by the public entity.

For clarity, Local Finance Notice 2004-9 dated 4/28/04 uses the following term: "Received," in context of when "proposals are received," means the deadline or moment in time when proposals are formally opened and no other proposals are accepted.

4. The law requires Contractors to submit certificates after a bid proposal is received and prior to awarding the contract. (N.J.S.A. 34:11-56.55)
5. After bid proposals are received, and prior to contract award, the Contractor most likely to receive the contract award must submit to the public entity copies of certifications of all listed sub-Contractors.
6. The contracting agent must review the certificates to be sure they were in effect at the time the bid proposals were received.
7. Non-listed Subcontractors do not have to be registered until they physically start the public work assigned to them.
8. Bid proposal documents need to inform those submitting proposals of these requirements.
9. Emergency work is covered under the provisions of the Prevailing Wage Act and the PWCRA.

It is specifically recommended that language be included in specifications especially those sections regarding "Instructions to Bidders" advising potential Bidders that:

1. All named sub-Contractors must be registered with the Department of Labor pursuant to the PWCRA at the time the proposal is received, or the proposal will be determined to be non-responsive.
0. Any non-listed sub-Contractor must be registered with the Department of Labor prior to physically starting work.

A Contractor's certification can be confirmed by contacting the Department of Labor's Division of Wage and Hour Compliance website (www.nj.gov/labor/lssc/lspubcon.html). This site only shows approved Contractors; there is no "pending" approval or a "grace" period. If a contracting unit encounters a problem in its review of certifications, or difficulty in making an award because of a non-registered Contractor, they should contact the Contractor Registration Unit as soon as possible.

N.J.S.A. 34:11-56.56 provides several methods for the Department of Labor to enforce the law. The Department can deny renewal, revoke or suspend the registration of a Contractor for a period of not more than five years, or, as a condition of initial or continued registration, require a surety bond payable to the State of New Jersey.

Additional information on the PWCRA can be obtained from the:

Contractor Registration Unit
Division of Wage and Hour Compliance
New Jersey Department of Labor
PO Box 389
Trenton, New Jersey 08625-0389

Telephone: 609-292-9464
Fax: 609-633-8591
E-mail: contreg@dol.state.nj.us
Web site: www.nj.gov/labor/lssc/lspubcon.html

The web site has links to the PWCRA Registration Form, Listing of Contractors, Prevailing Wages and other useful information.

Contact the Division of Local Government Services at (609) 292-7842, by fax at (609) 633-6243 or by e-mail at lpcl@dca.state.nj.us for assistance in the application of the Local Public Contracts Law or related PWCRA issues. As specific situations are presented to the contracting unit, local legal advisors should review this guidance as to its applicability.

SECTION 00 45 01

STANDARD BID DOCUMENT REFERENCE	
	REFERENCE: VII-I
Name of Form:	FORMS TO BE PROVIDED BY ELEC
Statutory Reference:	N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271,S.3)
Instructions Reference:	Statutory and Other Requirements VII
Description:	Disclosure of Contributions to ELEC

Disclosure of Contributions to New Jersey Election Law Enforcement Commission (ELEC)

N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year \$50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or,
- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC will be promulgating a form and procedures for filing commencing in January 2007. ELEC can also impose fines for failure to comply with this requirement.

While the local unit has no role in this process, it is recommended that all bid or proposal specifications and contracts should include language notifying business entities of their potential obligation under the law. Such language could read as follows:

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

SECTION 00 45 02

EXHIBIT B
(No Exhibit A)

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

CONSTRUCTION CONTRACTS

During the performance of this contract, the Contractor agrees as follows:

The Contractor or Subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, up-grading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Contractor or Subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The Contractor or Subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or Subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

When hiring or scheduling workers in each construction trade, the Contractor or Subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the applicable employment goal prescribed by N.J.A.C. 17:27-7.3; provided, however, that the Division may, in its discretion, exempt a Contractor or Subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Division is satisfied that the Contractor or Subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Division, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the applicable employment goal established in accordance with N.J.A.C. 17:27-7.3. The Contractor or Subcontractor agrees that a good faith effort shall include compliance with the following procedures:

- (A) If the Contractor or Subcontractor has a referral agreement or arrangement with a union for a construction trade, the Contractor or Subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the Contractor or Subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the Contractor or Subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the Contractor or Subcontractor agrees to attempt to hire or schedule minority and women workers directly, consistent with the applicable employment goal. If the Contractor's or Subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with the applicable employment goal, the Contractor or Subcontractor agrees to be prepared to hire or schedule minority and women workers directly, consistent with the applicable employment goal, by complying with the hiring or scheduling procedures prescribed under (B) below; and the Contractor or Subcontractor further agrees to take said action immediately if it determines or is so notified by the Division that the union is not referring minority and women workers consistent with the applicable employment goal.
- (B) If the hiring or scheduling of a workforce consistent with the employment goal has not or cannot be achieved for each construction trade by adhering to the procedures of (A) above, or if the Contractor does not have a referral agreement or arrangement with a union for a construction trade, the Contractor or Subcontractor agrees to take the following actions consistent with the applicable county employment goals:
- (1) To notify the public agency compliance officer, the Division, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;
 - (2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;
 - (3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the Contractor or Subcontractor has a referral agreement or arrangement with a union for the construction trade;
 - (4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the Contractor or Subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area until such time as the workforce is consistent with the employment goal;
 - (5) If it is necessary to lay off some of the workers in a given trade on the construction site, to assure, consistent with the applicable State and Federal statutes and court decisions, that sufficient minority and women employees remain on the site consistent with the employment goal; and to employ any minority and women workers laid off by the Contractor on any other construction site on which its workforce composition is not consistent with an employment goal established pursuant to rules implementing N.J.S.A. 10:5-31 et. seq.;
 - (6) To adhere to the following procedure when minority and women workers apply or are referred to the Contractor or Subcontractor:

- (i) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the Contractor or Subcontractor shall determine the qualifications of such individuals and if the Contractor's or Subcontractor's workforce in each construction trade is not consistent with the applicable employment goal, it shall hire or schedule those individuals who satisfy appropriate qualification standards. However, a Contractor or Subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Division. If necessary, the Contractor or Subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.
 - (ii) If the Contractor's or Subcontractor's workforce is consistent with the applicable employment goal, the name of any interested women or minority individual shall be maintained on a waiting list for the first consideration, in the event the Contractor's or Subcontractor's workforce is no longer consistent with the applicable employment goal.
 - (iii) If, for any reason, said Contractor or Subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the Contractor or Subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Division.
- (7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Division and submitted promptly to the Division upon request.
- (C) The Contractor or Subcontractor agrees that nothing contained in (B) above shall preclude the Contractor or Subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the county employment goal, the Contractor or Subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the Contractor or Subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the Contractor or Subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the Contractor shall submit to the public agency compliance officer and the Division an initial project workforce report (Form AA 201) provided to the public agency by the Division for distribution to and completion by the Contractor, in accordance with N.J.A.C. 17:27-7. The Contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Division and to the public agency compliance officer.

The Contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

- (D) The Contractor and its Subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

SECTION 00 45 03

SECTION 00 45 04 STOCKHOLDER DISCLOSURE CERTIFICATION

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business



I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR



I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Circle the type that represents the type of business organization:



Partnership

Corporation

Sole Proprietorship ___ Limited Partnership Limited Liability



Corp.

Limited Liability Partnership _____ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Zeljko Vuk

Name:

Home Address:

1 Beaverdam Drive East Brunswick, NJ 08816

Home Address:

Name:

Name:

Home Address:

Home Address:

Subscribed and sworn before me this 10th day of March, 2021

(Notary Public)

[Signature]

My Commission expires: 11.27.22

DIPTI SHAH

NOTARY PUBLIC OF NEW JERSEY

My Commission Expires 11/27/2022

[Signature]

(Affiant)

Zeljko Vuk, President

(Print name and title of affiant)

(Corporate Seal)

END OF SECTION 00 45 04

STOCKHOLDER DISCLOSURE CERTIFICATION

ECLECTIC ARCHITECTURE, LLC

00 45 04 - 1

SECTION 00 45 05 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bidder: _

PART 1:

CERTIFICATION VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☒ A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

OR

☐ . I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2 :

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: _____

RELATIONSHIP TO VENDOR/BIDDER: _____

DESCRIPTION OF ACTIVITIES: _____

DURATION OF ENGAGEMENT: _____

ANTICIPATED CESSATION DATE: _____

VENDOR/BIDDER CONTACT NAME: _____

VENDOR/BIDDER CONTACT PHONE No.: _____

Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.



Signature

3/1/21

Date

Zeljko Vuk, President

Print Name and Title

END OF SECTION 00 45 05

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-D
Name of Form:	BUSINESS REGISTRATION CERTIFICATE
Statutory Reference:	N.J.S.A. 52:32-44 (P.L. 2004, c.57)
Instructions Reference	Statutory and Other Requirements VII-D
Description:	Contractor must provide State Division of Revenue issued Business Registration Certificate prior to contracting

Detailed information on this requirement is found in Division of Local Government Services Local Finance Notices 2004-17 (8/6/04), 2004-24 (11/1/04), 2005-12 (4/27/05) and on the Division web site at www.nj.gov/dca/lgs/lpcl. These resources and a Frequently Asked Questions resource should be consulted when questions arise.

SECTION 00 45 19 NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Middlesex ss:

I, Zeljko Vuk (name of affiant) residing in East Brunswick (name of municipality)
in the County of Middlesex and State of New Jersey of full
age, being duly sworn according to law on my oath depose and say that:

I am President (title or position) of the firm of _____ (name of firm)

Cro-International Inc. the bidder making this Proposal for the bid

entitled Rutherford Hall roof gutter and Downspout restorations, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the _____

Cro-International Inc. (name of contracting unit) relies upon the truth of the statements contained in said Proposal
and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such
contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent
fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Subscribed and sworn to

before me this day

March 10th 2021
Dipti Shah
Notary public of New Jersey

Signature

Zeljko Vuk

Zeljko Vuk, President

(Type or print name of affiant under signature)

My Commission expires 11. 27. 22

(Seal)

DIPTI SHAH
NOTARY PUBLIC OF NEW JERSEY

SECTION 00 45 19 My Commission Expires 11/27/2022

NON-COLLUSION AFFIDAVIT

ECLECTIC ARCHITECTURE, LLC

00 45 19 - 1

SECTION 00 45 20 AFFIRMATIVE ACTION COMPLIANCE NOTICE

**AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

This form is a summary of the successful Bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful Bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the Contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);
- OR (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;
- OR (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the Contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said Contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Cro-International Inc. SIGNATURE: 

PRINT NAME: Zeljko Vuk TITLE: President

DATE: 3/10/2021

SECTION 00 45 20

SECTION 00 45 37 AMERICANS WITH DISABILITIES ACT

APPENDIX A

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The Contractor and the Owner do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Owner pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees or Subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure, the Contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the *Owner shall* expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and Subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

END OF SECTION 00 45 37

RUTHERFURD HALL

ROOF GUTTER & DOWNSPOUT RESTORATION PROJECT FRONT END SPECIFICATION

**SECTION 00 52 13 STANDARD FORM OF AGREEMENT BETWEEN OWNER &
CONTRACTOR**

The Contract Agreement to be executed between the Owner and the successful bidders is the American Institute of Architects Document A101 "Standard Form of Agreement Between Owner and Contractor", 2007 Edition, (see Appendix A) as amended including the American Institute of Architects Document A201 "General Conditions of the Contract for Construction", 2007 Edition, (see Appendix B) as amended are hereby made part of the Contract Documents.

END OF SECTION 00 52 13

SECTION 00 62 16 CERTIFICATE OF INSURANCE STATEMENT

CERTIFICATE OF INSURANCE STATEMENT

COUNTY OF WARREN, NEW JERSEY

The Bidder fully understands the Owner's insurance requirements as stated in the V. INSURANCE AND INDEMNIFICATION section of Part 1 of 2 for the amounts shown below and agrees to provide all insurance required by these documents prior to award of contract.

INSURANCE REQUIREMENTS

1. Workman's Compensation Insurance shall be maintained in full force during the life of the contract with limits of not less than \$500,000 each accident covering all employees engaged in performance of the contract pursuant to N.J.S.A 34:15-12(a) and N.J.A.C. 12:235-1.6.
2. General Liability Insurance shall be provided with limits of not less than \$1,000,000 (one million) for any one person and \$1,000,000 (one million) for any one accident for bodily injury and \$2,000,000 (two million) aggregate for property damage, and shall be maintained in full force during the life of the contract.
3. Automotive Liability Insurance covering contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 (one million) for any one person and \$1,000,000 (one million) for any one accident for bodily injury and \$1,000,000 (one million) for each accident for property damage, shall be maintained in full force during the life of the contract.



BIDDER – Signature

Zeljko Vuk

BIDDER – Print Name

END OF SECTION 00 62 16

CERTIFICATE OF INSURANCE STATEMENT

ECLECTIC ARCHITECTURE, LLC

00 62 16 - 1

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-F
Name of Form:	REQUEST FOR PREVAILING WAGE DETERMINATION
Statutory Reference:	N.J.S.A. 34:11-56.25 et seq.
Instructions Reference:	Statutory and Other Requirements VII-F, but not applicable for material and service contracts.
Description:	To be used by the public body in requesting wage determination prior to commencing bid process. Used for public work contracts where the threshold requiring the use of prevailing wages has been exceeded. This form is completed by the public agency to request the minimum wage rates to be paid by a Contractor(s)

If the contract is one for public work pursuant to N.J.S.A. 34:11-56. 25 et seq., be sure the current prevailing wage threshold for municipal and non-municipal entities is checked.

The term "public work" means construction, reconstruction, demolition, alteration, or repair work, or maintenance work, including painting and decorating, done under a contract and paid for in whole or in part out of the funds of a public body, except work performed under a rehabilitation program. This also includes off-site workers who custom fabricate plumbing, heating, cooling, ventilation, or exhaust duct systems and mechanical insulation as part of a public works project. [N.J.S.A. 34:11-56.26(5)]

"Public work" shall also mean construction, reconstruction, demolition, alteration, or repair work, done on **any** property or premises, whether or not the work is paid for from public funds, if, at the time of the entering of the contract:

- **Not less than 55% of the property or premises is leased by a public body or is subject to an agreement to be subsequently leased by the public body; and**
- The portion of the property or premises that is leased or subject to an agreement to be subsequently leased by the public body measures more than 20,000 square feet. [N.J.S.A. 34:11-56.26(5)(a)(b)]

Public Law 2004, Chapter 101 took affect on July 14, 2004. This law, N.J.S.A. 34:11-56.26(5), adds to existing prevailing wage requirements off-site workers who custom fabricate plumbing, heating, cooling, ventilation, or exhaust duct systems and mechanical insulation as part of a public works project.

The New Jersey Department of Labor's Division of Wage and Hour Compliance's electronic application for official Prevailing Wage Rate Determinations can be obtained at: <https://wnjpin.state.nj.us/pw/prevwage.html>.

This page provides public body officials or their representatives an opportunity to apply for and download an official New Jersey Prevailing Wage Rate Determination. Official Prevailing Wage Rate Determinations are required for public work contracts and certain Economic Development Authority assisted projects.

SECTION 00 73 43

REQUEST FOR PREVAILING WAGE

ECLECTIC ARCHITECTURE, LLC

RUTHERFURD HALL
ROOF GUTTER & DOWNSPOUT RESTORATION PROJECT

FRONT END SPECIFICATION

APPENDIX A:

| The American Institute of Architects Document A101 "Standard Form of Agreement Between Owner and Contractor", 2007 Edition, as amended:

Certificate Number
711467

Registration Date: 10/14/2020
Expiration Date: 10/13/2021



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

Responsible Representative(s):
Zeljko Vuk, President

CRO International Inc
2020

A handwritten signature in black ink, appearing to read "R. Asaro-Angelo".

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development

06/02/15

Taxpayer Identification# 223-373-845/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

CRO INTERNATIONAL, INC.

ADDRESS:

855 RIDGEWOOD AVE
NORTH BRUNSWICK NJ 08902

EFFECTIVE DATE:

06/02/15

TRADE NAME:

SEQUENCE NUMBER:

1957453

ISSUANCE DATE:

06/02/15



Director
New Jersey Division of Revenue

FORM-BRC

(04-081) D200584RV

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 63896

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-2020 to 15-DEC-2027

CRO-INTERNATIONAL INC
855 RIDGEWOOD AVENUE
NORTH BRUNSWICK NJ 08902



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer

Sinisa Vuk

From: Karr, Katie <Katie.Karr@treas.nj.gov>
Sent: Tuesday, March 2, 2021 2:33 PM
To: Sinisa Vuk
Subject: RE: [EXTERNAL] union city contract 1

I found the documents. The Union City Hall contract and St Anslem contract are good for C024, C075 and C079. Which line item on the Lady of Sorrow schedule shows TPO and tile/slate. The St Michael's project is good for C024, C019, C013, C071, C075. At this point your firm is good for C011, C012, C013, C019, C024, C068, C071, C075, C077, C078 and C079.

Katie Karr

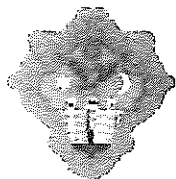
NJ Department of the Treasury
Division of Property Management & Construction
Contractor Classification Unit
33 W. State St. – 9th Floor – Trenton, NJ 08625
P: (609) 633-2725
C: (609) 306-1013

KEEP IN MIND THAT 12/31/2019 FINANCIALS WILL NO LONGER BE ACCEPTABLE AFTER 12/31/2020.

From: Sinisa Vuk <sinisa@crointernationalinc.com>
Sent: Tuesday, March 2, 2021 2:21 PM
To: Karr, Katie <Katie.Karr@treas.nj.gov>
Subject: RE: [EXTERNAL] union city contract 1

Ok. In the package I mailed there is a page printed showing the address on the registry

Sinisa Vuk
Officer
Cro-International Inc.
855 Ridgwood Ave.
North Brunswick, NJ, 08902
P: 1-800-670-5580
F: 732-247-4780



From: Karr, Katie [<mailto:Katie.Karr@treas.nj.gov>]
Sent: Tuesday, March 2, 2021 2:02 PM

THE NEW YORK
LANDMARKS
CONSERVANCY

In recognition of the outstanding preservation efforts made by

Cro-International Inc.

for

Church of St. Anselm & St. Roch

LUCY G. MOSES PRESERVATION AWARD

September 23, 2020



Peg Breen, President

THE SERVICE INSURANCE COMPANY, INC.
(in CT, GA, KY, MA, MD, MS, MT, NH, NJ, NY, PA, RI, TN & WV)
(d/b/a Service Guarantee and Surety Company in DC, DE, NC & SC)
Service Guarantee and Surety Company (used in FL by: The Service Insurance Company, Inc.)
Service Guarantee and Surety Co. (used in VA by: The Service Insurance Company, Inc.)
80 Main Street, Suite 330
West Orange, New Jersey 07052
Telephone: (973) 731-7650 - Fax: (973) 731-7889

BOND NO.: 50479

BID BOND

DATE OF BID: MARCH 11, 2021

AMOUNT OF BID: \$218,650.00

**DESCRIPTION OF CONTRACT TO WHICH BID PERTAINS:
RUTHERFURD HALL GUTTER & DOWNSPOUT RESTORATION**

KNOW ALL MEN BY THESE PRESENTS that we, **CRO-INTERNATIONAL, INC.**, as principal, and hereinafter referred to as "Principal", and **THE SERVICE INSURANCE COMPANY, INC.**, a corporation duly organized pursuant to the laws of the State of New Jersey, and authorized to transact business as a surety in the State of NJ, as surety, and hereinafter referred to as "Surety", are held and firmly bound unto **ALLAMUCHY TOWNSHIP SCHOOL DISTRICT**, as obligee, and hereinafter referred to as "Obligee", in the sum of **the lesser of 10% of the "Amount of Bid" stated above or TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00)**, for the payment of which sum Principal and Surety bind ourselves and our respective heirs, executors, administrators, successors, and assigns, jointly and severally, by these presents:

WHEREAS, Principal as submitted a bid to Obligee in the amount stated above for the described contract (hereinafter referred to as the "Bid");

NOW, THEREFORE, if Obligee shall accept the Bid within the period specified for acceptance thereof (and, if no period is specified, then within 60 days of the date of the Bid) and (a) Principal and Obligee thereafter enter into a contract strictly in accordance with the terms and conditions of the Bid, and Principal provides the performance and payment bonds that it is required to provide pursuant to the Bid (if any), or (b) Obligee is ready, willing, and able to enter into a contract with Principal strictly in accordance with the terms and conditions of the Bid, and Principal, without justification, fails or refuses to enter into such a contract or, without justification, fails or refuses to provide the performance and payment bonds that it is required to provide pursuant to the Bid, and Principal pays to Obligee the penalty specified in the Bid, up to the penal sum of this Bond as stated above, as a result thereof, or (c) Obligee is not ready, willing, or able to enter into a contract with Principal strictly in accordance with the terms and conditions of the Bid, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

CONSENT OF SURETY

Principal and Surety hereby certify and agree that, if Obligor shall accept the Bid within the period specified for acceptance thereof and shall enter into a contract with Principal relative thereto as described above, Surety will execute the performance and payment bonds that Principal is to provide as required by and in strict conformance with the Bid, without condition.


This Bond (including the Consent of Surety) is furnished to comply with the law of the jurisdiction governing the Bid. Any terms or conditions of this Bond (and/or the Consent of Surety) that conflict therewith shall be deemed deleted herefrom, and any requirements of the law of the jurisdiction that are not expressly set forth above shall be deemed incorporated herein. The intention is that this Bond (and Consent of Surety) be construed to conform with the law of the governing jurisdiction.

SIGNED AND DELIVERED THIS Wednesday, March 10, 2021.

CRO-INTERNATIONAL, INC. [PRINCIPAL]

By: 

THE SERVICE INSURANCE COMPANY, INC.


JAMES S. BURGER, PRESIDENT

BOND NO. 50477

THE SERVICE INSURANCE COMPANY, INC.
(in CT, GA, KY, MA, MD, MS, MT, NH, NJ, NY, PA, RI, TN & WV)
(d/b/a Service Guarantee and Surety Company in DC, DE, NC & SC)
Service Guarantee and Surety Company (used in FL by: The Service Insurance Company, Inc.), in AL
Service Guarantee and Surety Co. (used in VA by: The Service Insurance Company, Inc.)
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE SERVICE INSURANCE COMPANY, INC., 80 Main Street #330, West Orange, NJ 07052, a corporation of the State of New Jersey (d/b/a Service Guarantee and Surety Company in DC, DE, NC & SC), Service Guarantee and Surety Company (used in FL by: The Service Insurance Company, Inc.) and in AL, Service Guarantee and Surety Co. (used in VA by: The Service Insurance Company, Inc.) pursuant to authority granted by Article VIII, Section 7 of the By-Laws of said Company, which reads as follows: "CONTRACTS. The Board of Directors may authorize any officers, to execute any surety bond instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances."


Does hereby nominate, constitute and appoint Glen T. Burger and James S. Burger, its true and lawful agents and Attorney(s)-in-Fact, to make, execute, seal and deliver for, and on its behalf as surety, and its act and deed: any and all bond undertakings, and consents of surety, no one bond to exceed an aggregated penal sum liability of \$5,000,000 (Five Million Dollars).

Does hereby nominate, constitute and appoint ~~not applicable executed in home office~~ of ~~not applicable executed in home office~~ Insurance Agency as its true and lawful Attorney(s)-in-Fact for the following purpose: to make, execute and deliver those bond undertakings and Consents of Surety on behalf of the Company to any Obligees for those bid bond, performance bond, payment bond and other bond undertakings not to exceed an aggregated penal sum liability of \$5,000,000 (Five Million Dollars).

Said Insurance Agency Attorney(s)-in-Fact shall obtain prior approval confirmed in writing from the Company with a bond number provided by the Company's home office prior to issuing any bonds. Said Attorney(s)-in-Fact by executing the attached bond(s), hereby represents and warrants under oath that the Company has granted it/him/her prior approval and furnished the bond number for the attached bonds, which has been logged and recorded at the Company's home office. The Company shall not cover, honor or pay any claims for unauthorized bonds, and the Obligees may confirm the validity of the attached bond on receipt by contacting the Company in writing at 973-731-7889 (fax) or Jburger@serviceinsurancecompany.com.

IN WITNESS WHEREOF, the said Treasurer and President have hereunto subscribed their names and affixed the Corporate Seal of the said The Service Insurance Company, Inc., this 2nd day of April, A.D. 2019

THE SERVICE INSURANCE COMPANY, INC.


BY: 
GLEN T. BURGER, TREASURER

BY: 
JAMES S. BURGER, PRESIDENT

STATE OF NEW JERSEY)
CITY OF WEST ORANGE) SS

On this 2nd day of April, A.D. 2019, before the subscribed, a Notary Public of the State of New Jersey, duly commissioned and qualified, came the above named Treasurer and President of The Service Insurance Company, Inc., to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledge the execution of the same, and being by me duly sworn severally and each for himself depose the saith, that they are the said officers of the Company aforesaid, and that the seal is affixed to the preceding instruments, is the Corporate Seal of said Company, and that the Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

MARIA E. CERQUEIRA
NOTARY PUBLIC OF NEW JERSEY
Comm. # 2360557
My Commission Expires 6/4/2022


Notary Public in the State of New Jersey

CERTIFICATE

I, the undersigned, President of The Service Insurance Company, Inc., The Company, do hereby certify that the original Power of Attorney in which the forgoing is full, true and correct copy, is in full force and effect on the date of this certificate; and I do further certify that the President who executed the said Power of Attorney was specially authorized by the Board of Directors to appoint any Attorney in Fact as provided in Article VIII, Section 7, of the By-Laws of The Service Insurance Company, Inc.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of The Service Insurance Company, Inc.

Resolved: "That the facsimile or mechanically reproduced signature of the Company President, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed."

COMPANY EMBOSSED CORPORATE SEAL MUST
APPEAR ON BOND FORM AND POWER OF ATTORNEY

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the Corporate Seal of the said Company, this 20 day of March, 2021.


JAMES S. BURGER, PRESIDENT

THE SERVICE INSURANCE COMPANY
(Statutory Basis)
**STATEMENT OF ADMITTED ASSETS,
 LIABILITIES SHAREHOLDER'S EQUITY**
AS OF DECEMBER 31, 2019
ADMITTED ASSETS

Cash & Cash Equivalents & Short Term Investments	3,945,677
Preferred Stocks	54,571
Common Stocks	2,682,205
Bonds	9,978,349
Interest Income Receivable	84,253
Premiums & Agents Balances	566,531
Amounts Receivable from Reinsurers	\$ 476,198
Other Receivable	(5,246)
Current Federal Income Tax Recoverable	-
Electronic Data Equipment	-
Net Deferred Tax Asset	-
TOTAL ADMITTED ASSETS	82,349

17,854,887

LIABILITIES & SHAREHOLDER'S EQUITY

LIABILITIES	
Losses & Loss Adjustment Expenses	794,929
Other Expenses	398,534
Taxes, licenses & fees	61,772
Federal Income Tax	66,254
Unearned Premiums	1,349,740
Amounts Withheld or Retained by Company for Accounts of Others	4,449,149
Miscellaneous	434,742
Total Liabilities	7,555,120
SHAREHOLDER'S EQUITY	
Common stock, par value \$20.00 per share	1,000,000
50,000 shares authorized issued, 32,000 shares outstanding as of December 31, 2019	839,198
Gross Paid-In & Contributed Surplus	9,499,168
Unassigned funds (surplus)	(1,038,600)
Treasury Stock	10,299,767
Total Shareholder's Equity	17,854,887

TOTAL LIABILITIES & SHAREHOLDER'S EQUITY

STATE OF NEW JERSEY)
) SS
 COUNTY OF ESSEX)

I, James S. Burger, President of The Service Insurance Company, Inc., do hereby certify that the above is a true statement of the assets, liabilities of said Corporation as of December 31, 2019.

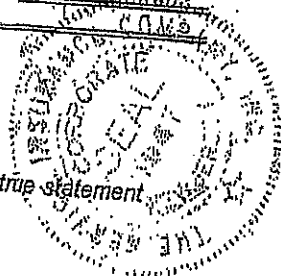
James S. Burger, President

STATE OF NEW JERSEY)
) SS
 COUNTY OF ESSEX)

Subscribed and sworn before me, a Notary Public, State of New Jersey, in the County of Essex, this 24th day of March, 2020.

Notary Public

NOTARY PUBLIC OF NEW JERSEY
 My Commission Expires 11/3/2022



ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
P.O. BOX B
ALLAMUCHY, NJ 07820

James Schlessinger
School Business Administrator

Telephone: 908-852-2139
FAX: 908-852-9816

Dr. Melissa Sabol
20 Johnsonburg Rd.,
Allamuchy, NJ 07820

April 30, 2021

Dr. Sabol,

Kindly accept this letter as formal notice that I do not intend to seek a new contract from the Allamuchy Township School District for the 2021-22 school year, thus my last day of employment with the District will be June 30, 2021.

I have truly enjoyed working with you, Dr. Gallegly, Ms. Profito, and many other highly motivated members of the school community, and I wish you nothing but the best moving forward. I am proud of the progress we have made through the last five years and would have liked very much to have been a part of your leadership team as you transition to the full Superintendent role. At this time however, I have been presented with another opportunity in public education that I have chosen to pursue. I am confident that in time, your efforts and good work will help the Board move towards more productive discourse.

It is of course my intention to wrap up as many loose ends as I can in my time remaining, as well as to provide you and my successor with documentation of the processes I personally perform throughout the cycle. If you'd like, I would also be happy to prepare for you my own findings and recommendations based on my experiences and lessons learned, so that the new SBA can hit the ground running with as close to a full stride as possible.

Best regards,



Jim

Nurse	Jodie DeCostanza
Psychologist	Gretchen S.
Social Worker	Marilou Tshudy
LDTC	Through J&B
Speech	Lauren Boden
Occupational Therapy	Karen Rymon
Physical Therapy	Nadine Klint
Preschool Camp	Kim Bolling
Preschool PSD Camp	Sarah Mikaliunas
Preschool Paraprofessional	Corinne Jacobson
MD	Andrea Aussems
MD Paraprofessional	Melissa Stavros
Personal Paraprofessional	Sarah Lamonaco
Resource Room LA	Marsha Koerner
Resource Room Math	Deb DeAngelis
Intervention Program	Kate Stiner
Intervention/close the Gap Paraprofessional	Lynn Quinto
K/1 Close the Gap	Robin Samiljan
$\frac{2}{3}$ Close the Gap	Sydney Watkins
$\frac{4}{5}$ Close the Gap	Alyson Chudley
Middle School LA Close the Gap	Vicki Patterson
Middle School Math Close the Gap	Sam Greco



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DEPARTMENT OF EDUCATION
Warren County Office of Education
1501 Route 57
Washington, New Jersey 07882
Tele: (908) 689-0497
Fax: (908) 689-1457

ANGELICA ALLEN-MCMILLAN, ED.D.
Acting Commissioner

ROSALIE S. LAMONTE, PH.D.
Interim Executive County Superintendent

May 20, 2021

Mr. James Schlessinger
School Business Administrator
Allamuchy Township School District
P.O. Box J
Allamuchy, New Jersey 07820

Dear Mr. Schlessinger:

In accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1, I have reviewed the contract for Dr. Melissa Sabol, Superintendent/Principal/Child Study Team Director. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2021 – June 30, 2024 with a salary of \$145,000 for the 2021-2022 school year, \$147,900 for 2022-2023, and \$150,858 for 2023-2024.

If there are any changes to the terms of this contract, you will need to submit it to the Warren Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

Kindly submit a copy of the signed contract once it is executed.

Sincerely,

Rosalie S. Lamonte, Ph.D.
Interim Executive County Superintendent

c: Melissa Sabol
Board President

SUPERINTENDENT / PRINCIPAL / CHILD STUDY TEAM DIRECTOR

Detailed Statement of Contract Costs

District: ALLAMUCHY BOE

Name: MELISSA SABOL

District Grade Span: K-8

On Roll Students as of 10-15 of the prior year: 423

	Year 1	Year 2	Year 3	Year 4	Year 5
Contract Term:	2021-22	2022-23	2023-24	2024-25	2025-26
Salary					
Base Salary	\$ 145,000	\$ 147,900	\$ 150,858	\$ -	
Shared Service	\$ -	\$ -	\$ -	\$ -	
Longevity	\$ -	\$ -	\$ -	\$ -	
Annual Salary	\$ 145,000	\$ 147,900	\$ 150,858	\$ -	
TOTAL ANNUAL SALARY	\$ 145,000	\$ 147,900	\$ 150,858	\$ -	
Additional Salary					
Quantitative Merit Goals	\$ 14,486	\$ 14,775	\$ 15,071	\$ -	
Qualitative Merit Goals	\$ 7,250	\$ 7,395	\$ 7,543	\$ -	
Additional Compensation - Describe:					
Total Additional Salary	\$ 21,736	\$ 22,170	\$ 22,614	\$ -	
TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION	\$ 166,736	\$ 170,070	\$ 173,472	\$ -	
Total Premiums for:					
Health Insurance	\$ -	\$ -	\$ -	\$ -	
Prescription Insurance	\$ -	\$ -	\$ -	\$ -	
Dental Insurance	\$ -	\$ -	\$ -	\$ -	
Vision Insurance	\$ -	\$ -	\$ -	\$ -	
Disability Insurance	\$ -	\$ -	\$ -	\$ -	
Other Insurance - Describe:	\$ -	\$ -	\$ -	\$ -	
Waiver of Benefits	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
Total Cost of Premiums	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
Employee Contribution to Premiums as Per Law	\$ -	\$ -			
TOTAL HEALTH BENEFITS COMPENSATION	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
Other Compensation					
Travel and Expense Reimbursement (Estimated Annual Cost)	\$ 500	\$ 500	\$ 500	\$ -	
Professional Development (Capped Amount or Estimated Annual Cost)	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	
Tuition Reimbursement	\$ -	\$ -	\$ -	\$ -	
Mentoring Expenses - Describe: <i>(Mentor & New Supt Academy)</i>	\$ 4,000	\$ -	\$ -	\$ -	
National/State/County/Local/Other Dues	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	
Subscriptions	\$ -	\$ -	\$ -	\$ -	
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	\$ 600	\$ 600	\$ 600	\$ -	
Computer for Home use, including supplies, maintenance, internet	\$ 500	\$ 500	\$ 500	\$ -	
Other - Describe:	\$ -	\$ -	\$ -	\$ -	
TOTAL OTHER COMPENSATION	\$ 10,100	\$ 6,100	\$ 6,100	\$ -	
Sick and Vacation Compensation					
Max Paid for Unused Sick Leave Upon Retirement	\$ 15,000	\$ 15,000	\$ 15,000		
Max Paid for Unused Vacation Leave - Retirement or Separation	\$ 16,731	\$ 17,065	\$ 17,407		
Total Sick and Vacation Compensation	\$ 31,731	\$ 32,065	\$ 32,407	\$ -	
TOTAL CONTRACT COSTS	\$ 213,566	\$ 213,236	\$ 216,978	\$ -	

SUPERINTENDENT OF SCHOOLS

EMPLOYMENT CONTRACT

DR. MELISSA SABOL

This Employment Contract (referred to as "this Contract") is by and between the **Allamuchy Township Board of Education** ("Board"), with administrative offices located at 20 Johnsonburg Road, Allamuchy, Warren County, New Jersey 07820; and **Dr. Melissa Sabol** ("Dr. Sabol" or "the Superintendent"), whose current home address is on file with the Board.

WHEREAS, the Board desires to employ Dr. Sabol as the Superintendent of Schools with additional responsibilities as Principal and Child Study Team Director; and,

WHEREAS, Dr. Sabol wishes to accept employment as Superintendent of Schools and to perform the additional duties as Principal and Child Study Team Director; and

WHEREAS, State law requires a written contract between the Superintendent and the Board; and,

WHEREAS, the Board and the Superintendent wish to describe specifically their relationship to ensure a basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools; and,

WHEREAS, the Superintendent is the holder of a certificate of eligibility allowing her to be appointed as Superintendent of Schools;

NOW, THEREFORE, in consideration of the following mutual promises and obligations set forth herein, the parties agree as follows:

I. Certification

- A. Dr. Sabol represents that she possesses an Administrative Certificate with an endorsement as Principal, issued by the New Jersey State Board of Examiners and holds a certificate of eligibility for a School Administrator Endorsement. Dr. Sabol shall immediately apply for a provisional certificate, as permitted by the regulations of the Department of Education.

- B. If, at any time during the term of this Contract, the Superintendent's above stated certifications are suspended or revoked, this Contract shall be null and void as of the date of the suspension or revocation.

II. Term

The Board, in consideration of the promises herein contained of the Superintendent, hereby employs, and Dr. Sabol hereby accepts employment, as Superintendent of Schools for the term commencing on **July 1, 2021** through the close of business on **June 30, 2024**.

III. Superintendent's Responsibilities

- A. The Superintendent shall work a five-day week, Monday through Friday, on-site at the Board Offices, unless the Board or, in the event of a health emergency, government authorities, shall otherwise direct. She shall perform all of the duties normally required of the Superintendent of Schools, as set forth in the Job Description, Board Policies and Regulations, the School statutes and regulations of the State Board of Education. These shall include, without limitation, oversight and management of Rutherford Hall and attendance at all school-related meetings, functions and events as may be requested by the Board. The Superintendent shall be on duty 260 days per year, except as otherwise set forth herein. Additionally, Dr. Sabol agrees to perform the duties of Principal and Child Study Team("CST") Director as set forth in the job descriptions for those positions which she has reviewed. The Superintendent shall be compensated for performance of the additional duties of Principal and CST Director, as described in more detail below. The compensation for the additional duties shall be included in the Total Annual Salary.
- B. The Superintendent shall devote her full-time attention, skills and efforts to this employment and agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without written permission of the Board. Should the Superintendent choose to engage in such outside activities on weekends, on her vacation time, or at other times when she is not required to be present in the District, she may retain any honoraria paid. The Superintendent shall notify the Board President in the event that she is going to be away from the District on District business for two (2) or more days in any week. Any time away from the District that is not for District business must be taken in accordance with provisions of this Contract governing time off. The Board recognizes that the demands of the Superintendent's position require long and irregular hours, and occasionally may require that she attend to District business outside of the District.

- C. The Superintendent shall attend all Board committee meetings, and shall serve as advisor to the Board and said committees on all matters affecting the School District, the Principalship and CST Director, as well as all meetings of the Board, except where a *Rice* notice has been served upon the Superintendent notifying her that matters concerning her employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public, or where the Board Attorney shall determine that the Superintendent has a conflict of interest.
- D. The Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as District policies and regulations. Except as to the positions of Principal and CST Director, the Board shall not substantially increase the duties of the Superintendent by assigning her the duties or responsibilities of another position or title unless the parties agree upon additional compensation commensurate with such increase in duties, the additional compensation is reflected in an addendum to this Employment Agreement, and such addendum has been approved by the Executive County Superintendent.

IV. Compensation

- A. Base Salary. The Board will pay the Superintendent an annual base salary of \$145,000 (One Hundred Forty-Five Thousand Dollars) for the first year of this Contract, effective on July 1, 2021, prorated for any partial contract year, to be paid in equal installments in accordance with the district's regular 12-month payroll schedule. Included in the base salary are salary increments in the amount of \$5,000 (Five Thousand Dollars) for duties performed as Principal, and \$5,000 (Five Thousand Dollars) for duties performed as CST Director.
- B. Annual Increase in Base Salary. The base salary, inclusive of the above salary increments, shall be increased by two percent in years two and three of this Contract, effective on July 1 of each contract year, as follows: For 2022-23 - \$147,900, and for 2023-24 - \$150,858. Notwithstanding the foregoing, no salary increase of any kind will take effect at midnight of July 1, 2024, unless the parties have agreed to a contract renewal that has been approved by the Executive County Superintendent. The terms of the extension will govern all increases to take effect on July 1, 2024. Any renewal, extension, or modification of this Contract shall comply with the notice provisions of P.L. 2007, c. 53, The School District Accountability Act and N.J.A.C. 6A:23A-3.1, et seq.
- C. Merit Bonuses
 - 1. The Superintendent shall be eligible to receive a merit bonus in addition to her annual base salary, subject to attainment of merit goals. The merit

bonus, if awarded, will be based upon achievement of quantitative merit criteria and qualitative merit criteria.

2. The Board may include no more than three quantitative merit criteria and/or two qualitative merit criteria per contract year.
3. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/or qualitative merit criteria.
4. The Board may award merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purposes of N.J.A.C. 17:3-4.1 and shall not be cumulative.
5. Within sixty (60) days of the start of each contract year, the parties shall meet to establish the district's goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated, as hereinafter provided. On, or prior to, June 1 of each succeeding school year, the parties will meet to establish the district's goals and objectives for the next succeeding school year, in the same manner and with the same effect as heretofore described.
6. The Superintendent shall present notice and proof to the Board of each achievement, and receive a merit bonus in amount of 3.33% of her annual base salary for each quantitative merit criterion achieved and a merit bonus in amount of 2.5% of annual base salary for each qualitative merit criterion achieved. Subject to satisfactory completion, the Board shall submit a resolution to the Executive County Superintendent certifying that the quantitative merit and qualitative merit goals and criteria have been satisfied and shall await a confirmation of the satisfaction of same from the Executive County Superintendent prior to payment of the merit bonus. No merit increase shall be earned unless and until the Executive County Superintendent confirms satisfaction.
7. The Board shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
8. The Superintendent shall receive the merit bonus within thirty (30) days of the district's receipt of the Executive County Superintendent's approval. The Board's obligation to pay the Superintendent for an earned merit bonus shall survive the termination of this Contract, however, no merit pay shall be

awarded for any partial year worked for which the Board has not completed the annual evaluation, and in the event of termination of this Agreement prior to the completion of any contract year, prior to completion by the Board of the annual evaluation.

V. Other Benefits

- A. Vacation Days. The Superintendent shall be entitled to twenty-five (25) paid vacation days per year taken specifically upon prior notification to the Board President. All vacation days shall be available for the Superintendent's use beginning July 1st; however, it is understood and agreed that they are earned on a monthly pro-rata basis. The Superintendent may carry over no more than five (5) unused vacation days from one year to the next. Days not utilized in the subsequent year will be lost. All weekly calendar days and recess periods, except as otherwise set forth in this Contract, are workdays for administrators. It is strongly preferred that vacation days be used when students are not in session such as the winter, spring, and the summer recess periods of time. Upon separation from employment, the Superintendent shall be compensated for her unused vacation days at the per diem (1/260th) rate of her salary at that time. Any such payment shall be made to her by the Board within ninety (90) days of the Superintendent's last day of employment, or in the event of her death, to her estate.
- B. Holidays. The Superintendent shall be entitled to the holidays available to other 12-month, unaffiliated, central office administrators in the district. These shall include days on which the school district is closed, excluding school recess periods.
- C. Sick Days and Personal Days. The Superintendent shall receive twelve paid sick leave days and six paid personal days annually. Unused sick days shall be accumulative in the ensuing contract years. Dr. Sabol will be compensated for her unused sick days earned at Allamuchy School District upon retirement, at her then per diem rate, based on 1/260 of her salary at the time of retirement, up to a maximum amount of \$15,000 (Fifteen Thousand Dollars), in accordance with N.J.S.A. 18A: 30-3.5 Payment for unused sick days upon retirement will be made over a minimum of two years, with the first payment issued July 1st of the calendar year following retirement. Any personal days not used at the end of a contract year shall convert to sick days subject to a maximum accumulation of fifteen (15) sick days per year.
- D. Tax Sheltered Annuity: The Board, at the request of the Superintendent, and in accordance with State law, shall permit her to participate in a tax deferred annuity program approved by the District of her choosing, in accordance with N.J.S.A. 18A:66-127, *et seq.* and applicable tax laws, including Sections 403 (b) and 457(b) of the Federal Internal Revenue Code. The maximum amount of reduction in salary authorized shall be the maximum tax deferral amount permitted by the Federal Internal Revenue Code. In no case shall the Board pay into the annuity any amount over and above the amount of the

salary deduction, but rather, only the amount that corresponds to the deduction.

- E. Bereavement Leave: The Superintendent shall be entitled to five (5) days of leave, without loss of pay due to the death of her father, mother, husband, partner in a civil union, brother, sister, father-in-law, mother-in-law, son, daughter, grandchild, or any person permanently living with the Superintendent. The Superintendent shall be entitled to two (2) days of leave, per incident, without loss of pay due to the death of a sister-in-law, brother-in-law, aunt, uncle or other near relative.

VI. Medical and Dental Insurance

- A. Coverage and Contribution. The Superintendent is eligible to receive Board paid health insurance, dental and vision coverage for the Superintendent and her eligible family members. The Superintendent may elect coverage by the District and contribute to the cost of premiums through payroll deductions in the amount at Tier 4, in accordance with P.L. 2011, Ch. 78, or elect to be enrolled in the Educators Health Plan (EHP) pursuant to New Jersey P.L. 2020, Ch. 44, with contributions toward the cost of premiums as specified by Ch. 44.
- B. Change of Carriers. The parties agree that the Board reserves the right, unilaterally and without further negotiation, to change carriers, so long as the new plan contains at least one coverage option that is at least equivalent to the coverage currently provided by the Board. Any adjustments to the responsibility of payment of medical insurance premium made during the life of this Contract shall be in the form of an amendment and shall become part of this Employment Contract, but it shall not be deemed that the Board and the Superintendent have entered into a new employment contract.
- C. Waiver of Benefits: The Superintendent may waive coverage in any of the health benefits plans if she is covered through the health plan of a spouse, civil union or domestic partner, in accordance with procedures established by the Board and provides satisfactory evidence of such coverage. In the event that the Superintendent elects to waive Board paid health insurance coverage, she will be paid the lesser of twenty-five percent (25%) of the savings or \$5,000 (Five Thousand Dollars) of the cost of said coverage for waiving such coverage.

VII. Job-Related Expenses and Other Compensation

- A. Mileage and Cell Phone Reimbursement and Laptop. The Superintendent shall have the option of using her own vehicle for business-related trips. In accordance with the Board Policy and New Jersey Administrative Code, the Superintendent shall receive reimbursement for mileage at the prevailing rate in accordance with

regulations promulgated by the New Jersey Office of Management and Budget (NJOMB) circulars, and reimbursement for reasonable expenses incurred in the performance of duties, excluding commuting to and from work. The Superintendent shall be provided, at Board expense, with a laptop computer for use in carrying out assigned duties. Incidental personal use, subject to Board computer and network policies, shall be permitted. The Board shall reimburse the Superintendent for cell/smart phone costs in the amount of \$50 per month. All reimbursements shall be subject to receipt of a duly executed voucher from the Superintendent.

- B. Professional Development. The Superintendent may also attend appropriate professional training or meetings at the local and state level, the expense of said attendance shall be paid by the Board. To the extent required by contract, statute, and/or regulation, the Superintendent shall be permitted to attend various workshops, seminars, meetings and professional development programs offered throughout the school year as required and/or necessary to ensure the proper operation of the District without the need for prior Board approval, subject to the pertinent Department of Treasury Guidelines. In this regard, the Superintendent shall be permitted to attend, at Board expense, the NJSBA Fall Workshop, the NJASA Spring Conference, and TechSpo. All travel and travel related expenses shall comply fully with the above mentioned law, the provisions of which are incorporated by reference as if fully set forth herein. Any portion of this Contract which shall be determined to be inconsistent with the foregoing law shall be null and void *ab initio*.
- C. Professional Dues. The Board agrees to pay dues and fees on behalf of the Superintendent to professional associations relevant to the position of Superintendent, including the American Association of School Administrators, the New Jersey Association of School Administrators, the County Association of School Administrators, and the Association for CST Directors.
- D. Mentorship/New Superintendent's Academy. The Board shall reimburse the Superintendent for the direct costs associated with the mentorship program required pursuant to N.J.A.C. 6A:9B-12.4, and the costs for her participation in the New Jersey Leadership Institute/New Superintendent's Academy for up to one year.

VIII. Evaluation

- A. The Board shall evaluate the performance of the Superintendent at least once a year on or before June 30th, in accordance with statutes, regulations and Board policy relating to Superintendent evaluation. Each annual evaluation shall be in writing and shall represent a majority of the Board. A copy of the evaluation shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss

the findings. The Board may meet without the Superintendent in closed session to discuss the evaluation and the Superintendent's performance when a *Rice* notice has been served upon the Superintendent, giving notice that the Superintendent's employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public. The evaluations shall be based upon the criteria adopted by the Board, the goals and objectives of the district, which shall include encouragement of student achievement, the responsibilities of the Superintendent as set forth in the job description for the position of Superintendent, the district's placement on the NJQSAC continuum (with respect to those DPRs that are within the Superintendent's control), and such other criteria as the State Board of Education shall by regulation prescribe.

- B. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, and in reasonable detail, the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Board deems performance to be unsatisfactory. The Superintendent shall be entitled to copies of all back-up materials utilized in the process. The Superintendent shall have the right to respond in writing to the evaluation; this response shall become a permanent attachment to the evaluation in question. On or before June 1st of each year of this Contract, the Superintendent and the Board shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year.
- C. The final draft of the annual evaluation shall be adopted by the Board by June 30 of each year of this Contract or such earlier date as may be fixed by law or regulation. The Superintendent shall propose a schedule for evaluation for the next year to the Board President by the annual organization meeting each year.
- D. The parties also agree that the Board shall not hold any discussions regarding the Superintendent's employment that are not otherwise privileged, unless the Superintendent is given written notice at least 48 hours in advance and is given the opportunity to address the Board in closed session with a representative of her choosing. In addition, the Board shall not hold any discussions with regard to the Superintendent's performance, or that may adversely affect the Superintendent's employment, in public session, unless the Superintendent requests that such discussions be held in public session, pursuant to the Open Public Meetings Act.

IX. Termination of Contract

- A. This Agreement shall terminate under any one of the following circumstances:

1. Failure to possess proper certification;
 2. Revocation or suspension of the Superintendent's certificate;
 3. Forfeiture, pursuant to *N.J.S.A. 2C: 51-2*;
 4. Mutual agreement of the parties;
 5. Material misrepresentation by Superintendent of employment history, educational and professional credentials, and criminal and sexual background information, subject to *N.J.S.A. 18A:6-10 et seq.*;
 6. Violation of the New Jersey First Act residency requirement;
 7. Termination, pursuant to *N.J.S.A. 18A: 17-20.2*;
 8. Upon written notification by the Superintendent received by the Board Secretary ninety (90) days prior to the date of her resignation or retirement.
- B. In the event the Superintendent is arrested and charged with a criminal offense which could result in forfeiture under *N.J.S.A. 2C: 51-2*, the Board reserves the right to suspend her pending resolution of the criminal charges. Such suspension shall be with pay prior to indictment, and may be with or without pay, at the Board's discretion, subsequent to indictment. The Board reserves its right also to suspend with or without pay if it certifies contractual tenure charges. Nothing in this Agreement shall limit the Board's rights with regard to suspension under *N.J.S.A. 18A: 6-8.3, 6-14*, and the School Laws generally.
- C. The Superintendent shall not be dismissed or reduced in compensation during the term of this Contract, except as authorized by *N.J.S.A. 18A:17-20.2* provided, however, that the Board shall have the authority to relieve the Superintendent of the performance of her duties with pay if necessary and as permitted by law. The parties understand that any early termination must comply with the provisions of *N.J.S.A. 18A:17-20.2a*.

X. Renewal and Non-Renewal

This Contract shall automatically renew for a term of three (3) years, expiring on June 30, 2027, unless either of the following occurs:

- A. The Board by contract reappoints the Superintendent for the same or a different term allowable by law; or
- B. The Board notifies the Superintendent in writing, no less than ninety (90) calendar days before the expiration of this Contract that she will not be reappointed at the end of the current term, in which case her employment as Superintendent shall cease upon the expiration of this Contract.

- C. Pursuant to *N.J.S.A. 18A:17-20.4*, the Superintendent retains all tenure rights accrued in any position which she previously held in the District. The Superintendent shall also continue to accrue seniority in all positions in which she achieved tenure in the District. The Superintendent shall have the right to assert all tenure and seniority rights in the event that the Board does not renew the Superintendent for any reason.

XI. Professional Liability

The Board agrees, in accordance with and subject to the limitations of *N.J.S.A. 18A:16.6* and *16.6-1*, that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in her individual capacity or in her official capacity as agent and/or employee of the Board, provided the incident, which is the subject of any such demand, claim, suit, action or legal proceeding, arose while the Superintendent was acting within the scope of her employment.

XII. Personnel Records

- A. The personnel records of the Superintendent shall be under the custody and control of the School Business Administrator/Board Secretary who shall be exclusively responsible for their upkeep and security.
- B. The Superintendent shall have the right, upon request, to review the contents of her personnel file and to receive copies at Board expense of any documents contained therein. The Superintendent shall be entitled to have a representative accompany her during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in the file that she believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by her may be destroyed, subject to the Board's discretion, except as may be prohibited by the Open Public Records Act and/or the Records Retention and Destruction Act.
- C. No material derogatory to the Superintendent's conduct, service, character, or personality shall be placed in her personnel file unless she has been provided with a copy.

XIII. Entire Agreement

This Contract embodies the entire agreement between the parties and cannot be varied except by written, signed agreement of the undersigned parties. Any proposed

changes to this Contract are subject to prior review and approval by the Executive County Superintendent.

XIV. Conflicts

In the event of any conflict between the terms, conditions and provisions of this Contract and the provisions of the Board's policies or any permissive state or federal law, the terms of this Contract shall take precedence over the provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.

XV. Savings Clause

If it is found or held that a specific clause of this Contract is illegal, including under federal or state law, the remainder of this Contract not affected by such a ruling shall remain in force and effect.

XVI. Assistance of Counsel

The Superintendent acknowledges that she has been advised of her right to seek assistance from independent legal counsel and that the Board Attorney does not represent her regarding this Contract.

XVII. Notices

All notices under this Contract shall be in writing, shall be effective upon receipt, and may be sent via electronic transmission, but with a hard copy also delivered via mail or courier service, as follows:

Allamuchy Township Board of Education
c/o Board Secretary/Business Administrator
(currently: James Schlessinger)
20 Johnsonburg Road
Allamuchy, NJ 07820
(FAX) 908-852-9816
Email: jschlessinger@aes.k12.NJ.us

Dr. Melissa Sabol
Current home address on file with Board
Email: msabol@aes.k12.NJ.us

XVIII. Required Approvals

This Contract is subject to prior approval by the Executive County Superintendent and a recorded roll call vote of the Board at a duly convened public meeting.

IN WITNESS WHEREOF, the parties or their duly authorized officers have set forth their signatures:

For the Board:

Lisa Strutin, President

Attest:

James Schlessinger, Business Administrator

Date

Dr. Melissa Sabol

Date

POLICY/REGS 2ND READING MAY 2021

TABLE POLICY 7461 DUE TO SUSTAINABILITY/GREEN SCHOOLS INITIATIVE

Allamuchy Board of Education

7461 DISTRICT SUSTAINABILITY POLICY

Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. It considers the interrelationship of economic, social, and environmental factors that protect and enhance present and future quality of life.

The Board of Education desires to conduct its operations and make decisions with identified sustainability priorities that include at a minimum: protecting students, staff, and community from environmental harm; preparing students for the future by educating for sustainability (knowledge of concepts and practices of environmental, social, and economic responsibility and sustainability); and include an intent to preserve current and future resources.

The Board believes by incorporating sustainable practices into school policies and operations it can make an immediate impact on student health, academic performance, and teacher retention while decreasing operational costs and demands on natural resources.

The Superintendent of Schools will establish a School District Sustainability Committee to provide the Superintendent and the Board with information on the benefits of increased sustainability practices within the school district.

The Board wants to protect students, staff, school visitors, and community members from environmental harm and will strive to eliminate the use of potentially toxic and harmful substances; prepare students for the future by providing a high-quality education that support concepts and practices of environmental, social, and economic responsibility and sustainability; and preserving current and future resources by adopting practices in operations that balance environmental, social, and fiscal responsibility to protect and enhance the future quality of life.

[Optional – Select Any Additional Sustainability Policy Provisions to be Practiced in the School District]

The Board of Education authorizes the following sustainability practices to be implemented within the schools of the district:

Professional Development for Sustainability

Quality professional development of staff and Board members facilitates the effective transition to sustainability planning and practices for schools and school districts. Enhancing the knowledge of school personnel about the benefits and requirements of sustainability practices in a school setting increases the

likelihood of a successful integration of sustainability into the school district's operations and promotes shared ownership of the outcomes.

The Board of Education will provide a minimum of two hours of time for professional development on sustainability topics to at least five members of the school district staff and/or members of the School District Sustainability Committee to include, but not be limited to, school Board members, district administrative staff members, teaching staff members, and support staff members.

The professional development for sustainability will provide a general understanding of the benefits of sustainable schools as well as specific information and guidance on undertaking some aspect of sustainability practices from planning to operations. The School District Sustainability Committee, Board members, district administrators, and other school staff members will work together to identify Board members and staff members that would benefit from training on sustainability topics. Training needs will be determined based on plans to maintain, implement, or expand sustainable practices in the school district.

Once the training needs have been identified, various professional development offerings will be reviewed and evaluated to determine the learning concepts that will be included, the educational methods that will be incorporated, and the professional skills that will be imparted. Professional development that incorporates sustainability concepts across subject areas in the teaching curriculum will be a key consideration, as educating for sustainability lays the foundation for sustainable thinking and practice among students, staff, and the broader community.

The school district may choose to train multiple staff members on a particular sustainability topic, either by hosting the training internally or by sending a group to an external training event such as a professional association meeting. Outside experts or internal staff with expertise in sustainability may also be utilized to provide the training. The training hours may also be completed through webinars, online courses, or workshops. Individual staff members or Board members may be trained in different sustainability topics as relevant to their official role in the school district.

The school district will maintain sustainability training documentation that identifies the names and position of the individuals receiving training (groups of five individuals are recommended), along with the following course information: date, instructor or course provider, course description or syllabus, and course length. Course training times exclude time for breaks and meals from the two-hour training requirement. The two hour training requirement does not have to be completed at a single event. For example, two one-hour training sessions or three forty-five minute sessions would meet the time requirement. The training hours must have occurred in the twenty-four months prior to submission for Sustainable Jersey for Schools certification, if such certification is desired.

Qualifying training includes courses or workshops on a topic related to sustainability in schools, from leadership, planning, policy, and curriculum development to teaching, enrichment, food service, transportation, and facilities management.

Green Purchasing Policy

Green purchasing, also known as Environmentally Preferable Purchasing (EPP), is the coordinated purchasing of goods and services to minimize impacts on human health and the natural

environment. Alternatives exist for many products used by schools that are less hazardous, save energy and water, and reduce waste.

A simple first step will be for the school district to purchase as many products as possible made from recycled content that are themselves recyclable. Green purchasing moves beyond recycled materials and also takes into consideration the raw materials, including energy and water, used to manufacture products; the production process itself; the packaging and distribution method; and the distance of transport and proximity of production.

The School Business Administrator/Board Secretary or designee will provide an outline of the standards and procedures for selecting products based on environmental criteria. The specific standards and guidelines for selecting products will be based on established environmental criteria, as well as promote the adoption of this Policy to district staff members. The district will attempt to purchase, in accordance with the provisions of applicable purchasing laws: green cleaning supplies; green cleaning equipment; recycled paper; energy efficient appliances; and/or equipment purchases and green cleaning training.

Classroom Chemical Purchase, Storage, and Disposal Policy

The Board of Education requires outdated chemicals used in the school district as part of the school district's Chemical Hygiene Plan are routinely removed from school grounds and future purchases will attempt to curtail or eliminate storage of unneeded chemicals. The School Business Administrator/Board Secretary will coordinate a lab clean-out and clean-out of outdated and unneeded chemicals every eighteen months.

Classroom chemical purchase, storage, and disposal will be in accordance with Board of Education Policy 7420 – Hygienic Management and Regulation 7420.2 – Chemical Hygiene that is in accordance with Federal and State law.

Green Cleaning Policy and Plan

A well-designed Green Cleaning Program developed by the School Business Administrator/Board Secretary or designee will be designed to reduce harmful chemical exposure and yield positive benefits for students, custodial staff, administrators, teachers, and the environment by protecting the environment; providing a healthy learning and work environment; increasing the lifespan of facilities; and protecting the health of custodial, maintenance, and building staff.

This Policy incorporates recommendations from the district's Green Cleaning Plan which will commit to procuring and using green cleaning products and green equipment, support training for custodial and maintenance staff, and describe efforts to evaluate and monitor progress. This Green Cleaning Policy will be shared with the administration, school staff members, and the broader school community. Before adopting this Green Cleaning Policy, the district will develop a Green Cleaning Plan or Green Cleaning Action Plan that will inform the Policy and support an effective program.

The school district's Green Cleaning Program will incorporate green cleaning products and equipment as well as staff training; engage parents, students, and school organizations in the program implementation; and follow a comprehensive plan that articulates strategies for key building areas including classrooms, kitchens, gymnasiums, offices, and entry systems. In addition to the use of Green Cleaning products, the

district's Green Cleaning Program will incorporate technologies like microfiber cloths to reduce the use of cleaning chemicals and HEPA-filtered vacuum cleaners to promote healthy indoor air quality.

The School Business Administrator/Board Secretary or designee will establish a District Green Cleaning workgroup that includes administrators, facility manager, custodial and maintenance staff, teachers, school nurses, support staff, parents, and Green Team members, as well as other individuals interested in Green Cleaning to familiarize the team with Green Cleaning Program components, including Green Cleaning supplies and equipment, as well as the relationship to indoor air quality, chemical exposure, and cost-saving opportunities.

The development of the district's Green Cleaning Plan or Green Cleaning Action Plan will consider the following steps:

7. Complete building cleaning assessments by collecting facility and occupant information, and historical program strengths or weaknesses.
2. Create an inventory of custodial cleaning products and mechanical and non-mechanical equipment, and determine if they meet Green Cleaning standards.
7. Assess staff training and identify training needs and program resources available to support training. Determine how existing policies and procedures can be modified to utilize the wide range of Green Cleaning techniques and concurrently meet accepted levels of clean for specific areas of the facility.
7. Develop a plan with goals and strategies for cleaning procedures, Green Cleaning supplies, Green Cleaning equipment, and building facility enhancements (like expanded use and maintenance of walk-off mats at entrances). Benchmarks to guide the transition to Green Cleaning are critical due to training, product sourcing, and purchasing and staffing considerations.
7. Identify the Green Cleaning standards that will be used to purchase Green Cleaning equipment, non-mechanical equipment, and Green Cleaning custodial supplies. Possible standards include, but are not limited to:
 7. Carpet and Rug Institute, Green Vacuum Cleaner Standards.
 - b. ISSA, Construction Industry Management Standard for Green Buildings that supports Leadership in Energy and Environmental Design (LEED) certification.
 - c. EcoLogo Certified products, services and packaging are certified for reduced environmental impact. ECOLOGO Certifications are voluntary, multi-attribute, lifecycle based environmental certifications that indicate a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

- d. Environmental Protection Agency's (EPA's) Safer Choice label helps consumers, businesses, and institutional buyers identify cleaning products and others that perform well and are safer for human health and the environment.
 - e. Green Seal standard provides sustainability standards for products, services, and companies based on life-cycle research. Green Seal standards provide criteria and guidelines for manufacturers, service providers, and companies to work toward sustainability. Green Seal has 31 issued standards that cover over 375 product and service categories. Examples of Cleaning Products and Services include the GS-42 Commercial and Institutional Cleaning Services, GS-34 Cleaning and Degreasing Agents, GS-37 Green Cleaning Services, GS-40 Floor-Care Products for Industrial and Institutional Use, and GS-41 Hand Cleaners for Industrial and Institutional Use.
 - f. U.S. Green Building Council's Leadership in Energy & Environmental Design-Existing Buildings criteria; or ISSA Cleaning Industry Management Standard for Green Buildings.
 - g. Other standards that meet or exceed those listed above are also acceptable.
6. Green Cleaning Action plans may also incorporate implementation timeframes and program-monitoring requirements.

Promoting Physical Activity

In addition to high-quality physical education classes in the school district taught by certified and well-supported physical education teachers, multiple opportunities exist before, during, and after school to enable young people to achieve the U.S. Department of Health and Human Services' recommended sixty minutes of physical activity per day. They include: recess, physical activity breaks, before and after school programs, and the use of school facilities outside school hours.

The Healthy, Hunger-Free Kids Act of 2010 requires every school district that participates in Federal school meals programs to have a local school Wellness Policy that includes goals for physical activity. The Board of Education has adopted Policy 8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods to meet this requirement. The Board of Education promotes a comprehensive school-based physical activity program in accordance with Board policy that will permit students to safely walk to and from school, to ride bicycles to and from school, and some of the activities and programs listed below to promote physical activities:

- 7. Recess: The district will provide a recess period on most school days for Kindergarten through fifth grade students;
- 2. Physical Activity Breaks: Teachers may periodically conduct three to five minute "physical activity breaks" or "brain energizers" and incorporate physical activity into academic lessons to help improve student performance and on-task behavior;

7. Before and After School Programs: Elementary and Middle Schools in the district will attempt to offer a minimum of two types of extracurricular programs that provide students with opportunities for physical activity beyond school hours. A high school will offer additional extracurricular programs that provide students with opportunities for physical activity beyond school hours;
7. If the district offers a before and/or after school student care program for children, either directly or through a contractor, such programs shall incorporate physical activity as a component of the daily schedule;
7. Intramural sports, which are organized sports that often emphasize fun as well as competition and involve students from the school of all skill levels who may not want to participate in an interscholastic sport;
6. Physical activity clubs that allow students to pursue specific interests or explore new activities;
7. Use of School Facilities Outside School Hours: The district may, in accordance with Board Policy, allow for the joint use of school facilities by community recreation programs offered by municipal or parks and recreation commissions, outside agencies, and/or youth-serving organizations on evenings, weekends, and during breaks in the school calendar.

Safe Routes to School

Safe Routes to School is a nationwide movement aimed at encouraging elementary and middle school students to walk or bicycle to school. The goal of New Jersey's Safe Routes to School initiative is to get children walking and bicycling to school where it is safe and to make it safe where it is not safe. In support of this initiative, the Board has adopted Policy 8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods, Policy 8600 – Transportation, and Policy 5514 – Student Use of Vehicles. The Board of Education and the administration will collaborate with municipal, county or State transportation, land-use planning, law enforcement, and other agencies to plan, construct, and encourage the use of safe, accessible, and convenient pedestrian and bicycle routes to and from school.

The Board recognizes the benefits of students walking or riding a bicycle to school on a safe route. Understanding there may not be a safe walking or biking route to and from school for every student, this physical activity for a student is both mentally and physically beneficial.

Students walking and riding a bicycle to school will be required to comply with Board policies, all safety and school rules, and regulations. A list of conditions explaining the rules and expectations of the student and parent will be provided by the Principal or designee.]

The Board of Education will post this Policy on the school district website along with samples of the district's outreach activities to staff, students, and parents notifying them of the Policy adoption. Outreach activities/materials will include district newsletter articles, email blasts, presentations/announcements at Board of Education or district-wide staff meetings, and other public events.

3124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, if applicable; the salary at which the teaching staff member will be employed; and the intervals at which the salary will be paid.

The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.

[Optional MAKE SELECTION

~~If the teaching staff member is not represented by a collective bargaining agreement or the collective bargaining agreement does not have provisions for termination, the nontenured teaching staff member may terminate the contract with a _____ calendar day notice and the Board may terminate the contract for non-tenured teaching staff members with a _____ calendar day notice.]~~

[Optional

~~In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.]~~

N.J.S.A. 18A:27-2 et seq.; 18A:28-8
N.J.A.C. 6A:9B-5.1; 6A:9B-5.4

Adopted: 08/23/16

8561- PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS (M)

Section: Operations

Date Created: October 2018

Date Edited: March 2021

M

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

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

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

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

A. General Procurement

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

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

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/ Frequency
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B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Formal bid procedures will be applied on the basis of multi-school system.

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

C. Formal Procurement

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

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.

2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Appendix – Federal Funds Procurement Method Section Chart. The advertisement will contain the following:

a. A general description of items to be purchased;

b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;

c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;

- d. The deadline for submission of sealed bids or proposals; and
- e. The address of the location where complete specifications and bid forms may be obtained.

3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.

4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

- a. Contract period for the base year and renewals as permitted;
- b. The Board of Education is responsible for all contracts awarded (statement);
- c. Date, time, and location of IFB/RFP opening;
- d. How the vendor is to be informed of bid acceptance or rejection;
- e. Delivery schedule;
- f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
- g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
- h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
- i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;
- j. Contract provisions as required in Appendix II to 2 CFR 200:
 - (1) Termination for cause and convenience – contracts in excess of \$10,000;
 - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
 - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;

(4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;

(5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);

(6) Clean Air Act – contracts in excess of \$150,000;

(7) Debarment and Suspension – all Federal awarded contracts;

(8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and

(9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;

l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;

m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;

n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The “index rate” means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;

o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);

p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);

q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;

r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United

States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;

s. Method of shipment or delivery upon contract award;

t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;

u. Description of process for enabling vendors to receive or pick up orders upon contract award;

v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);

w. Signed statement of non-collusion;

x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);

y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;

z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and

aa. The Board of Education's Electronic Signature Policy.

6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee's response will be provided in writing to all potential bidders by the School Business Administrator/Board Secretary or designee and will specify the deadline for all questions.

a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.

b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.

7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.

b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.

d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.

e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.

f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.

g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.

D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – See Appendix, the

following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

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

E. Noncompetitive Proposal Procedures

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

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.

4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.

5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.

6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.

2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.

3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)

4. Specifications will be updated as needed.

5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

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

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

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

2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:

a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;

b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;

c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;

d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;

e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;

f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;

g. The Buy American provisions are included in the procurement of food and agricultural products; and

h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

I. Records Retention

1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:

- a. Written rationale for the method of procurement;
- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award cost or price;
- h. The terms and conditions of the contract;
- i. Any changes to the contract and negotiation history;
- j. Billing and payment records;
- k. A history of any contractor claims;
- l. A history of any contractor breaches; and
- m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.

J. Code of Conduct for Procurement

1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

K. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.

2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.

3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

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

**APPENDIX–REMOVE CHART PER STRAUSS ESMAY
RECOMMENDATION AS IT IS CONTINUALLY UPDATED**

FEDERAL FUNDS PROCUREMENT METHOD SELECTION CHART
THERE ARE TWO (2) PROCUREMENT METHODS, FORMAL AND INFORMAL. THE METHOD THE SCHOOL FOOD AUTHORITIES (SFA) NEEDS TO USE DEPENDS ON TWO (2) FACTORS, THE AMOUNT OF THE CONTRACT AND WHETHER THE SFA IS A PUBLIC/CHARTER OR NON-PUBLIC SCHOOL.
NEW JERSEY PUBLIC/CHARTER SCHOOLS PURCHASING THRESHOLDS

AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$4,350 without QPA	N.J.S.A 18A:18A-3	Sound Business Practice *
Below \$6,000 with QPA	APPLIES TO PURCHASES BELOW THE QUOTATION THRESHOLDS	
SMALL PURCHASE QUOTATION PROCEDURES		
\$4,351 OR \$6,001 up to \$29,000 or \$40,000	N.J.S.A. 18A:18A-37 ANY PURCHASE EXCEEDING QUOTATION THRESHOLDS REQUIRES A QUOTE UP TO THE APPLICABLE N.J.S.A. BID THRESHOLDS OF \$29,000 (without a QPA*) OR \$40,000 (with a QPA*)	Quotation using SFA Internal Procurement Procedures
NOTE:- ANNUAL AGGREGATE AMOUNTS-		
FORMAL PROCUREMENT		
\$29,000 or \$40,000 and above	N.J.S.A. 18A:18A-37 Bid Threshold without a QPA* - \$29,000 Bid Threshold with a QPA* - \$40,000	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
* QUALIFIED PURCHASING AGENT		
NEW JERSEY NON-PUBLIC SCHOOL PURCHASING THRESHOLDS		
AMOUNT	ACTIVITY	PROCUREMENT METHOD
INFORMAL PROCUREMENT		
Below \$10,000 *	Micro - purchases 2 CFR 200.320(a) Single Transaction aggregate cost less than \$10,000	Sound Business Practice *
* Or LESS than \$10,000 if local SFA Procurement Policies are more restrictive		
\$10,001 - \$249,999	Small purchase procedures 2 CFR 200.320(b)	Quotation using SFA Internal Procurement Procedures
FORMAL PROCUREMENT		

\$250,000 and above	As per Federal requirements in 2 CFR Parts 200.317 - 200.326	Bid - Invitation for Bid (IFB) OR Request for Proposal (RFP)
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Note: The Federal Funds Procurement Method Selection Chart is subject to change in accordance with the schedule set forth in N.J.S.A. 18A:18A-3 "Public School Contracts Law". A "Qualified Purchasing Agent" must be qualified in accordance with N.J.S.A. 40A:11-9. In order to track updates to this Chart, the source document can be located on the New Jersey Department of Agriculture's website under "Forms and Publications" it is titled, "State Agency Form #358."

Adopted:

Adopted: 06/27/18

Revised: 02/26/19

Revised: 11/20/20

R 1240 EVALUATION OF SUPERINTENDENT (M)

- A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Procedures
1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent.
 2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.
 3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.
 4. The Board President shall establish timelines for completion of the annual evaluation of the Superintendent.
- B. Annual Summary Conference
1. The Board of Education shall conduct an annual summary conference with the Superintendent to develop and prepare an **Annual Written Performance Report**. **STRAUSS ESMAY RECOMMENDS "annual written report" throughout.**
 2. The annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent shall be held before the Annual Written Performance Report is prepared and filed.
 3. The Superintendent shall submit to all Board members any information, documents, statistics, or any other data or information he/she would like for the Board members to consider at the annual summary conference.
 4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.
 5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not be limited to, review of the following:
 - a. Performance of the Superintendent based upon the Board approved job description;
 - b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and

- c. Indicators of student progress and growth toward program objectives.

C. **Annual Written Performance Report**

1. The **Annual Written Performance Report** shall be prepared and approved by a majority of the Board of Education's total membership by July 1 and shall include, but not be limited to:
 - a. Performance area(s) of strength;
 - b. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;
 - c. Recommendations for professional growth and development;
 - d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
 - e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.
2. The Board President, or the Board President's designee, shall prepare a draft of the Annual Written Performance Report after the annual summary conference.
3. The draft of the **Annual Written Performance Report** shall be disseminated to all Board members for review and comment before presenting the draft report to the Superintendent.
 - a. In the event a Board member believes a provision(s) of the draft of the **Annual Written Performance Report** is not in accord with the provisions agreed to by a majority of the Board during the annual summary conference, the Board member shall submit in writing their proposed revision(s) to the drafter of the Annual Written Performance Report. The draft of the Annual Written Performance Report may be revised by the drafter of the report if the drafter agrees with the Board member's proposed revision. In the event the drafter does not agree with the proposed revision(s), the issue shall be presented to the full membership of the Board of Education in executive session to make a final determination.
4. The draft of the **Annual Written Performance Report** shall be presented to the full membership of the Board of Education in executive session for discussion and approval after the draft report has been disseminated to all Board members for review. The Superintendent shall receive a copy of the draft of the Annual Written Performance Report from the Board President, or Board President's designee, prior to the executive session where the Board is scheduled to discuss and approve.

5. In the event the Superintendent does not agree with a provision(s) in the draft of the Annual Written Performance Report, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).
6. A majority of the Board's full membership shall approve the draft of the Annual Written Performance Report before presenting the final Annual Written Performance Report to the Superintendent.
7. The Superintendent may submit a written response to the final Annual Written Performance Report, which shall be attached to the report.

D. Nontenured Superintendent of Schools

1. The evaluation procedure for a nontenured Superintendent shall also be completed by July 1 each year.

Adopted:

Revised: 28 October 14; 25 April 16

R 5610 SUSPENSION (M)

M

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
 - (1) The informal hearing shall be conducted by a school administrator or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
 - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - (4) The informal hearing and the notice given may take place at the same time.
 - c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;

- (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
 - e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards.
 - (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- 2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
- 3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
- 4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

B. Long-Term Suspensions

- 1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;

- c. Immediate notification to the student's parent of the student's removal from school;
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
- e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.
 - (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education

student based on the New Jersey Student Learning Standards and the following considerations:

- (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
- (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.

j. A formal hearing before the Board that shall, at a minimum:

- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
 - (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
- (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
- (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
- (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.

- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
 - (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
 - (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
 - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
- 2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 - 3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
 - (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of relevant testing, assessments, or evaluations of the student; and

- (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
 - b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event, a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting. **CONFIRM THIS OPTION IS WHAT THE BOARD CHOOSES. OTHERWISE, DEVELOP A LOCAL SCHOOL OPTION.**
4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
- a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:
- a. When the student is prepared to return to the general education program;
 - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.
- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or

- b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
- 7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
 - a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

- 1. In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.
 - a. The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.
 - b. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.
- 2. The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:
 - a. The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);
 - b. N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;
 - c. N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or

- d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.
- 3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.
- 4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Adopted: September 3, 2014

Re-Adopted: August 17, 2020

Mandated Regulation to go along with Policy 7420 which is updated and approved.

R 7420.2 CHEMICAL HYGIENE (M)

M

A. Definitions

The following terms shall be defined as specified in 29 CFR 1910:

1. “Action level” means a concentration designated in 29 CFR part 1910 for a specific substance, calculated as an eight hour time-weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance.
2. “Carcinogen” (see "select carcinogen").
3. “Chemical Hygiene Officer” means an employee who is designated by the employer, and who is qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan. This definition is not intended to place limitations on the position description or job classification that the designated individual shall hold within the employer’s organizational structure.
4. “Chemical Hygiene Plan” means a written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular workplace and (ii) meets the requirements of a Chemical Hygiene Plan.
5. “Combustible liquid” means any liquid having a flashpoint at or above 100°F (37.8°C) but below 200°F (93.3°C), except any mixture having components with flashpoints of 200°F (93.3°C) or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
6. “Compressed gas” means:
 - a. A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70°F (21.1°C); or

- b. A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130°F (54.4°C) regardless of the pressure at 70°F (21.1°C); or
 - c. A liquid having a vapor pressure exceeding 40 psi at 100°F (37.8°C) as determined by ASTM D-323-72.
- 7. “Designated area” means an area which may be used for work with "select carcinogens," reproductive toxins or substances which have a high degree of acute toxicity. A designated area may be the entire laboratory, an area of a laboratory or a device such as a laboratory hood.
- 8. “Emergency” means any occurrence such as, but not limited to, equipment failure, rupture of containers or failure of control equipment which results in an uncontrolled release of a hazardous chemical into the workplace.
- 9. “Employee” means an individual employed in a laboratory workplace who may be exposed to hazardous chemicals in the course of his/her assignments.
- 10. “Explosive” means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- 11. “Flammable” means a chemical that falls into one of the following categories:
 - a. “Aerosol, flammable” means an aerosol that, when tested by the method described in 16 CFR 1500.45, yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening:
 - b. “Gas, flammable” means
 - (1) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of 13 percent by volume or less; or
 - (2) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than 12 percent by volume regardless of the lower limit.
 - c. “Liquid, flammable” means any liquid having a flashpoint below 100°F (37.8°C) except any mixture having components with flashpoints of 100°F

(37.8°C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.

- d. “Solid, flammable” means a solid, other than a blasting agent or explosive as defined in § 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested by the method described in 16 CFR 1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.
12. “Flashpoint” means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested as follows:
- a. Tagliabue Closed Tester (See American National Standard Method of Test for Flash Point by Tagliabue Closed Tester, Z11.24-1979 (ASTM D 56-79)) for liquids with a viscosity of less than 45 Saybolt Universal Seconds (SUS) at 100°F (37.8°C) that do not contain suspended solids and do not have a tendency to form a surface film under test; or
 - b. Pensky-Martens Closed Tester (see American National Standard Method of Test for Flash Point by Pensky-Martens Closed Tester A11.7-1979 (ASTM D 93-79)) for liquids with a viscosity equal to or greater than 45 SUS at 100°F (37.8°C) or that contain suspended solids, or that have a tendency to form a surface film under test; or
 - c. Setaflash Closed Tester (see American National Standard Method of Test for Flash Point by Setaflash Closed Tester (ASTM D 3278-78)).

Organic peroxides, which undergo auto accelerating thermal decomposition, are excluded from any of the flashpoint determination methods specified above.

13. “Hazardous chemical” means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems, and agents which damage the lungs, skin, eyes, or mucous membranes.

Appendices A and B of the Hazard Communication Standard (29 CFR 1910.1200) provide further guidance in defining the scope of health hazards and determining whether or not a chemical is to be considered hazardous for purposes of this standard.

14. “Laboratory” means a facility where the "laboratory use of hazardous chemicals" occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.
15. “Laboratory scale” means work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person. "Laboratory scale" excludes those workplaces whose function is to produce commercial quantities of materials.
16. “Laboratory-type hood” means a device located in a laboratory, enclosure on five sides with a movable sash or fixed partial enclosed on the remaining side; constructed and maintained to draw air from the laboratory and to prevent or minimize the escape of air contaminants into the laboratory; and allows chemical manipulations to be conducted in the enclosure without insertion of any portion of the employee’s body other than hands and arms.

Walk-in hoods with adjustable sashes meet the above definition provided that the sashes are adjusted during use so that the airflow and the exhaust of air contaminants are not compromised and employees do not work inside the enclosure during the release of airborne hazardous chemicals.

17. “Laboratory use of hazardous chemicals” means handling or use of such chemicals in which all of the following conditions are met:
 - a. Chemical manipulations are carried out on a "laboratory scale";
 - b. Multiple chemical procedures or chemicals are used;
 - c. The procedures involved are not part of a production process, nor in any way simulate a production process; and
 - d. "Protective laboratory practices and equipment" are available and in common use to minimize the potential for employee exposure to hazardous chemicals.
18. “Medical consultation” means a consultation which takes place between an employee and a licensed physician for the purpose of determining what medical

examinations or procedures, if any, are appropriate in cases where a significant exposure to a hazardous chemical may have taken place.

19. “Organic peroxide” means an organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.
20. “Oxidizer” means a chemical other than a blasting agent or explosive as defined in § 1910.109(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.
21. “Physical hazard” means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
22. “Protective laboratory practices and equipment” means those laboratory procedures, practices and equipment accepted by laboratory health and safety experts as effective, or that the employer can show to be effective, in minimizing the potential for employee exposure to hazardous chemicals.
23. “Reproductive toxins” means chemicals which affect the reproductive capabilities including chromosomal damage (mutations) and effects on fetuses (teratogenesis).
24. “Select carcinogen” means any substance which meets one of the following criteria:
 - a. It is regulated by OSHA as a carcinogen; or
 - b. It is listed under the category, "known to be carcinogens," in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or
 - c. It is listed under Group 1 ("carcinogenic to humans") by the International Agency for Research on Cancer Monographs (IARC) (latest editions); or
 - d. It is listed in either Group 2A or 2B by IARC or under the category, "reasonably anticipated to be carcinogens" by NTP, and causes statistically significant tumor incidence in experimental animals in accordance with any of the following criteria:

- (1) After inhalation exposure of 6-7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m³;
 - (2) After repeated skin application of less than 300 (mg/kg of body weight) per week; or
 - (3) After oral dosages of less than 50 mg/kg of body weight per day.
25. “Unstable (reactive)” means a chemical which is in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.
26. “Water-reactive” means a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

B. Employee Exposure

The Board shall provide for initial and periodic monitoring of any employees if there is reason to believe that exposure levels to an OSHA regulated substance will exceed permissible limits as specified in 29 CFR part 1910 subpart Z. Monitoring may only be terminated in accordance with the relevant standard. The **Business Administrator will notify** in writing affected employees within fifteen working days of the results of monitoring either individually or by posting the results in a location accessible to all employees.

C. Chemical Hygiene Plan

1. The Superintendent shall cause the development of a Chemical Hygiene Plan by **Sept. 1, _____ which** shall include at least the following elements and indicate specific measures the Board will take to ensure employee protection:
 - a. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals;
 - b. Criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices; particular attention shall be given to the selection of control measures for chemicals that are known to be extremely hazardous;

- c. A requirement that fume hoods and other protective equipment are functioning properly and specific measures that shall be taken to ensure proper and adequate performance of such equipment;
- d. Provisions for employees information and training as prescribed by 29 CFR Part 1910;
- e. The circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the employer or the employer's designee before implementation;
- f. Provisions for medical consultation and medical examinations in accordance with 29 CFR Part 1910;
- g. Designation of personnel responsible for implementation of the Chemical Hygiene Plan including the assignment of a Chemical Hygiene Officer and, if appropriate, establishment of a Chemical Hygiene Committee; and
- h. Provisions for additional employee protection for work with particularly hazardous substances. These include "select carcinogens", reproductive toxins and substances which have a high degree of acute toxicity. Specific consideration shall be given to the following provisions which shall be included where appropriate:
 - (1) Establishment of a designated area;
 - (2) Use of containment devices such as fume hoods or glove boxes;
 - (3) Procedures for safe removal of contaminated waste; and
 - (4) Decontamination procedures.

- 2. The plan shall be capable of protecting employees from health hazards associated with hazardous chemicals in laboratories and keeping exposure below specified limits.

D. Employee Information and Training

The Business Administrator shall provide employees with information and training to ensure that they are apprised of the hazards of chemicals present in their work area. The information shall be provided at the time of the employee's initial assignment to the work area and whenever new exposure situations arise. Refresher information shall be provided as the situation with regard to hazardous chemicals changes. Employees shall

be informed of (1) the contents of federal standards relating to hazardous chemicals; (2) the location and availability of the chemical hygiene plan; (3) the permissible exposure limits as established by OSHA; (4) signs and symptoms associated with exposure to hazardous chemicals used in the laboratory and (5) the location and availability of known references on the hazards, safe handling, storage and disposal of hazardous chemicals.

Employee training shall include (1) methods and observations used to detect the presence or release of hazardous chemicals; (2) the physical and health hazards of chemicals in the work area; (3) the measures employees can use to protect themselves, including specific procedures the Board has implemented to protect employees; (4) training on the applicable details of the Board's Chemical Hygiene Plan.

E. Medical Consultation

The Board will provide all employees who work with hazardous chemicals an opportunity to receive medical attention, including follow-up examinations the physician deems necessary under the following circumstances:

1. Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee shall be provided an opportunity to receive an appropriate medical examination.
2. Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.
3. Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.

F. Information Provided to the Physician

The employer shall provide the following information to the physician:

1. The identity of the hazardous chemicals(s) to which the employee may have been exposed;

2. A description of the conditions under which the exposure occurred including quantitative exposure data, if available; and
3. A description of the signs and symptoms of exposure that the employee is experiencing, if any.

G. Physician's Written Opinion Shall Include:

1. Any recommendation for further medical follow-up;
2. The results of the medical examination and any associated tests;
3. Any medical condition which may be revealed in the course of the examination which may place the employee at increased risk as a result of exposure to a hazardous chemical found in the workplace; and
4. A statement that the employee has been informed by the physician of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

H. Hazard Identification

With respect to labels and material data sheets, the Board shall (1) ensure that labels on incoming containers of hazardous materials are not removed or defaced; (2) maintain material safety data sheets and ensure they are available to employees, and (3) comply with federal regulations with regard to chemical substances produced within the laboratory, assuming that if a substance is produced whose composition is not known that it will be assumed it is hazardous.

I. Use of Respirators

Where respirators are required to maintain exposure below permissible limits, they will be provided to the employee at no cost and will comply with the requirements of 29 CFR 1910.134.

J. Recordkeeping

The Business Administrator shall establish and maintain for each employee exposed to hazardous chemicals an accurate record of any measurements taken to monitor employee exposures and any medical consultation and examinations including tests or written opinions required by federal standards. The Board shall assure that records are kept, transferred and made available in accordance with 29 CFR 1910.1020.

Adopted:

M

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in school district buildings and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. Signage will be posted in a prominent public place in school buildings and on school grounds where electronic surveillance equipment may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.
2. The district will provide notice to students, parent(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

1. All recordings will be stored by the Superintendent or designee and secured to ensure confidentiality.

2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services - Records Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.

E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the _____ (~~Building Principal or designee, Superintendent of Schools or designee, Other - Specify~~).
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the _____ (~~Building Principal or designee, Superintendent of Schools or designee, Other - Specify~~).
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing by non-school personnel will be in the presence of the _____ (~~Building Principal or designee, Superintendent of Schools or designee, Other - Specify~~).
6. A written log will be maintained by the _____ (~~Building Principal or designee, Superintendent of Schools or designee, Other - Specify~~) of those non-school personnel viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.

7. Video recordings remain the property of the school district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)

1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:
 - a. The designation of individuals who shall be authorized to view live streaming video;
 - b. The circumstances under which the designated individuals would view live streaming video; and
 - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.
3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.
4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.

H. Purchase, Maintenance, Replacement of Equipment/Supplies

1. The School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and Building Principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules shall be approved by the Superintendent.

A. Notification Provisions

1. The Superintendent or designee shall notify media outlets and/or activate an emergency call system when a decision is made for an unscheduled closing of school for the entire school day, the delayed opening of school, or the early closing of school. The media outlets may include, but not be limited to, radio, television stations, and internet websites as listed below:

www.aes.k12.nj.us

Realtime Instant Alert

WRNJ

2. Parent(s) will be notified at the beginning of each school year that they will be notified of an emergency school closing day by means of announcements over the media outlets listed above.

B. All Day Closing

1. The decision to close schools for the day will be made in accordance with Policy 8220. As soon as the decision is made, the Superintendent or designee will promptly notify:
 - a. The media outlets identified in A.1. above;
 - b. All school staff members;
 - c. ~~(private schools to which transportation is provided for district children);~~
 - d. ~~Police Departments (municipalities that are affected by decision or that provide school crossing guards);~~
 - e. Board of Education President; and
 - f. Any other individuals or organizations the Superintendent or designee determines the need to be notified.

2. Notwithstanding a provision in a collective bargaining agreement, if applicable, unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report for work on an emergency closed day.

C. Delayed Opening

1. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B. above.
2. Notwithstanding a provision in a collective bargaining agreement, unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time if the opening of school is delayed.
3. If weather conditions change after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.1. above.
4. The Principal of each school will modify the school's schedule to accommodate the shorter day. After-school and athletic events may be canceled.

D. Early Dismissal

1. The decision by the Superintendent or designee to close school early will be promptly relayed to the media outlets, school staff members, and the people or organizations listed in B.1. above.
2. Building Principals in the affected schools will promptly notify all school staff members of the early closing, using appropriate building procedures.
3. Parents may be notified of an early dismissal through an emergency call system, district or school website, a telephone communication chain, or any other method or process deemed appropriate.
4. A parent may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy and Regulation 5230 regarding the person(s) to whom a child may be released.
5. The Principal may designate a safe and secure location in the school building to which may be assigned students whose parent or temporary caretaker could not be reached by telephone or other means or the student was unable to be released from school early for good reason.
 - a. A teaching staff member will be assigned to supervise the students who remain in the school.

R 8462 CHILD ABUSE AND/OR NEGLECT (M)

A. Definitions

1. An “abused child” as defined in N.J.S.A. 9:6-8.9, is a child under the age of eighteen years whose parent, guardian, or other person having his/her custody and control:
 - a. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
 - b. Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious protracted disfigurement, or protracted loss or impairment of the function of any bodily organ;
 - c. Commits or allows to be committed an act of sexual abuse against the child;
 - d. Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his/her parent, guardian, or other person having his/her custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical, or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child the proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child’s behavior is harmful to himself/herself, others or property, or by any other act of similarly serious nature requiring the aid of the court;
 - e. Or a child who has been willfully abandoned by his/her parent, guardian, or other person having his/her custody and control; or
 - f. Or a child who is in an institution as defined under N.J.S.A. 9:6-8.21 and (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child’s mental or physical well-being, or (2) has been willfully isolated from ordinary

social contact under circumstances which indicate emotional or social deprivation.

A child shall not be considered abused under N.J.S.A. 9:6-8.9 if the acts or omissions described therein occur in a day school as defined in N.J.S.A. 9:6-8.21.

2. An "Intern" means a post-secondary student or graduate student in a professional field gaining supervised practical experience.

B. Indications of Child Abuse and/or Neglect

1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
 - a. There is evidence of physical injury to a student not likely to have been caused by an accident, regardless of the student's explanation of the injury;
 - b. A student complains of having been injured or having been sexually molested, with or without external signs of physical injury;
 - c. A student appears to be malnourished;
 - d. A student's general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;
 - e. A student complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
 - f. A student is excessively apprehensive, fearful, withdrawn, or aggressive;
 - g. A student is afraid to go home after school or arrives to school unreasonably early;
 - h. A parent or the caretaker of a child admits having abused the child;

- i. The removal from school by the parent, guardian, or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
- j. School district personnel have any other reason to believe that a child has been subject to child abuse and/or neglect, to include but not be limited to, physical abuse, sexual abuse, neglect, educational abuse, and educational neglect.

C. Notification Requirements for School District Employees, Volunteers or Interns

- 1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, or neglected children.
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification.
 - b. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification.
 - (1) Notice to the Principal or other designated school official(s) need not be given when the person believes the notice would likely endanger the reporter or student involved or when the person believes the disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.
- 2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

D. School District's Notification to Law Enforcement

- 1. The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or

neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.

- a. Notification procedures to child welfare authorities and law enforcement authorities regarding alleged incidents of missing, abused, or neglected children shall be consistent with the Memorandum of Agreement between education and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.2(b)13.
 - b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
 - (1) The notification to appropriate law enforcement authorities on behalf of a student attending a receiving school shall be made to the law enforcement authorities identified in the receiving school's Memorandum of Agreement as required by N.J.A.C. 6A:16-6.2(b)13.
2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

E. School District Cooperation with Designated Law Enforcement Authorities

1. The school district will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children.
 - a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the student in the presence of the Principal or other designated school official(s).
 - (1) If the student is intimidated by the presence of the school representative, the student shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the student during the interview.
 - b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee, volunteer, or intern working in the school district who may have information relevant to the investigation.
 - c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the student who is the subject of the investigation that are deemed to

be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.

- d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40, and N.J.A.C. 6A:32-7.

- (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.

- e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the student to child welfare authorities while school is in session when it is necessary to protect the student or take the student to a service provider.

- (1) Such removal shall take place only after the Principal or other designated school official(s) has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare authority has already removed, or has appropriate authority to remove, the student from his or her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.

- f. The district will cooperate in the transfer of a student who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.

F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect

- 1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights.
- 2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect pursuant to N.J.A.C. 6A:16-11.1.(a)2 shall occur

only if there is reason to believe that the life or health of the alleged victim or other student is in jeopardy due to continued contact between the employee, volunteer, or intern and the student.

3. All references to a notification to the designated child welfare authorities of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Adopted: September 3, 2014

R 8600 STUDENT TRANSPORTATION

General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.4(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;
3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1;
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and
6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

~~{Optional for School Districts Limiting Time a Student is Riding on a School Bus~~

~~B. The Board has determined that no public school student in grades _____ to _____ shall be required to ride a school bus more than _____ minutes one way per day.}~~

~~{Optional for School Districts Limiting a Student's Walking Distance to Bus Stops~~

~~C. Students in grades _____ shall not be required to walk more than _____ miles to the bus stop to which they have been assigned.}~~

~~{Only required for districts located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.}~~

~~D. Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1 to a nonpublic school located outside the State not more than twenty miles from the student's home.}~~

~~{Only required for school districts that provide less than remote/courtesy busing services for students who must walk to and from school on a hazardous route.}~~

~~Hazardous Routes~~

~~The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and~~

the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.]

Cooperative/Coordinated Transportation Services

- A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.

School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The

signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

Operation and Management of Transportation System

A. The transportation coordinator shall

- 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
 - 2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;
 - 3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
 - 4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE

R 8630 EMERGENCY SCHOOL BUS PROCEDURES (M)

M

A. Staff Training

1. The employer shall administer a safety education program for all permanent and substitute school bus drivers and school bus aides that it employs. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the employee's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The employer shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.
4. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:
 - a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
 - b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;

- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education (NJDOE); and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

B. Emergency Bus Evacuation Drills

- 1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice within the school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
- 2. School bus drivers and bus aides shall participate in the emergency exit drills.
- 3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
- 4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
- 5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;

- f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training required by Federal and State law or as deemed appropriate by the Board that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the **____ (Transportation Coordinator and ~~or~~ Principal or designee).**
2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student

with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.

- a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned for whom a student information card has been completed by the parent.
3. School bus drivers shall attend training workshops offered by the NJDOE and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A basic first aid kit;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
 - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the _____ (~~Principal~~, **Transportation Coordinator, Other**) any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the _____ (~~Principal~~, **Transportation Coordinator, Other**) any deviation in the bus route or schedule;

- g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Inspect the school vehicle for students left on board the bus at the end of a route; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

- 1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
- 2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
- 3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.

- d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the ~~(Principal of the receiving school, Transportation Coordinator, School Business Administrator/Board Secretary, Other)~~ of the number and location of the bus and the circumstances of the disability. The ~~(Principal of the receiving school, Transportation Coordinator, School Business Administrator/Board Secretary, Other)~~ will make arrangements for the safety of the students.

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.
 - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
 - c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or

- (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the NJDOE.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The ~~(Principal of the receiving school, Transportation Coordinator, School Business Administrator/Board Secretary, Other)~~ shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
 - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury:
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
 - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is

determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or

- (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.

- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Adopted: June 28, 2016

Revised: April 30, 2018

Re-Adopted: October 28, 2019

MAY GOVERNANCE POLICY DOCUMENT

7446 SCHOOL SECURITY PROGRAM

[See **POLICY ALERT No. 211**]

The safety of students, staff members, and visitors on school grounds is an important concern for the Board of Education.

[Select the Program Utilized by the School District]

☒ **School Resource Officer Program**

The Board of Education authorizes a School Resource Officer Program in partnership with the municipality and local law enforcement. The Program is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district. A School Resource Officer assigned to the school district shall remain an employee of the municipality and its Police Department.

The School Resource Officer may be a full-time Police Officer or a Class Three Special Law Enforcement Officer employed by the municipality in accordance with the provisions of N.J.S.A. 40A:14-146.11. A Class Three Special Law Enforcement Officer is authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer while providing security at a public school during hours when school is normally in session or when occupied by students or school staff members. The use of a firearm by a Class Three Officer is authorized pursuant to the provisions of N.J.S.A. 40A:14-146.14. A Class Three Officer shall not carry a firearm except when engaged in the actual performance of the Officer's official duties as a School Resource Officer and when specifically authorized by the Chief of Police or in the absence of the Chief, a designee. The Board of Education and the municipality shall enter into a partnership agreement that sets forth the respective obligations of the municipality, local law enforcement, and the school district. The agreement shall include, but is not limited to, the following terms: the number of police officers assigned to the school district; the school(s) to be covered; the days of police coverage in the school district; the process for the Police Department to assign and the process for the Board of Education to approve a School Resource Officer(s); the duties of the assigned School Resource Officer(s); the reporting requirements for the School Resource Officer; and the financial obligations of the parties. The School Resource Officer Program Agreement shall be approved by the Board of Education.

A School Resource Officer who is a full-time Police Officer or a Class Three Special Law Enforcement Officer must comply with all statutes and codes regarding their law enforcement status and all other statutory and administrative code responsibilities.

~~_____ School District Employed Security Officers = (Unarmed)~~

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~~The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The district's security officers will not carry a gun. The Superintendent of Schools will ensure all school district security officers receive appropriate training for the responsibilities of the position.~~

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~~_____ School District Employed Security Officers (Unarmed and/or Armed)~~

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~~The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The Superintendent of Schools may recommend for Board approval a school security officer who was a law enforcement officer who retired in good standing and has a valid permit to carry a handgun issued pursuant to N.J.S.A. 2C:58-4, and a permit to possess a handgun in a school building or on school grounds during his/her workday provided the employee meets the exception to N.J.S.A. 2C:39-5 outlined in N.J.S.A. 2C:39-6(1).~~

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~~In order for a school security officer to be authorized to carry a handgun in a school building or on school grounds, the school security officer must provide the Superintendent of Schools with documentation supporting compliance with the requirements of N.J.S.A. 2C:39-6(1), including, but not limited to, a copy of an identification card issued by the Superintendent of the State Police permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(1)(4). The identification card shall be valid for one year from the date of issuance, valid through the State, not transferable to any other person, and shall be carried at all times on the person of the retired law enforcement officer while the officer is carrying a handgun. The retired law enforcement officer shall produce the identification card for review on the demand of any law enforcement officer or authority.~~

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~~The Superintendent of Schools will contact the Superintendent of the State Police to confirm the issuance of the identification card permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(1)(4). The Superintendent of Schools will also submit the identification card to the school district's insurance company to ensure the Board of Education has the appropriate insurance for a school security officer to carry a handgun in accordance with this Policy. The school security officer's authorization to carry a handgun in school buildings and on school grounds will be dependent upon receipt of written confirmation from the school district's insurance company that sufficient insurance coverage, as determined by the Board, will be provided to the school district and school employees should any liability arise from the school security officer's handgun. The inability to obtain sufficient insurance coverage may independently form the basis for denial of a school security officer's authorization to carry a handgun in school buildings and on school grounds.~~

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~~The appointment and authorization for a school security officer to carry a handgun in school buildings and on school grounds must be recommended by the Superintendent and approved by the Board of Education. Any authorization will only be for the time period the New Jersey State Police issued identification card is valid and under no circumstances will the authorization exceed one year. The Superintendent of Schools, if recommending a school staff member be authorized to carry a handgun in school buildings and on school grounds, will provide the Board of Education with a copy of all the~~

~~information submitted by the school security officer in support of the application, any documentation from law enforcement agencies, and information from the district's insurance company. The Board of Education may approve the Superintendent's recommendation after review of the documentation, and upon such approval, the Superintendent of Schools will provide written authorization to the school security officer along with any conditions on the authority to carry a handgun in school buildings or on school grounds. The Superintendent of Schools or designee will inform local law enforcement officials of any school district security officer(s) authorized to carry a handgun in school buildings or on school grounds. A school security officer authorized to carry a handgun is not authorized to carry a handgun in school buildings or on school grounds beyond the hours of the officer's workday or work assignment.~~

~~-~~

~~A school security officer approved and authorized by the Board of Education to carry a handgun in school buildings and on school grounds must comply with all applicable New Jersey laws, including but not limited to: N.J.S.A. 2C:39-4; N.J.S.A. 2C:39-5; N.J.S.A. 2C:39-6; and N.J.S.A. 2C:58-4.]~~

~~-~~

~~This Policy will be reviewed and approved by the Board attorney for compliance with applicable statutes and administrative code provisions before initial adoption and subsequent re-adoptions by the Board.~~

N.J.S.A. 2C:39-4; 2C:39-5; 2C:39-6; 2C:58-4;
40A:14-146.10; 40A:14-146.11;
40A:14-146.14

Adopted:

8601 STUDENT SUPERVISION AFTER SCHOOL DISMISSAL (M)

M

[See **POLICY ALERT No. 179**]

The Board of Education adopts this Student Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger students at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger students after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of students attending district-operated schools or programs in grades **PK to 8** who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) or designated escort(s) of a student attending a district-operated school or program in grades [same grades as indicated above] **PK to 8**, where the student is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal **will be responsible for providing transportation from the school.** ~~may request the school or program not release the student to walk home after dismissal unless the student is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s).~~ ~~[Optional - The parent(s) or legal guardian(s) designated escort(s) must be at least _____ years old.] [Optional - The parent(s) or legal guardian(s) may designate up to _____ escorts.]~~ The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed **Request for Supervision at Dismissal from School Form-Transportation Waiver** to the Principal or designee, or program administrator.

[Optional – select one or more of the options listed below

The Form shall be made available

 X in the Main office of the school building or the location of the program.

☒ upon request to the Principal, or designee, or the program administrator.

☒ on the school or school district website.

☒ to parent(s) or legal guardian(s) in the beginning of the school year.

Other - _____.

~~Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.~~

~~In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of students that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of [check one option - one marking period, one month, two marking periods, the entire school year, other - _____]. The Request Form must be re-submitted at the end of the duration period. In addition, parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.~~

~~The Principal or designee, or program administrator upon receiving the **Transportation Waiver Request for Supervision at Dismissal from School Form**, shall notify the appropriate school staff member(s) who has supervision of the student at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the student **until the student can be dismissed to the parent(s), legal guardian(s) or designee(s).** when other students are dismissed from school at the end of the school day.~~

Each Principal or program administrator will develop and implement a written Student Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for students at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Student Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

[Optional – In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district’s emergency call procedures.] - Keep

Note: A school district may elect to use Option 1 and/or Option 2 below. In the event the district uses both Option 1 and Option 2, the Policy should designate the option to be used in each school or program.

[Option 1 – For school districts that do not have after-school programs or elect not to use the after-school program for the supervision of children who are not permitted to walk home alone unless escorted by a parent(s) or legal guardian(s) or designated escort -

The student(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the student. ~~[Optional - and signs the student out of school].~~

~~In order to ensure the safety of other students being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other students within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building’s typical dismissal protocol.~~

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the student will

[Options - select one or more of the options listed below

___ remain in the same location supervised by school staff in the school building until the parent(s) or legal guardian(s) or designated escort arrives **[Optional - and signs the student out of school].**

~~___X___~~ be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives **~~[Optional - and signs the student out of school unless other protocols are in place due to the pandemic].~~**

_____ be relocated to the _____ (name of after-school program) where the student will be supervised by after-school program staff until the parent(s) or legal guardian(s) or designated escort arrives [Optional - and signs the student out of school].

Other _____.

~~[Option 2 - For school districts that have after-school programs and elect to use the after-school program for the supervision of children who are not permitted to walk home alone unless escorted by a parent(s) or legal guardian(s) or designated escort -~~

~~Students shall be supervised by school staff after school dismissal to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the student and will only release the student when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program [Optional - and signs the student out of school].~~

~~In order to ensure the safety of other students being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other students, and to avoid traffic and vehicular congestion outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination may be made by each Principal or program administrator after considering the unique circumstances of the school building and the building's typical dismissal protocol.~~

~~In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the student will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the student out of school. In this circumstance, the parent(s) or legal guardian(s) may be subject to after-school program fees [Optional - if it is determined by the Principal or program administrator the frequency of emergencies causing the parent(s) or legal guardian(s) or designated escort to be delayed in picking-up the student is excessive].~~

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to students at the school's facilities after formal school dismissal.

This Policy shall be published in student/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the student/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

Adopted:

MAY GOVERNANCE REGULATIONS DOCUMENT

R 7420 HANDLING AND DISPOSAL OF BODY WASTES AND FLUIDS (M)

M

[See Policy Alert No. 139]

A. Definitions

1. “Body wastes and fluids” includes a person’s blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), and saliva. Body fluids of all persons should be considered to potentially contain infectious agents.
2. “Disinfectant” means an intermediate level agent that will kill vegetative bacteria, fungi, tubercle bacillus, and viruses and has been registered by the U.S. Environmental Protection Agency for use as a disinfectant in medical facilities and hospitals. The following classes of disinfectants are acceptable, with hypochlorite solution (A2c) preferred for objects that may be put in the mouth:
 - a. Ethyl or isopropyl alcohol (70%);
 - b. Phenolic germicidal detergent in a 1% aqueous solution;
 - c. Sodium hypochlorite with at least 100 ppm available chlorine (one-half cup household bleach in one gallon water, freshly prepared for each use);
 - d. Quaternary ammonium germicidal detergent in 2% aqueous solution; and
 - e. Iodophor germicidal detergent with 500 ppm available iodine.
3. “Person” means any person on school premises or at a school-related activity, including students, staff members, and visitors, whether or not the person has a communicable disease or has been exposed to a communicable disease.

B. Precautions

1. Whenever possible, direct contact with body wastes and fluids should be avoided.

2. The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand.
3. Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.
4. A supply of disposable protective gloves shall be maintained in the office of the ____school nurse_ and shall be freely available to all staff members.

C. When Bodily Contact with Body Wastes or Fluids Occurs

1. Hands and other skin areas that have come in contact with a person's body wastes or fluids must be thoroughly washed by the use of soap and vigorous scrubbing of all contacted surfaces under running water for at least ten seconds. Hands and other skin areas should then be dried with paper towels.
2. Gloves soiled by contact with body wastes and fluids or in the cleaning of soiled items and surfaces should be promptly removed and placed in a plastic bag or lined trash can, secured, and disposed of daily.

D. Removal of Body Wastes and Fluids From the Environment

1. A sanitary absorbent agent, designed to absorb and disinfect body wastes and fluids, will be applied in accordance with instructions supplied with the material.
2. When the fluid is absorbed, the material will be vacuumed or swept up and the vacuum bag or sweepings will be disposed of in a plastic bag or lined trash can, secured, and disposed of daily.
3. The broom and dust pan used in sweeping will be rinsed in a disinfectant. No special handling is required for the vacuuming equipment.
4. Any disposable items (such as paper towels and tissues) used to clean up will be placed in a plastic bag or lined trash can, secured, and disposed of daily.

E. Treatment of Soiled Items

1. Items such as clothing and fabric towels should be rinsed under cold running water to remove body wastes and fluids. If necessary for the treatment of stains, the item may be soaked in cold water.

2. If such pre rinsing is required, gloves should be used when rinsing or soaking the items in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers.
3. Rinsed items may be stored in a plastic bag until further treatment can be given. A student's soiled clothing should be placed in a plastic bag with prepared laundry instructions for the parent(s) or legal guardian(s).
4. Clothing and other items soiled by body wastes and fluids should be laundered separately in soap and water. The use of a household chlorine bleach is recommended; if the material is not colorfast, a non chlorine bleach may be used.
5. Soiled disposable items (e.g., tissues, cotton balls, band aids, paper towels, diapers) should be handled in the same manner as disposable gloves.

F. Treatment of Soiled Rugs

1. Body wastes and fluids should be removed as provided in D.
2. A rug shampoo with a germicidal detergent should be applied with a brush and, when dried, vacuumed.
3. The vacuum bag will be placed in a plastic bag or lined trash can, secured, and disposed of daily.

G. Disinfection of Hard Surfaces

1. Employees are to wear gloves while disinfecting hard surfaces and equipment.
2. Body wastes and fluids should be removed as provided in D and a disinfectant applied to the affected surface.
3. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle.
4. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.
5. Non disposable cleaning equipment (such as dust pans and buckets) should be thoroughly rinsed in the disinfectant.
6. The disinfectant solution should be promptly discarded down a drain pipe.

7. Gloves should be discarded in appropriate receptacles.

H. Disposal of Sharps

“Sharps” are defined as any instrument used to inject fluids into or draw fluids out of humans. Included are the pricks used for tine tests and blood sampling.

1. The school nurse shall keep a log of all sharps used on a monthly basis. One copy of the log shall be maintained with the nurse’s files and one copy submitted to the Principal or Designee. The nurse will provide the Principal with a photocopy.
2. All sharps shall be placed in a medical waste container that is:
 - rigid
 - leak resistant
 - impervious to moisture
 - have sufficient strength to prevent tearing or bursting under normal conditions of use and handling
 - puncture resistant
 - sealed to prevent leakage during transport
 - labeled

When the medical waste container is 75% full, the school nurse shall advise the Business Office who will arrange, by work order, to have the container picked up. The words, “Medical Waste”, shall be clearly typed across the top of the work order form.

The Business Office will arrange for the contracted vendor to pick up the sharps container. The vendor will provide a completed transmittal form at the time of pick up. A copy of the transmittal form will be kept by the school nurse and a copy submitted to the Business Office.

Adopted:

R 7420.1 BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN (M)

M

[See POLICY ALERT Nos. 122 and 168]

A. Definitions

1. “Bloodborne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in human beings, including but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
2. “Exposure incident” means a specific eye, mouth, other mucous membranes, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
3. “Occupational exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or any other body fluid that may result from the performance of an employee's duties.
4. “Parenteral” means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
5. “Source individual” means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

B. Exposure Determination

The employees in this school district who have occupational exposure are those employees whose duties require close contact with students and include the job classifications designated by the Superintendent.

C. Workplace Controls

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials, whether or not the presence of bloodborne pathogens is determined and whether or not body fluid types can be differentiated.

2. All blood and body fluids shall be handled in accordance with Regulation No. R 7420, Handling and Disposal of Body Wastes and Fluids, which is incorporated herein as if set forth in its entirety.

D. Hepatitis B Vaccination

1. Hepatitis B vaccination shall be made available to each employee identified as having occupational exposure, after the employee has received training in bloodborne pathogens and within ten working days of his/her initial assignment, unless
 - a. The employee has previously received the complete hepatitis B vaccination series,
 - b. Antibody testing has revealed that the employee is immune,
 - c. The vaccine is contraindicated for medical reasons, or
 - d. The employee declines to receive the vaccine and signs the required statement to that effect, except than an employee who has declined to receive the vaccine and later decides to receive it shall be again offered the vaccine.
2. Hepatitis vaccination shall be made available without cost to employees, at a reasonable time and place, under the supervision of a licensed physician or other licensed healthcare professional, and in accordance with recommendations of the U.S. Public Health Service current at the time of the vaccination.
3. All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

E. Post Exposure Evaluation and Follow-Up

Whenever an exposure incident is reported, the exposed employee shall be promptly offered a confidential medical evaluation and follow-up.

1. The route(s) of exposure and the circumstances under which exposure occurred shall be documented.
2. The identity of the source individual shall be documented, unless the Board establishes that identification is not feasible or is prohibited by state or federal law.

3. Unless the identified source individual's infection with HBV or HIV infection is already known, the identified source individual's blood shall be tested for HBV and HIV infectivity, provided that the source individual has consented to the test for HBV and HIV infectivity or when consent is not required by the law. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
4. The results of any blood testing of the source individual shall be made available to the exposed employee, and the employee shall be informed of all laws and regulations regarding disclosure of the identity and infectious status of the source individual.
5. The exposed employee's blood shall be collected as soon as possible after the exposure and on the employee's consent for HBV and HIV serological status. The employee may withhold consent for HIV serological testing for up to ninety days, during which his/her blood sample shall be preserved.
6. The exposed employee shall be offered post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service; counseling; and evaluation of any reported illnesses.

F. Communication of Hazards to Employees

Any container that holds blood or other potentially infectious material shall be conspicuously labeled with a sign that its contents are a biohazard, in accordance with federal regulations. 29 C.F.R. 1910.1030(g).

G. Training Program

1. Employees with occupational exposure must participate in a training program, which shall be provided at no cost to the employee and during working hours.
2. Employees shall receive training on their initial assignment to a position with occupational exposure within ninety days after the effective date of the exposure and annually thereafter. Employees shall also receive training whenever any modifications in the position affects exposure except that any such training may be limited to the new exposures created.
3. Training materials shall be appropriate in content and vocabulary to the educational level, literacy, and language of employees.
4. The training program shall include as a minimum:

- a. An accessible copy of the OSHA regulation on bloodborne pathogens, 29 C.F.R. 1910.1030, and an explanation of its contents,
- b. A general explanation of the epidemiology and symptoms of bloodborne diseases,
- c. An explanation of the modes of transmission of bloodborne pathogens,
- d. An explanation of this Exposure Control Plan and the means by which the employee can obtain a copy of the plan,
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials,
- f. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and personal protective equipment,
- g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment,
- h. An explanation of the basis for selection of personal protective equipment,
- i. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of vaccination, and the free availability of the vaccine and vaccination,
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials,
- k. An explanation of the procedure to be followed if an exposure incident occurs, including the method of reporting that incident and the medical follow-up that will be made available,
- l. Information on the post-exposure evaluation and follow-up that the employer is required to provide after an exposure incident,
- m. Information regarding the labeling of biohazardous materials, and
- n. An opportunity for interactive questions and answers with the person conducting the training session.

5. The person conducting the training shall be knowledgeable in the subject matter covered as it relates to the workplace that the training will address.

H. Recordkeeping

1. The district will establish and maintain an accurate medical record for each employee with occupational exposure in accordance with 29 CFR 1910.1020. The record shall include:
 - a. The name and social security number of the employee;
 - b. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccinations required by Section D. of this regulation;
 - c. A copy of all results of examinations, medical testing, and follow-up procedures as required by Section E. of this Regulation;
 - d. The district's copy of the healthcare professional's written opinion as required by 29 C.F.R. 1910.1030 (f)5;
 - e. A copy of the information provided to the healthcare professional as required by 29 C.F.R. 1910.1030 (f)(4)ii(B)(C) and (D);
 - f. The district shall ensure the employee's medical records required in Policy 7420 and this Regulation are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law; and
 - g. The medical records required in this section must be maintained by the district for at least the duration of employment of the employee plus thirty years in accordance with 29 CFR 1910.1020.
2. The district will maintain training records for three years from the date on which the training occurred. These records shall include:
 - a. The dates and contents or summary of the training sessions; and
 - b. The names and qualifications of persons conducting the training and the names and job titles of all persons attending the training sessions.

3. The district will ensure the training records required by this section of the Regulation be made available to authorized State and federal agencies, employees, and employee representatives upon request. Employee medical records required by this section of the Regulation shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, and to authorized State and federal agencies in accordance with State and federal laws.
4. The district shall comply with the requirements involving the transfer of records set forth in 29 CFR 1910.1020(h).
5. The district shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The log shall contain, at a minimum: the type and brand of device involved in the incident; the department or work area where the exposure incident occurred; and an explanation of how the incident occurred. This log shall be maintained for the period required by 29 CFR 1904.6.

I. District's Exposure Control Plan

1. The District's Exposure Control Plan shall be reviewed at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of the Plan shall also
 - a. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
 - b. Document annually consideration and implementation of appropriate, commercially-available, and effective safer medical devices designated to eliminate or minimize occupational exposure.

J. Staff Input

1. The ____ **Supervisor of Buildings and Grounds** ____ shall solicit input from non-managerial employees who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document this solicitation in the Exposure Control Plan.

Adopted:

R 7422 SCHOOL INTEGRATED PEST MANAGEMENT PLAN (M)

M

[See **POLICY ALERT No. 166**]

A. Definitions

1. “Commissioner” means the Commissioner of Environmental Protection.
2. “Department” means the Department of Environmental Protection.
3. “Integrated Pest Management Coordinator” or “coordinator” means an individual who is knowledgeable about integrated pest management systems and has been designated by the Board, as the Integrated Pest Management Coordinator (IPMC) pursuant to the New Jersey School Integrated Pest Management Act. The IPMC is authorized to perform the statutory IPM responsibilities of the Board of Education.
4. “Low Impact Pesticide” means any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the “Federal Insecticide, Fungicide, and Rodenticide Act,” 7 U.S.C. s.136 et seq. and that has been exempted from the registration and reporting requirements adopted pursuant to that act; any gel; paste; bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octoborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological, living control agents.
5. “Pesticide” means any substance or mixture of substances labeled, designed, intended for or capable of use in preventing, destroying, repelling, sterilizing or mitigating any insects, rodents, nematodes, predatory animals, fungi, weeds and other forms of plant or animal life or viruses, except viruses on or in living man or other animals. “Pesticide” shall also include any substance or mixture of substances labeled, designed or intended for use as a defoliant, desiccant or plant regulator.
6. “Plan” means the school district’s goals regarding the management of pests and the use of pesticides on all school property. The plan shall be developed in accordance with the requirements of N.J.S.A. 13:1f-19 through 33.

7. “School” means any public or private school as defined in N.J.S.A. 18A:1-1.
8. “School Integrated Pest Management Policy” means a managed pest control policy that eliminates or mitigates economic, health, and aesthetic damage caused by pests in schools; that delivers effective pest management, reduces the volume of pesticides used to minimize the potential hazards posed by pesticides to human health and the environment in schools; that uses integrated methods, site or pest inspections, pest population monitoring, an evaluation of the need for pest control, and one or more pest control methods, including sanitation, structural repair, mechanical and biological controls, other non-chemical methods, and when non-chemical options are ineffective or unreasonable, allows the use of a pesticide, with a preference toward first considering the use of a low impact pesticide for schools.
9. “School pest emergency” means an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member.
10. “School property” means any area inside and outside of the school buildings controlled, managed, or owned by the school district.
11. “Staff member” means an employee of the school district, including administrators, teachers, and other persons regularly employed by the school district, but shall not include an employee hired by the school district or the State to apply a pesticide or a person assisting in the application of a pesticide.
12. “Universal notification” means notice provided by the school district to all parents or legal guardians of children attending a school, and staff members of the school district.

B. Integrated Pest Management Coordinator (IPMC)

The _____ **Supervisor of Buildings and Grounds** _____ shall be designated the Integrated Pest Management Coordinator (IPMC) of the school district. The Integrated Pest Management Coordinator (IPMC) shall:

1. Maintain information about individual schools, the school district’s Integrated Pest Management Policy, and about pesticide applications on the school property of the schools within the school district;
2. Act as a contact for inquiries about the School Integrated Pest Management Policy; and

3. Maintain material safety data sheets, when available, and labels for all pesticides that are used on the school property or in the schools in the school district.

C. Maintenance of Records of Pesticide Application; Notices of Policy

The IPMC shall request from the pesticide applicator and shall maintain records of pesticide applications used on school property or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites, and on request, shall make the data available to the public for review.

A notice of the school district's Integrated Pest Management Policy shall be included in school calendars or another form of universal notification to students and parent(s) or legal guardian(s). The notice shall include:

1. The school district's Integrated Pest Management Policy;
2. A list of any pesticide that is in use or that has been used in the last twelve months on school district property at each school location;
3. The name, address, and telephone number of the Integrated Pest Management Coordinator (IPMC) of the school district;
4. A statement that:
 - a. The IPMC maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property;
 - b. The label and data sheet is available for review by a parent, legal guardian, staff member, or student attending the school; and
 - c. The Integrated Pest Management Coordinator (IPMC) is available to parents, legal guardians, and staff members for information and comment.
5. The time and place of any Board meetings that will be held to adopt the School Integrated Pest Management Policy; and
6. The following statement:

“As part of a school pest management plan, the School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on

the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.”

After the beginning of each school year, the IPMC, in conjunction with the Building Principal(s), shall provide this notice to each new staff member who is employed during the school year and to the parent(s) or legal guardian(s) of each new student enrolled during the school year.

D. Permitted Use of Certain Pesticides; Notice

If it is determined that a pesticide, other than a low impact pesticide, must be used on school property, the pesticide may be used only in accordance with the requirements of N.J.S.A. 13:1F-25.

1. The Principal, upon prior notice from the IPMC, shall provide notice to a parent or legal guardian of each student enrolled at the school and each staff member of the school, at least seventy-two hours before a pesticide, other than a low impact pesticide, is used on school property. The notice shall include:
 - a. The common name, trade name, and federal Environmental Protection Agency registration number of the pesticide;
 - b. A description of the location of the application of the pesticide;
 - c. The date and time of application, except that, in the case of outdoor pesticide applications, one notice shall include three dates, in chronological order, on which the outdoor pesticide applications may take place if the preceding date is cancelled;
 - d. A statement that the Office of Pesticide Programs of the United States Environmental Protection Agency has stated: “Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure”;
 - e. A description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide;
 - f. A description of the reasons for the application of the pesticide;

- g. The name and telephone number of the school district's IPMC; and
 - h. Any additional label instruction and precautions related to public safety.
- 2. The notice required by D.1. above may be provided by:
 - a. Written notice sent home with the student and provided to each staff member;
 - b. A telephone call;
 - c. Direct contact;
 - d. Written notice mailed at least one week before the application; or
 - e. Electronic mail.
- 3. If the date of the application of the pesticide must be extended beyond the period required for notice under this section, the Board shall reissue the notice required under D.1. above for the new date of application.

E. Posting of Sign Prior to Use of Certain Pesticides

At least seventy-two hours before a pesticide, other than a low impact pesticide, is used on school property, the IPMC shall post a sign that provides notice of the application of the pesticide in a prominent place that is in or adjacent to the location to be treated and at each entrance to the building or school ground to be treated.

A sign required for the application of a pesticide shall:

- 1. Remain posted for at least seventy-two hours after the end of the treatment;
- 2. Be at least 8½ inches by 11 inches; and
- 3. State the same information as that required for prior notification of the pesticide application pursuant to Section D.1. of this Regulation.

In the case of outdoor pesticide applications, each sign shall include three dates, in chronological order, on which the outdoor pesticide application may take place if the preceding date is canceled due to weather. A sign shall be posted after an outdoor pesticide application in accordance with 1, 2 and 3 above.

The requirement imposed pursuant to this section shall be in addition to any requirements imposed pursuant to the “Pesticide Control Act of 1971,” P.L. 1971, c.176 (C.13:1F-1 et seq.), and any rules or regulations adopted pursuant thereto.

F. Applicability of Notice and Posting Requirements

The provisions of Sections D and E of this Regulation shall apply if any person applies a pesticide, other than a low impact pesticide, on school property, including a custodian, staff member, or commercial applicator. These provisions shall apply to a school during the school year, and during holidays and the summer months, only if the school is in use by children during those periods. During those periods, notices shall be provided to all staff members and the parents or legal guardians of the students that are using the school in an authorized manner.

G. Emergency Use of Certain Pesticides

A pesticide, other than a low impact pesticide, may be applied on school property in response to an emergency, without complying with the provisions of Sections D and E of this Regulation, provided the following requirements are met:

1. The Building Principal shall, upon prior notice from the IPMC and within twenty-four hours after the application or on the morning of the next school day, provide to each parent or legal guardian of students enrolled at the school, and staff members of the school, notice of the application of the pesticide for emergency pest control that includes:
 - a. The information required for a notice under Section D of this Regulation;
 - b. A description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member; and
 - c. If necessary, a description of the steps that will be taken in the future to avoid emergency application of a pesticide pursuant to this section.

The district may provide notice required in G.1. above by:

1. Written notice sent home with the student and provided to the staff members;
2. A telephone call;
3. Direct contact; or

4. Electronic mail.

When a pesticide is applied pursuant to this section, the IPMC shall post a sign warning of the pesticide application at the time of the application of the pesticide in accordance with the provisions of Section E of this Regulation.

If there is an application of a pesticide pursuant to this section, the IPMC shall modify the School Integrated Pest Management Plan of the school district if necessary, to minimize the future emergency applications of pesticides under this section.

A pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities prior to the time prescribed for re-entry to the application site by the United States Environmental Protection Agency on the pesticide label, except that if no specific numerical re-entry time is prescribed on a pesticide label, such a pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities within seven hours of the application.

A pesticide, other than a low impact pesticide, shall not be applied in a school building when students are present. Students may not be present in an untreated portion of a school building being treated unless the area being treated with a pesticide, other than a low impact pesticide, is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.

A low impact pesticide may be applied in areas of a school building where students will not contact treated areas until sufficient time is allowed for the substance to dry or settle, or after the period of time prescribed for re-entry or for ventilation requirements on the pesticide label has elapsed.

The requirements of this section shall not apply when pesticides are applied on school property for student instructional purposes or by public health officials during the normal course of their duties.

H. Immunity From Liability of Commercial Pesticide Applicator

A commercial pesticide applicator shall not be liable to any person for damages resulting from the application of a pesticide at a school if the damages are solely due to the failure of the IPMC to provide the notice required prior to the application of a pesticide pursuant to the provisions of sections 7, 8, 9, or 10 of P.L. 2002, c.117 (C.13:1F-25, C.13:1F-26, C.13:1F-27 or C.13:1F-28).

I. Development, Availability of Form for Certifying Compliance

The Department of Environmental Protection shall develop and make available to commercial pesticide applicators a form that a commercial pesticide applicator may request an Integrated Pest Management Coordinator (IPMC) to sign prior to the application of a pesticide, other than a low impact pesticide, on school property. The form developed pursuant to this section shall set forth a certification by the Integrated Pest Management Coordinator (IPMC) that the notice and posting requirements for the application of a pesticide established pursuant to Sections D and E of this Regulation, or the posting requirement established pursuant to Section G of this Regulation, as appropriate, have met compliance requirements. Upon being presented by a commercial pesticide applicator with a form pursuant to this section, the signature of the Integrated Pest Management Coordinator (IPMC) shall be required as a condition for the application of the pesticide.

The Department of Environmental Protection may issue an administrative order against a local school Board that fails to adopt and implement a pesticide use and school Integrated Pest Management Policy in compliance with the provisions of N.J.S.A. 13:1F-32.

The Commissioner shall adopt, pursuant to the provisions of the “Administrative Procedure Act,” P.L.1968, c.410 (C.52:14B-1 et seq.), such rules or regulations as are necessary to implement the provisions of the School Integrated Pest Management Act.

Issued:

R 7432 EYE PROTECTION PRACTICES (M)

M

[See **POLICY MEMO No. 65**]

[See **POLICY ALERT No. 133**]

A. Eye Protection Devices

1. The following types of eye protective devices must be worn by all students, staff members, and visitors (including persons attending evening adult school programs) participating in the activity or process designated wherever it may occur on school premises:

Potential eye hazard

Protective devices

Caustic or explosive

Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure

Dust producing operations

Goggle, flexible fitting, hooded ventilation

Electric arc welding

Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields

Oxy-acetylene welding

Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens

Hot liquids and gases

Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure

Hot solids	Clear or tinted goggles or spectacles with side shields
Molten materials	Clear or tinted goggles and plastic or mesh window face shield
Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields
Glare operations	Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverage type with tinted lenses or plate lens
Shaping solid materials	Clear goggles, flexible or rigid body; clear spectacles with side shields; add plastic window face shield for severe exposure
Laser device operation or experimentation	Appropriate for specific hazard
Repair or servicing of vehicles	Clear goggles, flexible or rigid body; clear spectacles with side shields
Other potentially hazardous processes or activities	Appropriate for specific hazard

2. The supplier of any eye protective device to this district shall certify in writing that the device meets or exceeds ANSI standards. All spectacle type eye protective devices shall have side shields of the eye cup, semi-, or flat-fold type.
3. Staff members shall regularly and frequently inspect the eye protective devices used in their classes and shall report to the Principal devices that are defective or poorly fitting. All eye protective devices shall be identified with the name(s) of the user(s) and shall be properly stored when not in use.

4. An eye protective device that is shared shall be disinfected between uses by a method prescribed by the local school medical inspector.
5. The use of contact lenses shall be restricted in learning environments which entail exposure to chemical fumes, vapors or splashes, intense heat, molten metals, or highly particulate atmospheres. Staff members in these learning environments shall identify the students in his/her class who wear contact lenses. A list of such students shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study.

When permitted, contact lenses may be worn only in conjunction with appropriate eye protective devices. The contact lens wearer shall be identified for appropriate emergency eye care in hazardous learning environments.

6. A student who wears prescription glasses shall be provided with an appropriate eye protective device that fits over his/her glasses. A student or staff member may wear his/her personal corrective eye wear in the course of an activity hazardous to the eyes provided that the eye wear has been certified in writing by a licensed optician to meet or exceed ANSI standards as defined in N.J.A.C. 6:29-1.7(b)1 and 2 for the appropriate eye protective device required.
7. The responsible staff member will provide each visitor to an area in which an activity hazardous to eyes is conducted with an appropriate eye protective device.

B. Eye Wash Fountains

1. Eye wash fountains or similar devices, capable of a minimum of fifteen minutes of continuous flow of eye wash solution shall be provided in accordance with Policy No. 7432 and the standards of the State Department of Education and N.J.A.C. 6:29-1.7(d).
2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

C. Enforcement

1. Staff members shall not permit students to engage in an activity potentially hazardous to the eyes without appropriate eye protection and shall dismiss from the class period a student who refuses or persistently neglects to wear eye protection or to observe established eye protection practices. Any such dismissed student shall be reported absent for the class.

2. Staff members shall report to the Building Principal a visitor who refuses or persistently neglects to wear eye protection or observe established eye protection practices.
3. The Principal shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A1 above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

D. Training and Supplies

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in this regulation.

Issued:

R 7510 USE OF SCHOOL FACILITIES (M)

[See POLICY ALERT No. 196 and 221]

M

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:
 - ATSD PTO
 - Boy Scouts
 - Girl Scouts
 - Allamuchy Twp. Recreation Commission
 - Municipal and County Organizations
 - Local Churches and religious organizations
 - Local/Community non profit organizations formed for charitable, civic, or educational purposes
 - Organizations holding charitable events in which the organization will donate the event's profits to a reputable charity or to the Allamuchy Township Board of Education
 - Other organizations where the majority of participants are ATSD students
 - Special Education Groups
2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:
 - All of the above mentioned organizations during the summer weekdays and weeknights after the school year has concluded
 - Any of the above type of organizations that are not local to Allamuchy

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:

- All organizations not mentioned above.

***Non PTO Parent Groups and Individuals requesting Facility Use shall be reviewed on a case by case basis and notified of any charges incurred herein prior to board approval.**

4. No other organizations or individuals will be permitted to use school facilities.

***All requests for use of Rutherford Hall will be subject to approval following Policy 7510.01.**

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available ~~in the office of the _____~~ online via the district website.
2. Application for use of school facilities must be submitted ~~to the _____~~ not less than 30 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 25 working days prior to a regular Board meeting and not less than 30 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The **Building Principal or Designee** will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.

2. If the facility is not available for use, the **Principal or Designee** will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the **Principal** will note his/her approval on the application form and will record the classification of the applicant organization. **Once approved, form will then be uploaded automatically into the district spreadsheet and Principal or Designee will reserve the space in the district wide calendar. and forward the application to the _____ for final approval or for referral to the Board for requests that may be approved only by the Board.**
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays, including school vacations.

[Select one option below

____ School facilities are not available for use on Saturdays, Sundays, and other public holidays.

X School facilities may be available for use on __ Saturdays **X** Saturdays and Sundays ____ Saturdays, Sundays, and other public holidays **depending on appropriate and adequate custodial coverage.]Keep**

- b. School facilities are available for use only during the hours of ____ **5:00** ____ p.m. and ____ **9:30** ____ p.m. weekdays. Weekend hours to be determined in collaboration with the administration. Permission may be granted for a use up to ____ **11:00** ____ p.m. on weekdays, provided the user pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
 - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
 - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The ____ **Allamuchy Board of Education** ____ will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.

6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be **electronically stored and communicated to the applicant via email.** ~~distributed to the representative who signed the application form.~~
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the **_Principal or Designee_** of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the **_Principal or Designee_** of a canceled use at least **10** working days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$ **1,000,000** per person,
 - b. \$ **1,000,000** per accident or event, and

c. \$ 1,000,000 property damage.

Find out about the loss payee

4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment,

decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.

- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.
- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or

any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.

- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

3. Uses Must be Properly Supervised.

- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

- 1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.

2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
 - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

Issued: