



**Board of Education
 Regular Meeting Minutes
 December 6, 2021**

I. CALL TO ORDER

- A. The regular meeting of the Allamuchy Township Board of Education held on December 6, 2021 was called to order at p.m. by Lisa Strutin .
Please let the record reflect that this meeting is in replacement of the November 15, 2021 and the December 13, 2021 meetings.
- B. Statement of Compliance with Open Public Meetings Act - read by Mrs. Strutin
 - 1. The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, The Allamuchy Township Board of Education has caused adequate and electronic notice of this meeting 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, Express Times, and Township Clerk. Notices were prominently posted on the bulletin board of the offices of each school, on the district website and on the district marquee. 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.

II. ROLL CALL

Board Member	Present	Absent
Stephen Bienko		x
Abigail Christmann	x	
Giovanni Cusmano	x (8:20)	
Harriett Gaddy	x (7:35)	
Craig Green	x	
Lisa Moyer	x	
Venita Prudenti	x	
Mary Renaud	x	
Lisa Strutin, President	x	

Also Present: Dr. Melissa Sabol, Superintendent of Schools
 Mr. Jim Minkewicz, School Business Administrator

III. PLEDGE OF ALLEGIANCE - read by Mrs. Strutin

IV. MISSION AND VISION - read by Mrs. Strutin

- A. To Promote the Allamuchy Learner
- B. The vision of the Allamuchy educational program is to develop young people who are curious, well rounded, knowledgeable, caring, respectful and responsible so that they can evolve into self-sufficient and confident citizens and members of a diverse society.

V. APPROVAL OF MINUTES

- A. BE IT RESOLVED, that the minutes as amended of the regular board meeting held on October 25, 2021, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on October 25, 2021, be approved. (Appendix 1B)

Motion Made By: Mrs. Moyer

Seconded By: Dr. Gaddy

Board Member	Yes	No	Abstain
Mr. Bienko			
Ms. Christmann	X		
Dr. Cusmano	X		
Dr. Gaddy	X		
Mr. Green	X		
Mrs. Moyer	X		
Mrs. Prudenti	X		
Ms. Renaud	X		
Mrs. Strutin, President	X		

MOTION CARRIED

VI. CORRESPONDENCE

Vaccination Clinics in schools - Mrs. Strutin discussed vaccination clinics in schools.

VII. STUDENT REPRESENTATIVE REPORT

Dr. Sabol introduced students to present their reports, including fundraisers and upcoming events.

VIII. ACKNOWLEDGEMENTS

Dr. Sabol announced the Allamuchy Pillars of Character Students and recognized the Staff Members of the Month.

Grade	Name	Pillar of Character
Pre-K	Caden Wehmeyer	Caring
K	Mia Acevedo	Trustworthiness
1	Sonya Naranjo	Kindness
2	Gabriella Barber	Responsibility
3	Chrislynn Asare	Caring
4	Reagan Hill	Responsibility
5	Nick Freeborn	Responsibility
6	Corrine Apor	Responsibility
7	Riley Bradica	Respect
8	Reilly Fragale	Caring
Staff Member of the Month: Sydney Watkins		

IX. PRESENTATIONS

Rutherford Hall - Mr. Serraino spoke about Rutherford Hall events and happenings and recognized participating vendors, the Allamuchy Fire Department and the Library.

Sustainability - Mr. Serraino spoke about student activities and the Student Green Team, Garden Grant, student outdoor activities and other projects.

Audit - Mr. John Mooney delivered an informative and thorough review of the 2020-2021 school district audit. This was the first year that Nisivoccia performed an audit of the Allamuchy School District. The audit started in July and was a challenge as the district changed business administrators over the summer, however the transition went well. Items discussed by Mr. Mooney included: Overall surplus is down approximately \$53K, the school bonds mature in 2034, debt service is at 46.7%, the food service balance increased, Rutherford Hall (as an enterprise fund) realized a loss to surplus of approximately \$16K. Mr. Mooney then reviewed thirteen recommendations, approximately eight of which should be able to be addressed in the current year.

Mr. Mooney discussed Rutherford Hall and underperformance as a going-concern. There needs to be a plan put in place to reverse the financial picture of Rutherford Hall.

Dr. Sabol commented on Rutherford Hall and discussed plans to move forward.

X. PRESIDENT’S REPORT

Mrs. Strutin discussed the delegate meeting. There were no resolutions to vote on this year. Mrs. Strutin spoke about school events and thanked all for their work with Rutherford Hall. Also, congratulations to the students and staff for their acknowledgements this evening. Lastly Mrs. Strutin reminded board members that the NJSBA Virtual Workshop is still open until the 28th of December.

XI. COMMITTEE REPORTS

- A. Operations - Ms. Renaud discussed the purchase of a new routing program, the MOA with motor vehicle and the donation of a canoe to the school.
- B. Human Resources - Mrs. Moyer discussed tonight’s agenda items.
- C. Education - Mr. Green discussed programs, workshops and field trips.
- D. Governance - Dr. Cusmano discussed tonight’s agenda items.
- E. Town Council Liaison - Ms. Christmann discussed the Town Council and extended congratulations to Councilwoman Rosemary Tuohy as the next Mayor.
- F. Rutherford Hall Liaison - nothing to report
- G. Hackettstown Board of Education Representative - Mrs. Moyer spoke about the school climate survey and the demographic study.
- H. PTO Liaison - Mr. Green spoke about the gratitude-jars that were successfully delivered to 90 staff members. The Holiday Shop was successful, the family Fun Night was great and there is a trip to a Yankee game being planned.

XII. SUPERINTENDENT’S REPORT

- A. HIB Report: Dr. Sabol discussed 2 investigations.
- B. Suspensions: Dr. Sabol reported that there were 0 in-school suspensions and 2 out of school suspensions.
- C. Enrollment By Grade

Student Enrolment for Allamuchy Township School District										
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
PK	35	36	37							
K	36	37	37							
1	47	47	47							
2	29	29	28							
3	46	46	45							
4	54	54	55							

5	44	44	43						
6	54	53	53						
7	32	33	34						
8	43	43	44						
Total	420	422	423						
9th	39	40	40						
10th	38	39	39						
11th	42	42	40						
12th	41	42	42						
Total	160	163	161						
GT	580	585	584						

**highlighted numbers indicate a corrected discrepancy from last month's report*

D. Other Items - Dr. Sabol congratulated the two staff members of the year. Also, congratulations to Mrs. Strutin for attaining Master Board Member Certification. Dr. Sabol reported that the sixth grade chromebooks are in, the downspouts at Rutherford Hall are nearly complete and new banners are being put up at Mountain Villa.

XIII. REVISIONS TO AGENDA ITEMS

Statement by the Board President: *This is now the time where a motion can be made for revisions, additions, and/or deletions to the agenda. This includes making a motion to table an item in a group of motions, making a motion to add or delete an item from a group of motions and making a motion to bring up a brand new agenda item. If there are no revisions to the agenda, we shall proceed as written.*

Dr. Sabol reported that CPI Training at a cost of \$1,199 is being added to item B.2. Also being added, under B.1., is item H. to approve Margaret Saufield as a substitute teacher.

XIV. PUBLIC COMMENT ON AGENDA ITEMS ONLY

This meeting is being broadcasted and recorded for public access but not intended for public participation. Please be advised that public comment sessions are for those who are attending the meeting in person 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 three (3) 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. Please understand that public comment portions of our agenda are not structured as question and answer sessions, but rather they are offered as

opportunities to share your thoughts with the Board. The Board may or may not respond to public comments. However, all comments are considered and will be investigated and addressed as appropriate. The Board may respond to comments tonight, or at subsequent meetings under "Old Business". 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.

No public comment.

XV. BOARD COMMITTEE ACTION REPORTS

A. Operations

On Behalf of the Operations Committee, I hereby move resolutions 1-12

Moved by: Ms. Renaud

Seconded by: Ms. Christmann

Dr. Cusmano asked about item #11 and if other companies were looked at? Dr. Sabol said that, yes, other bus routing programs were looked at.

1. Budget Adjustments (Appendix 2)
approve budget adjustments for September 2021 from funds 10 and 20
2. Bills List (Appendix 3)
 - a) approve for payment the general account bills list check from 10/26/21 to 12/6/21 in the amount of \$545,681.54.
 - b) accepts the payroll registers for the months of September 2021 and October 2021.
3. Monthly Certification of Budget (Appendix 4)
 - 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 September 30, 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 September 30, 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 September 30, 2021 with a total Governmental Funds Account cash balance of \$1,043,244.16
4. Student Activity Account (Appendix 5)
approve the Student Activity Account in the amount of \$50,313.81 at Investor's Bank as of 09/30/21

5. Stale-dated checks (Appendix 6)
approval to write off general fund checks for the period November 2017 to August 2020 from check numbers 28371 to 31425-A, in the amount of \$30,200.61.
6. Transportation Contracts for Field Trips (Appendix 7)
approve the the contract with Blairstown Elementary to provide transportation
7. MOA, NJ Motor Vehicle and ATSD (Appendix 8)
approve the agreement between NJ Motor Vehicle and the Allamuchy Township School District
8. Donation Acceptance Letter
accept the donation of canoe and accessories from Betty Schultheis
9. Bus Inventory (Appendix 9)
accept the sale of bus 8 in the amount of \$3,053
10. Bus Parking
approve the parking of the gray van at MVS and Bus #22 at ATS
11. Routing Software
to approve the purchase of 3dezrouting transportation software in the amount of \$3588.
12. Waivers
approve insurance waivers for the December payout according to the contract.

Board Member	Yes	No	Abstain
Mr. Bienko			
Ms. Christmann	x		
Dr. Cusmano	4-12	1-3	
Dr. Gaddy			
Mr. Green	x		
Mrs. Moyer	x		
Mrs. Prudenti	x		
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

B. Human Resources

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the of the Human Resources Committee, I hereby move the following resolutions 1 and 2.

Moved by: Ms. Moyer
Seconded by: Dr. Cusmano

1. Personnel

approve/accept the following appointments as recommended by the superintendent:

A. Psychologist Intern	Shannon Suydam	N/A (Appendix 10a)	0
B. BCBA	Mandy Davis	Contract - up to 5 hours per week (Appendix 10b)	\$100/hour for direct \$85/hour for indirect
C. Quest Teacher Prep Program FDU	Paige Strangeway	10 days (Appendix 10c)	0
D. AMP Instructor (7/8 grade)	Sydney Watkins	Schedule A	\$50/hour
E. Centenary Intern	Amanda Wakefoose	Spring 2022 - Fall 2022 (Appendix 10d)	\$10,500
F. Home Instructors	Kate Stiner Marsha Koerner Kaitlin Phlegar Sydney Watkins	Schedule A	\$60/hour
G. RH Cleaner	Trevor Marcher	To be paid per clean (one time per week)	\$50 per cleaning
H. Substitute	Margaret Saufield	Substitute Teacher	Contract rate

2. Furthering Education

approve the following individuals to be enrolled in courses to further education

Deb DeAngelis	Certification Courses	Learning Disabilities Teacher Consultant
Christen Tierney	Masters	Educational Leadership
Sarah DeMary	Masters	Early Childhood Development
Kaitlin Phlegar	Masters	Literacy
TBD	CPI Training	\$1,199

Board Member	Yes	No	Abstain
Mr. Bienko			
Ms. Christmann	X		
Dr. Cusmano	X		

Dr. Gaddy	X		
Mr. Green	X		
Mrs. Moyer	X		
Mrs. Prudenti	X		
Ms. Renaud	X		
Mrs. Strutin, President	X		

MOTION CARRIED

C. Education

On Behalf of The Education Committee I hereby move resolution 1-3

Moved by: Mr. Green

Seconded by: Dr. Gaddy

Dr. Cusmano asked about the chorus trip, the date is to-be-determined? Dr. Sabol said that a rescheduled date has not yet been set.

1. Nurse's Plan (Appendix 11)
approve the 2021-2022 nurse's plan
2. Workshops
approve the attendance at the following workshops

Vicki Patterson	12/15/2021	50 Best Strategies for Teaching English/Language Arts	50 Best Strategies for Teaching English/Language Arts	88	279
Joanne Ferguson	12/6/2021	Social Emotional Character Development	Social Emotional Character Development	0	0
Clare Saalfield	3/11/2022	Interventions for Students with Dyslexia and Other Reading Differences, Grades K-12	Interventions for Students with Dyslexia and Other Reading Differences, Grades K-12	40 miles	\$125
Megan and Julie	12/2/2021	Race, Trauma and Suicide of Adolescence of Color	Suicide Prevention	0	\$70 x 2
Kate Stiner	12/8/2021	Engaging Students is Practices Using Performance Tasks	It is part of my PDP	35 miles	\$125
Rosa Franco	11/19-21	ACTFL World Language Convention	Part of PDP	0	\$315
Clare Saalfield	11/29/2021	Newark (Fairfield)	Part of PDP	33 miles	\$279

3. Field Trips
approve the following requests for field trips

Mariah Adams	TBD	Chorus members in Grades 6-8	Hackettstown High School 599 Warren Street Hackettstown, NJ 07840	15 Students	District Chorus festival	Cost - 0
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Board Member	Yes	No	Abstain
Mr. Bienko			
Ms. Christmann	X		
Dr. Cusmano	X		
Dr. Gaddy	X		
Mr. Green	X		
Mrs. Moyer	X		
Mrs. Prudenti	X		
Ms. Renaud	X		
Mrs. Strutin, President	X		

MOTION CARRIED

D. Governance

On Behalf of The Governance Committee I hereby move resolutions 1-6

Moved by: Mr. Green

Seconded by: Dr. Gaddy

Mrs. Prudenti asked if it came up at all in committee whether agenda item D.2. was discriminatory? Dr. Cusmano said no, not to his understanding.

Mrs. Prudenti recommended sending item D.2. back to the committee. Dr. Cusmano said that this is an executive order by the Governor.

Mr. Green spoke about the policy and the resolution.

Ms. Christmann discussed the resolution and her disagreement with the policy.

1. New and Mandated Policies for First Reading (Appendix 12)
approve new and mandated policies for first reading, per Strauss
Esmay Alert 225:

P. 2425	EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)
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2. New and Mandated Policies for Second Reading (Appendix 12)
approve new and mandated policies for second reading

P. 1648.13	SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)
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3. Strauss Esmay Policy Alert 223 (Appendix 13)

approve the following policies for first reading, per Strauss Esmay Alert 223:

P. 0131	BYLAWS, POLICIES, AND REGULATIONS
P. 3134	ASSIGNMENT OF ADDITIONAL DUTIES
P. & R. 3142	NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER
P. & R. 3221	EVALUATION OF TEACHERS (M)
P. & R.. 3222	EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)
P. & R. 3224	EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)
P. & R. 4146	NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

4. Policy - 2nd Reading (Appendix 14)

P.0155	Board Committees
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5. Policy Abolishment

abolish the following policies as per Strauss Esmay per updated laws, codes and terminology

Policy/Regulation	Section	Title	Information
P. 2415.01	Program	Academic Standards, Academic Assessments, and Accountability	NCLB requirements no longer applicable
P. 2415.03	Program	Highly Qualified Teachers	NJ Teacher Cert. Satisfies ESSA's requirements. HQ was a NCLB requirement which is no longer applicable
P. 3431.1	Teaching Staff Members	Family Leave	Replaced by P.1643 (adopted April 2021)

P. 3431.3	Teaching Staff Members	New Jersey Leave Insurance	Replaced by P.1643
P. 4431.1	Support Staff Members	Family Leave	Replaced by P.1643
P. 4431.3	Support Staff Members	New Jersey Leave Insurance	Replaced by P.1643
P&R. 7430	Property	School Safety	Legal req. already exist in P. 2431, 7420, 7432, 7440, 8420

6. Resolution Regarding Masks and Vaccinations
adopt the following resolution

Resolution Regarding Masks and Vaccinations

WHEREAS, on August 6, 2021, Governor Phil Murphy issued Executive Order No. 251 (“EO251”) which requires all school districts to “maintain a policy regarding the mandatory use of face masks by staff, students, and visitors in the indoor portion of the school district premises”; and

WHEREAS, on August 23, 2021, Governor Phil Murphy issued Executive Order No. 253 (“EO253”) mandating that all school staff either be vaccinated against COVID-19 or undergo weekly COVID-19 testing; and

WHEREAS, while there is currently no State or Federal requirement that eligible students be vaccinated against COVID-19 in order to attend schools, the possibility of a student vaccination mandate does exist; and

WHEREAS, the Allamuchy Board of Education (“Board”) recognizes the risk of Covid-19, the Board also recognizes and acknowledges that there are residents of Allamuchy Township who believe that individuals, parents and healthcare providers should have the flexibility to make their own decision about their health and the measures they take to protect themselves

WHEREAS, the Board understands, recognizes and acknowledges that EO251 and EO253 hold the force of the law and must be complied with in totality; and

WHEREAS, the Board understands that should Governor Murphy issue an executive order requiring students to be vaccinated, same would hold the force of law and must be followed; and

WHEREAS, the New Jersey Department of Health (“NJDOH”) and the New Jersey Department of Education (“NJDOE”) worked collaboratively to develop The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (“The Road Forward”); and

NOW, THEREFORE, BE IT RESOLVED that the Board understand, recognizes and acknowledges that it will do nothing to impede the District’s administration from implementing and adhering to all requirements of any Executive Order that is related to Public School Districts; and

BE IT FURTHER RESOLVED that the Board recognizes that there are residents who consider EO 251 and EO 253 as overbroad in that they infringe on the right of individual, parents, and health care providers to make their own decisions about their health and the measures they take to protect themselves; and

BE IT FURTHER RESOLVED that the Board recognizes that there are residents who believe that parents and health care providers are the best and appropriate individuals to make healthcare decisions about their children, including the decision to wear a mask, get vaccinated and/or get tested for Covid-19; and

BE IT FURTHER RESOLVED that the Board takes issue with the Governor’s inconsistencies between schools (students and staff) and other venues, and treat them differently than other persons and establishments throughout New Jersey; and

BE IT FURTHER RESOLVED that there are members of the Board, and residents, respectfully request that the Governor immediately rescind EO 251 and EO 253 and allow individuals and the parents of children to make their own decisions regarding mask wearing, vaccinations and Covid-19 testing.

Board Member	Yes	No	Abstain
Mr. Bienko			
Ms. Christmann	1-5	6	
Dr. Cusmano	x		
Dr. Gaddy	x		
Mr. Green	x		
Mrs. Moyer	1,3,4,5,6	2	
Mrs. Prudenti	1,3,4,5,6	2	
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

XVI. OLD BUSINESS - none

XVII. PUBLIC COMMENTS GENERAL

Ms. Harrington discussed the Covid Mandate policy.

XVIII. FOR THE GOOD OF THE ORDER

Mrs. Moyer stated that as a parent, resident and board member, she is disappointed in the progress of opening up the district.

Board members and the superintendent then discussed the progress of opening up the district and discussed the health and safety of the district.

XIX. EXECUTIVE SESSION

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

- Negotiations
- Attorney-Client Privilege
- Legal Matters
- HIB

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.

Moved by: Mr. Green

Seconded by: Ms. Renaud

MOTION CARRIED by unanimous voice vote

Executive Session

B. BE IT RESOLVED, that the Board of Education has been in executive session for the past 15 minutes. The matters discussed will only be disclosed to the public once the reasons for nondisclosure no longer exist.

1. Be it resolved to uphold the findings of the HIB investigations.

Moved by: Ms. Renaud

Seconded by: Mr. Green

Board Member	YES	NO	ABSTAIN
Mr. Bienko			
Mr. Christmann	x		
Dr. Cusmano			x
Dr. Gaddy	x		
Mr. Green	x		
Mrs. Moyer	x		
Mrs. Prudenti	x		
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

XX. ADJOURNMENT

Motion made at 10:00 p.m. to adjourn the meeting by: Dr. Cusmano
Seconded by: Mr. Green

MOTION CARRIED by unanimous voice vote

Respectfully submitted,

Jim Minkewicz
Board Secretary

**Allamuchy Board of Education
Executive Session Meeting Minutes
December 6, 2021**

The regular meeting of the Allamuchy Township Board of Education held on December 6, 2021 was called to order at 7:30 p.m. by Lisa 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.

ROLL CALL

Board Member	Present	Absent
Mr. Bienko		x
Ms. Christmann	x	
Dr. Cusmano	x	
Dr. Gaddy	x	
Mr. Green	x	
Mrs. Moyer	x	
Mrs. Prudenti	x	
Ms. Renaud	x	
Mrs. Strutin, President	x	

Also Present: Dr. Melissa Sabol, Superintendent of Schools
James Minkewicz, Board Secretary

XIX. EXECUTIVE SESSION

Enter Executive Session at 9:45 pm:

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

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

- Negotiations
- Attorney-Client Privilege
- Legal Matters
- HIB

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.

MOTION CARRIED by unanimous voice vote.

- Dr. Sabol discussed an HIB incident, which was determined not to be a HIB.
- Dr. Sabol discussed two investigations this month, both were found to be HIB.
- Dr. Sabol spoke about negotiations. The association contract has been signed and the contract requires that our custodians have a black seal license. However, our boilers do not require a black seal license, due to their size. There will be further discussion regarding the matter by the board attorney and the union.
- Mrs. Strutin and Dr. Sabol discussed vacation days relating to an employee contract.

Exit Executive Session at 10:00 pm:

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

BE IT RESOLVED, that the Board of Education has been in executive session for the past 15 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

MOTION CARRIED by unanimous voice vote.

Respectfully submitted,

Jim Minkewicz
Board Secretary

Lisa Moyer	x	
Venita Prudenti	x	
Mary Renaud	x	
Lisa Strutin	x	

Also Present: Dr. Melissa Sabol, Superintendent of Schools
Mr. Jim Minkewicz, School Business Administrator
Mr. Ari Schneider, Board Attorney

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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.*

There was no public comment.

X. REORGANIZATION ITEMS

A motion to amend item X.A. Purchasing-Agent from the bid threshold amount of \$32,000 to the amount of \$44,000 and to amend item X.A. Bank-Depositories to require two signatures on all district checks was made by Dr. Cusmano and seconded by Mrs. Strutin.

Board Member	Yes	No	Abstain
Mr. Bienko	x		



Allamuchy Township School District
Promoting The Allamuchy Learner
ALLAMUCHY

Board of Education
Reorganization Meeting Minutes
January 4, 2022

I. CALL TO ORDER

- A. The scheduled reorganization meeting of the Allamuchy Township Board of Education held on January 4, 2022 was called to order at 7:30 p.m. by Jim Minkewicz, Board Secretary.

Please let the record reflect that this meeting is in replacement of the January 6, 2022 meeting.

- B. Statement of Compliance with Open Public Meetings Act

1. The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, The Allamuchy Township Board of Education has caused adequate and electronic notice of this meeting 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 December 28, 2021 to the New Jersey Herald, Express Times, and Township Clerk. Notices were prominently posted on the bulletin board of the offices of each school, on the district website and on the district marquee. 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.

II. ROLL CALL

Board Member	Present	Absent
Stephen Bienko	x	
Abigail Christmann	x	
Giovanni Cusmano	x	
Harriett Gaddy	x	
Craig Green	x	
Lisa Moyer	x	
Venita Prudenti	x (7:40)	
Mary Renaud	x	
Lisa Strutin	x	

Also Present: Dr. Melissa Sabol, Superintendent of Schools

Mr. Jim Minkewicz, School Business Administrator
Mr. Ari Schneider, Board Attorney

III. PLEDGE OF ALLEGIANCE - Mr. Minkewicz

IV. MISSION AND VISION - read by Mr. Minkewicz

- A. To Promote the Allamuchy Learner
- B. The vision of the Allamuchy educational program is to develop young people who are curious, well rounded, knowledgeable, caring, respectful and responsible so that they can evolve into self-sufficient and confident citizens and members of a diverse society.

V. ELECTION RESULTS - Mr. Minkewicz announced the results of the three candidates elected to the Board of Education.

Lisa Strutin	Abigail Christmann	Harriett Gaddy	Francis Gavin	Various Write Ins	Total Votes Cast
1,189 votes	1,120 votes	1,112 votes	943 votes	230 votes	4,594

VI. OATH OF NEW/RE-ELECTED MEMBERS - Mr. Minkewicz administered the oath-of-office to the re-elected board members.

- A. Abigail Christmann
- B. Harriett Gaddy
- C. Lisa Strutin

VII. ELECTION OF OFFICERS - Mr. Minkewicz presided over the election of the Board President.

- A. President

Moved by Ms. Renaud and seconded by Mr. Bienko to open the nominations for President.

MOTION CARRIED

- Ms. Renaud nominated Mrs. Strutin to be President.

Moved by Dr. Gaddy and seconded by Mrs. Prudenti to close the nominations for President and cast votes.

MOTION CARRIED

Vote for President:

Candidate	Yes	No	Abstain
Mrs. Strutin	9	0	0

Mrs. Strutin elected as President of the Board.

The Board President becomes the presiding official of the meeting at this time.

B. Vice President

Moved by Dr. Gaddy and seconded by Ms. Christmann to open the nominations for Vice President.

MOTION CARRIED

- Mrs. Strutin nominated Ms. Renaud to be Vice President.

Moved by Dr. Gaddy and seconded by Ms. Christmann to close the nominations for Vice President and cast votes.

MOTION CARRIED

Vote for Vice President:

Candidate	Yes	No	Abstain
Ms. Renaud	9	0	0

Ms. Renaud elected as Vice President of the Board.

C. Representatives/Delegates

Moved by Dr. Gaddy and seconded by Dr. Cusmano..

BE IT RESOLVED, to appoint the following representatives and delegates:

Hackettstown Board of Ed Liaison	Mrs. Moyer
NJSBA Delegate	Mrs. Strutin
WCSBA Delegate	Dr. Gaddy
Municipal Liaisons - Allamuchy Twp	Ms. Christmann / Ms. Renaud
Legislative Chairperson	Mr. Green
Alternate Legislative Chairperson	Mr. Bienko

MOTION CARRIED

VIII. NEW ROLL CALL

Board Member	Present	Absent
Stephen Bienko	x	
Abigail Christmann	x	
Giovanni Cusmano	x	
Harriett Gaddy	x	
Craig Green	x	

Lisa Moyer	x	
Venita Prudenti	x	
Mary Renaud	x	
Lisa Strutin	x	

Also Present: Dr. Melissa Sabol, Superintendent of Schools
 Mr. Jim Minkewicz, School Business Administrator
 Mr. Ari Schneider, Board Attorney

IX. PUBLIC COMMENT ON AGENDA ITEMS ONLY

*This meeting is being broadcasted and recorded.
 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 three (3) 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. Please understand that public comment portions of our agenda are not structured as question and answer sessions, but rather they are offered as opportunities to share your thoughts with the Board. The Board may or may not respond to public comments. However, all comments are considered and will be investigated and addressed as appropriate. The Board may respond to comments tonight, or at subsequent meetings under "Old Business".
 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.*

There was no public comment.

X. REORGANIZATION ITEMS

A motion to amend item X.A. Purchasing-Agent from the bid threshold amount of \$32,000 to the amount of \$44,000 and to amend item X.A. Bank-Depositories to require two signatures on all district checks was made by Dr. Cusmano and seconded by Mrs. Strutin.

Board Member	Yes	No	Abstain
Mr. Bienko	x		

Ms. Christmann	x		
Dr. Cusmano	x		
Dr. Gaddy	x		
Mr. Green	x		
Mrs. Moyer	x		
Mrs. Prudenti	x		
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

Motion by Mr. Bienko seconded by Ms. Renaud to approve Reorganization Items X.A.

Ms. Moyer inquired about adopting policies and curriculum now, are prior votes regarding policies overridden? The board and the attorney discussed the question. Mrs. Strutin added that a board member can vote ‘no’ to any particular items.

A. Annual Appointments

BE IT RESOLVED, to approve the following appointments for the 2021-2022 School Year:

Appointment	Appointee	Comments
Board Secretary	Jim Minkewicz	
Board Secretary Pro Tem	Chrissie Aulenbach	
School Physician	Dr. Sanjay Jain	\$2,000 per annum
Auditor	Nisivoccia	
Board Attorney	Busch Law Group, LLC	
Special Education Attorney	Busch Law Group, LLC	
Special Attorney	Coughlin Duffy	
Special Attorney	Wilentz Spitzer & Goldman	
Project Architect	SSP Architectural Group	
Historical Architect	Eclectic Architecture, LLC	

Liability Insurance Agency	The Morville Agency (Arthur J. Gallagher; New Jersey Schools Insurance Group)	
Health Benefits Agent	Integrity Consulting Group	
Absence Management System	Frontline	
Time & Attendance System	Frontline	
Payroll Services	R&L Datacenters	
Board Administrative Systems & Functions	CDK Systems, Inc.	
Internet Provider	Lightpath	
Student Records Administration	Realtime Information Technology, Inc.	
Staff Records Administration	Frontline Central	
Online Lunch and Tuition Payment Platform	Payschools	
Policy Service Provider	Strauss Esmay	

BE IT FURTHER RESOLVED, to approve the following for the 2021-2022 School Year:

Item	Description
Policies	Adopt all existing policies and bylaws
Textbooks	Adopt all textbooks as currently in use and that any revisions be formally adopted in future meetings
Curricula	Adopt all written curricula as currently stated and that any revisions be formally adopted in future meetings

Bonding	Approve the bonding of the School Business Administrator, Board Secretary and all other employees as deemed necessary for the 2021-2022 school year as per State Law requirements
Memorandum of Agreement	Approve the Standing Memorandum of Agreement with Law Enforcement for the 2021-2022 school year

Purchasing Agent

WHEREAS, 18:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (\$44,000) be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS 18a:18a-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$44,000) be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

NOW THERE BE IT RESOLVED, that the Allamuchy Twp. Board of Education pursuant to the statutes cited above hereby appoints the Business Administrator as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Allamuchy Twp. Board of Education, and

BE IT FURTHER RESOLVED, that the Business Administrator is hereby authorized to seek competitive quotations when applicable and practicable and to award contracts when contracts in the aggregate exceed 15% of the bid threshold.

Investment of School Funds and Bank Depositories

BE IT RESOLVED, that the person currently employed as School Business Administrator is appointed as person responsible for the investment of school funds, and that the Investors Savings Bank and the State of New Jersey Cash Management Fund Foundation and other selected depositories for the Savings Accounts, Certificates of Deposit and other investment vehicles.

Bank Depositories

BE IT RESOLVED, to approve the Investors Bank, Washington, NJ as depository.

Account	Account Number	Number of Required Signatures	Checks Signed By
General	DD00669900655	2	President or Vice President, SBA
Salary	DD00669900663	2	SBA, President

Payroll Agency	DD00669900671	2	SBA, Superintendent
Cafeteria	DD00669900698	2	SBA, Superintendent
Student Activity	DD00669900711	2	Superintendent or Principal, Secretary for the student activity account
Unemployment Comp. Ins. Fund	DD00669900738	2	SBA, Superintendent
Health Care Fund	DD00669901190	2	School nurse, SBA
Employee Holding	DD00669901701	2	SBA, Superintendent

Transfers

BE IT RESOLVED, to permit the Chief School Administrator to approve such transfers as are necessary between meetings of the Board and that such transfers be reported to the Board, for ratification and recording in the minutes at a subsequent meeting of the Board, but not less than monthly as per NJSA 18A-22-8.1.

Payment

BE IT RESOLVED, to permit the School Business Administrator in conjunction with the Board President to audit and approve any account and demand to be paid prior to presentation to the Board Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.

Procurement of Goods and Services through State Contract

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education", without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Allamuchy School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Allamuchy Board of Education desires to authorize its purchasing agent for the 2021-2022 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE, BE IT RESOLVED, that the Allamuchy School Board of Education does hereby authorize the district purchasing agent to make

purchases of goods and services entered into on behalf of the district utilizing state approved vendors.

Newspaper

BE IT RESOLVED, that the New Jersey Herald or Express Times are designated as official newspapers for legal advertisements and that newspapers designated by the Chief School Administrator may be used for staff and administrative vacancies.

Staff Appointments

BE IT RESOLVED, to permit the Chief School Administrator to appoint staff members as deemed necessary between meetings of the Board and that such appointments be reported to the Board for ratification and reporting in the minutes at the next subsequent meeting of the Board as per NJSA 18A:27-4.1.

Meeting Dates

BE IT RESOLVED, to approve the official time and place of the Regular Board Meetings of the Allamuchy Township Board of Education for the 2022 calendar year as follows:

Meetings will be held at the Allamuchy Township School, Cafeteria, 20 Johnsonburg Road, Allamuchy, NJ at 7:30 p.m. on each of the dates set forth below:

- January 24, 2022
- February 28, 2022
- March 28, 2022
- April 25, 2022
- May 23, 2022
- June 27, 2022
- July 25, 2022
- August 22, 2022
- September 26, 2022
- October 24, 2022
- December 12, 2022
- January 3, 2023 – Reorganization Meeting (Tuesday)

Notices of any addition or changes to the above schedule will be posted in this location, and delivered to the newspaper and the Allamuchy Township Clerk as required by law.

Not to Exceed

BE IT RESOLVED, to approve the “Not to Exceed” printing and mailing for Public Relations not to exceed \$15,000.

BE IT RESOLVED, to approve the “Not to Exceed” travel reimbursement figure of \$25,000.

WHEREAS, Pursuant to N.J.S.A. 18A:11-12, in each pre-budget year, the Allamuchy Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, The Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and

WHEREAS, The Board of Education had previously established a maximum amount for the pre-budget year 2020-2021 as \$25,000; and

WHEREAS, The Board of Education has elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and

RESOLVED, That the Allamuchy Board of Education hereby establishes the maximum travel expenditure amount for the 2021-2022 school year as \$25,000.

Allamuchy Parent Teacher Organization

BE IT RESOLVED, that the Board of Education recognizes the organization and activities of the Allamuchy Parent Teacher Organization for the purposes of Officer Liability and errors and omissions.

Rutherford Hall Foundation

BE IT RESOLVED, that the Board of Education recognizes the organization and activities of the Rutherford Hall Foundation for the purposes of Officer Liability and errors and omissions.

Friends of Rutherford Hall

BE IT RESOLVED, that the Board of Education recognizes the organization and activities of the Friends of Rutherford Hall for the purposes of Officer Liability and errors and omissions.

Compliance Positions

BE IT RESOLVED, to appoint the following persons to the Compliance Positions:

Position	Appointed To	Current Holder
Asbestos Hazard Emergency Response Act	Asst to the SBA	Donna Trainello
Right to Know District	Asst to the SBA	Donna Trainello
Integrated Pest Mgt.	Asst to the SBA	Donna Trainello
OSHA Lockout/Tagout	Asst to the SBA	Donna Trainello
Vocational/Educational Health & Safety	Superintendent	Melissa Sabol
Affirmative Action Officer	Superintendent	Melissa Sabol
Gender Equity Officer	Director of Special Education	Melissa Sabol
504 Officer	Director of Special Education	Melissa Sabol
Public Agency Compliance Officer	School Business Administrator	James Minkewicz
Working Papers Issuance Officer	Administrator	Jennifer Gallegly
Truant Officer	Administrator	Jennifer Gallegly
Custodian of Public Record	School Business Administrator	James Minkewicz
Health and Safety Officer	School Nurse	Jodie DeCostanza Scott Brady
Homeless Liaison	Supervisor of Student Support Services	Julie Profito
School Safety Specialist	Administrator	Jennifer Gallegly

BE IT RESOLVED, to allow the following Tax Shelter Annuities to market their product to the employees:

- The Variable Annuity Life Insurance Company
- AXA
- Primerica

Flexible Benefits Plan

BE IT RESOLVED, to approve HealthEquity (formerly WageWorks) to administer the Medical Care Expense Reimbursement program and the Flexible Benefits Plan.

Comprehensive Equity Plan – Members of the Affirmative Action Team

BE IT RESOLVED, to reaffirm the following as members of the Affirmative Action Team: 9 of 12

Marilou Tshudy	James Minkewicz	Samuel Greco
Julie Profito	Andrea Aussems	Melissa Sabol
Jennifer Gallegly		

Payroll checks

BE IT RESOLVED, for the 2021-2022 school year all permanent employees shall have direct deposit.

Board Member	Yes	No	Abstain
Mr. Bienko	x		
Ms. Christmann	x		
Dr. Cusmano	x		
Dr. Gaddy	x		
Mr. Green	x		
Mrs. Moyer	Yes - all other items	No - Policies and Curricula	
Mrs. Prudenti	x		
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

B. ADOPTION OF CODE OF ETHICS FOR SCHOOL BOARD

MEMBERS

“The NJ Department of Education requires that each year the Boards of Education publicly acknowledge receipt of and compliance with the “Code of Ethics for School Board Members”, (18A:12-24.1).

Moved by Ms. Renaud and seconded by Mrs. Prudenti.

That the Allamuchy Twp. Board of Education publicly acknowledges the receipt of and compliance with the “Code of Ethics for School Board Members”, and that the board has adopted policies and procedures regarding the training of district Board of Education members on required Ethics knowledge.

Mrs. Strutin asked that each board member read and agree to the Code of Ethics. Each board member then took turns reading the Code of Ethics. Mrs. Strutin informed the Board that Kathy Helewa, from NJSBA, will discuss the Code of Ethics at the February meeting.

Dr. Sabol asked the Board Attorney, Mr. Schneider, to expand upon the Code of Ethics. Mr. Schneider explained that as a board member you are required to follow all of the ethics listed.

STATE OF NJ DEPARTMENT OF EDUCATION CODE OF ETHICS FOR SCHOOL BOARD MEMBERS (18A:12-24.1)

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans for those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other

matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

i. I will support and protect school personnel in proper performance of their duties.

j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution. (L.2001, c.178, s.5.)

Board Member	Yes	No	Abstain
Mr. Bienko	x		
Ms. Christmann	x		
Dr. Cusmano	x		
Dr. Gaddy	x		
Mr. Green	x		
Mrs. Moyer	x		
Mrs. Prudenti	x		
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

C. Board Committees

Moved by Dr. Cusmano and seconded by Mr. Green.

BE IT RESOLVED, to approve the following Board Committees; with membership to be determined by the Board President.

Board:

Governance

Education

Operations

Human Resources

Rutherford Hall

Board Representative:

Hackettstown Board of Education Representative

Town Council Liaison

Ad Hoc:
Negotiations
Insurance

Board Member	Yes	No	Abstain
Mr. Bienko	X		
Ms. Christmann	X		
Dr. Cusmano	X		
Dr. Gaddy	X		
Mr. Green	X		
Mrs. Moyer	X		
Mrs. Prudenti	X		
Ms. Renaud	X		
Mrs. Strutin, President	X		

MOTION CARRIED

VIII. PUBLIC COMMENT GENERAL

- Mr. Moyer discussed an issue regarding his son and a school incident. Mr. Schneider advised Mr. Moyer that Public Comment is not the forum for this discussion.
- Mr. Remondelli asked for clarification regarding a comment by the Board President about curriculum.
- Mrs. Prudenti asked for clarification of the chain of command.
- Ms. Muhlenbruch commented on matters of the Board and public discussion.

IX. ADJOURNMENT

Motion made at 8:50 p.m. to adjourn the meeting by: Dr. Cusmano and seconded by Mr. Green.

MOTION CARRIED

Respectfully submitted,

Jim Minkewicz/Board Secretary



**Board of Education
Regular Meeting Minutes
January 4, 2022**

I. CALL TO ORDER

- A. The regular meeting of the Allamuchy Township Board of Education held on January 4, 2022 was called to order at 8:50 p.m. by Lisa Strutin.
- B. Statement of Compliance with Open Public Meetings Act
 - 1. The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, The Allamuchy Township Board of Education has caused adequate and electronic notice of this meeting 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, 2022 to the New Jersey Herald, Express Times, and Township Clerk. Notices were prominently posted on the bulletin board of the offices of each school, on the district website and on the district marquee. 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.

II. ROLL CALL

Board Member	Present	Absent
Stephen Bienko	x	
Abigail Christmann	x	
Giovanni Cusmano	x	
Harriett Gaddy	x	
Craig Green	x	
Lisa Moyer	x	
Venita Prudenti	x	
Mary Renaud	x	
Lisa Strutin	x	

Also Present: Dr. Melissa Sabol, Superintendent of Schools
Mr. Jim Minkewicz, School Business Administrator
Mr. Ari Schneider, Board Attorney

III. PLEDGE OF ALLEGIANCE - led by Mrs. Strutin

IV. MISSION AND VISION - read by Mrs. Strutin

- A. To Promote the Allamuchy Learner
- B. The vision of the Allamuchy educational program is to develop young people who are curious, well rounded, knowledgeable, caring, respectful and responsible so that they can evolve into self-sufficient and confident citizens and members of a diverse society.

V. APPROVAL OF MINUTES - none

VI. CORRESPONDENCE - none

VII. STUDENT REPRESENTATIVE REPORT - none

VIII. ACKNOWLEDGEMENTS - none

IX. PRESENTATIONS - none

X. PRESIDENT'S REPORT

- Mrs. Strutin noted that January is Board Member Recognition Month and thanked the board members for all of their time and effort.
- Mrs. Strutin also thanked the teachers, paras, secretaries, custodians, bus-drivers, substitutes and all those at the school for moving through this difficult time together and pitching-in.
- Mrs. Strutin thanked the Board for electing her President and ensured that we will continue to move forward.

XI. COMMITTEE REPORTS

- A. Operations - Ms. Renaud highlighted agenda item XV.A.5 and stated that the creation of a behavioral disabilities class is necessary for the district.
- B. Human Resources - none
- C. Education - none
- D. Governance - none
- E. Rutherford Hall - Ms. Christmann reported that the committee will meet with the Foundation next week.
- F. Town Council Liaison - The Town Council held their reorganization meeting yesterday.
- G. Rutherford Hall Liaison - none
- H. Hackettstown Board of Education Representative - Mrs. Moyer reported that Hackettstown approved twenty four field trips at their last meeting.
- I. PTO Liaison - Mr. Green reported that the PTO had a successful holiday decorating contest, the annual coupon book is going out soon and if anyone needs assistance with books, the PTO can help.

XII. SUPERINTENDENT’S REPORT - Dr. Sabol

- A. HIB Report: 1 investigation, 1 confirmed
- B. Suspensions: 1 in-school, 2 out-of-school
- C. Enrollment By Grade

Student Enrolment for Allamuchy Township School District										
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
PK	35	36	37	37						
K	36	37	37	37						
1	47	47	47	47						
2	29	29	28	28						
3	46	46	45	45						
4	54	54	55	55						
5	44	44	43	43						
6	54	53	53	53						
7	32	33	34	33						
8	43	43	44	44						
Total	420	422	423	422						
9th	39	40	40	42						
10th	38	39	39	40						
11th	42	42	40	41						
12th	41	42	42	42						
Total	160	163	161	165						
GT	580	585	584	587						

D. Other Items - Dr. Sabol discussed virtual learning options, Livestream and Google Classroom. Dr. Sabol thanked the teachers for their extraordinary efforts as they have been working very hard to assist students.

XIII. REVISIONS TO AGENDA ITEMS

Statement by the Board President: *This is now the time where a motion can be made for revisions, additions, and/or deletions to the agenda. This includes making a motion to table an item in a group of motions, making a motion to add or delete an item from a group of motions and making a motion to bring up a brand new agenda item. If there are no revisions to the agenda, we shall proceed as written.*

Dr. Sabol noted that the bills list has been revised and updated.

XIV. PUBLIC COMMENT ON AGENDA ITEMS ONLY

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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. Please understand that public comment portions of our agenda are not structured as question and answer sessions, but rather they are offered as opportunities to share your thoughts with the Board. The Board may or may not respond to public comments. However, all comments are considered and will be investigated and addressed as appropriate. The Board may respond to comments tonight, or at subsequent meetings under “Old Business”.

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.

Mr. Gavin noted that today’s agenda includes the Anti-bullying Bill of Rights and asked for further clarification.

XV. BOARD COMMITTEE ACTION REPORTS

A. Operations

On Behalf of the Operations Committee, I hereby move resolutions 1-5

Moved by: Ms. Renault

Seconded by: Ms. Christmann

1. Budget Adjustments (Appendix 2)
approve budget adjustments for October 2021 from funds 10 and 20
2. Bills List (Appendix 3)
 - a) approve for payment the general account bills list check from 12/7/21 to 1/4/22 in the amount of \$537,252.53 .
 - b) accepts the payroll registers for the month of November 2021.
3. Monthly Certification of Budget (Appendix 4a - 4b)
 - 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 October 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 October 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 October 31, 2021 with a total Governmental Funds Account cash balance of \$1,040,271.92

4. Student Activity Account (Appendix 5)
approve the Student Activity Account in the amount of \$50,396.07 at Investor's Bank as of 10/31/21
5. Creation of a Behavioral Disabilities Class
approve the creation of a behavioral disabilities class to be hosted in the Allamuchy Township School

Board Member	Yes	No	Abstain
Mr. Bienko	x		
Ms. Christmann	x		
Dr. Cusmano	5	1-4	
Dr. Gaddy	x		
Mr. Green	x		
Mrs. Moyer	x		
Mrs. Prudenti	x		
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

B. Human Resources

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the of the Human Resources Committee, I hereby move the following resolutions 1a-1f

Moved by: Mrs. Moyer
Seconded by: Dr. Gaddy

1. Personnel
approve/accept the following appointments as recommended by the superintendent:

Full Time Custodian	Vali Hunsicker	Terminated Contract	
Full Time Custodian	Jose Irby (Move from part time)	Contract	\$38,362 prorated
Part Time Custodian	Scott Demary	Hourly	\$17/hour

Board Member	Yes	No	Abstain
Mr. Bienko	X		
Ms. Christmann	X		
Dr. Cusmano	X		
Dr. Gaddy	X		
Mr. Green	X		
Mrs. Moyer	X - FT positions	X - PT position	
Mrs. Prudenti	X		
Ms. Renaud	X		
Mrs. Strutin, President	X		

MOTION CARRIED

C. Education

On Behalf of The Education Committee I hereby move resolutions 1-4

Moved by: Mr. Green

Seconded by: Ms. Renaud

- Mr. Green thanked the staff for all of their hard work.
- Mrs. Moyer asked about anti-bullying and public comment on self assessment.
- Dr. Sabol discussed the item and suggested postponing the item.

On Behalf of The Education Committee I hereby make a motion to table item #3.

Moved by: Mrs. Strutin

Seconded by: Mr. Bienko

Board Member	Yes	No	Abstain
Mr. Bienko	X		
Ms. Christmann	X		
Dr. Cusmano	X		
Dr. Gaddy	X		
Mr. Green	X		
Mrs. Moyer	X		
Mrs. Prudenti	X		
Ms. Renaud	X		

Mrs. Strutin, President	x		
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MOTION CARRIED

1. Workshops
approve the attendance at the following workshops

Vicki Patterson	3/18/2022	on-line	Google Classroom Training	0	\$279
Sarah Price	1/24/2022	Virtual	Professional Training in ABA Teaching Strategies	0	\$250
Deb Deangelis	2/1/2022	Morris-Union Jointure Commission, New Providence	Annual Review Can Your IEP Sustain Due Process Hearing	78 miles	\$150

2. Field Trips
approve the following requests for field trips

Mariah Adams	3/9/2022	7th and 8th Grade Band members	Hackettstown High School 701 Warren Street Hackettstown, NJ	0
Stiner	5/17/2022	6th Grade Stiner homeroom	Sterling Hill Mining Museum 30 Plant Street Ogdensburg NJ	28/student
Stiner	5/18/2022	6th grade Greco Homeroom	Sterling Hill Museum 30 Plant Street Ogdensburg, NJ	28/student

3. Anti-bullying Bill of Rights Act (Appendix 6a-6b) - TABLED
approve the anti-bullying bill of rights self assessment to determine grade for Allamuchy Township School and Mountain Villa School
4. Green Team
approve the following members for the 2022 Green Team:
Nick Serraino, District Sustainability Coordinator, MVS Teacher Representative, appointed by AEA union leadership
Christine Rodriguez, District Assistant Sustainability Coordinator, ATS Teacher Representative, appointed by AEA union leadership
Jennifer Sauter, Teacher
Melissa Sabol, Superintendent, MVS Principal
Abby Christmann, Board of Education Representative
Clairanne Arcaro, Allamuchy Township Green Team Representative
Royal Nadeau, Allamuchy Environmental Commission Representative
Julie LaBar, Director of Centenary University Center for Sustainability
Amanda Wehmeyer, Parent

Cara Durso, Parent
 Mariam Andalibi, Parent
 Syndie Marseille and Family, Parent and Students

VOTE ON ITEMS C.1,2,4

Board Member	Yes	No	Abstain
Mr. Bienko	x		
Ms. Christmann	x		
Dr. Cusmano	x		
Dr. Gaddy	x		
Mr. Green	x		
Mrs. Moyer	x		
Mrs. Prudenti	x		
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

D. Governance - did not meet

XVI. OLD BUSINESS

- Mrs. Moyer asked about the school survey.
- Dr. Sabol said that the survey has been started and will be discussed going forward.

XVII. PUBLIC COMMENTS GENERAL

- Mr. Varga thanked the Board for their service. Mr. Varga asked the Board to consider virtual learning for those on the quarantine list.
- Mr. Green stated that, according to the Governor, we are not allowed to provide a virtual option.
- Ms. Oskamp asked how to find the minutes from the last meeting and suggested providing Covid numbers for the community.
- Dr. Sabol said that the meetings are posted on the website after being approved by the Board.
- Ms. Muhlenbruch stated that in May 2021, Governor Murphy rescinded the order regarding virtual options.
- Mr. Varga stated that the Warren County Superintendent of Schools stated that a virtual option rests with the local school.
- Mrs. Strutin stated that the County Superintendent needs to support our district with the correct information so that conflicting information does not get reported to the public.

- Mrs. McGovern discussed a notification from Hackettstown stating that 22% of the staff is out.
- Dr. Sabol stated that approximately thirteen out of ninety staff members are out. We have been fortunate to utilize qualified substitute teachers.
- Mrs. McGovern noted that Montclair is allowing virtual instruction.

XVIII. FOR THE GOOD OF THE ORDER

- Mr. Green asked Dr. Sabol if are able to go virtual if necessary.
- Dr. Sabol stated that we are ready to go virtual if necessary and that it can happen quickly if needed.
- Mr. Green stated that, going forward, he would like to look into regionalization.
- Mrs. Strutin reported that the Board is meeting virtually tonight because of concern regarding a quorum for the reorganization meeting.

XIX. EXECUTIVE SESSION

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

- Negotiations
- Attorney-Client Privilege
- Legal Matters and Update
- HIB

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.

Moved by: Mr. Green

Seconded by: Mr. Bienko

MOTION CARRIED by unanimous voice vote

Executive Session

B. BE IT RESOLVED, that the Board of Education has been in executive session for the past 55 minutes. The matters discussed will only be disclosed to the public once the reasons for nondisclosure no longer exist.

1. Be it resolved to uphold the findings of the HIB investigations.

Moved by: Ms. Christmann

Seconded by: Mr. Bienko

Board Member	YES	NO	ABSTAIN
Mr. Bienko	x		
Mr. Christmann	x		

Dr. Cusmano			x
Dr. Gaddy			
Mr. Green	x		
Mrs. Moyer			
Mrs. Prudenti			
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

XX. ADJOURNMENT

Motion made at 10:40 p.m. to adjourn the meeting by: Dr. Cusmano
 Seconded by: Mr. Green

MOTION CARRIED by unanimous voice vote

Allamuchy Board of Education
Executive Session Meeting Minutes
January 4, 2022

The regular meeting of the Allamuchy Township Board of Education held on January 4, 2022 was called to order at 7:30 p.m. by Lisa 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 December 28, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

ROLL CALL

Board Member	Present	Absent
Mr. Bienko	x	
Ms. Christmann	x	
Dr. Cusmano	x	
Dr. Gaddy	x	
Mr. Green	x	
Mrs. Moyer	x	
Mrs. Prudenti	x	
Ms. Renaud	x	
Mrs. Strutin, President	x	

Also Present: Dr. Melissa Sabol, Superintendent of Schools
 James Minkewicz, Board Secretary
 Ari Schneider, School Attorney

XIX. EXECUTIVE SESSION

Enter Executive Session at 9:45 pm:

Moved by Mr. Green and seconded by Mr. Bienko,

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

- Negotiations
- Attorney-Client Privilege
- Legal Matters and Update
- HIB

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.

MOTION CARRIED by unanimous voice vote.

- Dr. Sabol discussed negotiations and the black-seal clause in the contract. The negotiations committee will address the matter.
- Mr. Schneider provided a legal update on an outstanding case. Both parties have requested a decision.
- Dr. Sabol discussed virtual learning. There were conflicting opinions from the Governor and from the Warren County Superintendent of Schools.
- Mr. Green stated that the Board should follow the advice of the district attorney and abide by the guidance from the NJ Department of Education.
- Mrs. Moyer exited the meeting at 10:10pm
- Dr. Sabol discussed two confirmed HIB investigations.
- Mrs. Prudenti exited the meeting at 10:30

Exit Executive Session at 10:35 pm:

Moved by Dr. Cusmano and seconded by Dr. Gaddy,

BE IT RESOLVED, that the Board of Education has been in executive session for the past 55 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

MOTION CARRIED by unanimous voice vote.

Respectfully submitted,

Jim Minkewicz
Board Secretary

Allamuchy Board of Education Minimum Expense Transfer Report

Appendix 2

FY2022 Data is Posted to 1/20/2022 10:56:37 AM

Line(s)	Budget Category	Account	Orig Budget	Prior Encs.	Revs. Allowed	Basis of 10%	Max X-fers	YTD Xfers to(from)	% X-Fered	Remaining Xfers From	Remaining XFers To
3200	Regular Programs - Instruction	11-1XX-100-XXX	2,496,962	58,018	0	2,554,980	255,497	(33,738)	-1.3	221,760	
10300, 11160, 12160, 40580, 41080	Sp Ed, BS/Rem, BiLing, Speech/OT/PT & Ext Svcs	11-2XX-100-XXX, 11-000-216,217	726,120	23,815	0	749,935	74,993	11,742	1.6	86,736	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Co/Extra-Curr. Activities, Athletics, Other Pgms	11-4XX-X00-XXX	153,610	0	0	153,610	15,361	20,652	13.4	36,013	
29180	Tuition	11-000-100-XXX	2,835,019	14,984	0	2,850,003	285,001	(141,958)	-5.0	143,042	
29680, 30620, 41660, 42200, 43620	Attend, Soc Wrk, Heath, Guidance, CST, Library	11-000-211,213,218,219,222	526,682	15,706	0	542,388	54,238	2,417	0.4	56,656	
43200, 44180	Improve Inst. & Staff Training	11-000-221,223	17,300	0	0	17,300	1,730	2,354	13.6	4,084	
45300	General Administration	11-000-230-XXX	330,550	31,621	0	362,171	36,217	26,092	7.2	62,309	10,125
46160	School Administration	11-000-240-XXX	269,074	0	0	269,074	26,908	0	0.0	26,907	26,907
47200, 47620	Central Svcs & Admin Info Technology	11-000-25X-XXX	166,641	0	0	166,641	16,665	0	0.0	16,664	16,664
51120	Operation & Maintenance of Plant Services	11-000-26X-XXX	811,931	11,376	0	823,307	82,331	143,821	17.5	226,152	
52480	Student Transportation Services	11-000-270-XXX	891,068	6,814	0	897,882	89,789	(23,674)	-2.6	66,114	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	1,679,509	28,923	0	1,708,432	170,842	(23,108)	-1.4	147,735	
75880	Equipment	12-xxx-xxx-73x	0	0	0	0	0	0	----	0	
76260	Facilities Acquisition & Construction	12-000-4xx-xxx	101,366	61,286	0	162,652	16,266	9,800	6.0	26,065	
83080	Total Special Schools	13-xxx-xxx-xxx	0	0	0	0	0	0	----	0	



 School Business Administrator Signature

1-20-22

 Date

Note: Underlined Expenditure Accounts are Admin accounts limited to 10% transfers IN as well as OUT.

<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>
32980	1/12/22	Sign A Rama Vinyl Pole Banners - Hardware	2,165.00	P202200310	11-000-261-610-000-000
32981	1/15/22	Bostdorff, Nicole Aid in Lieu - 2 students	500.00	P202200180	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200180	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
32982	1/15/22	Donatuccio, Connie Aid in Lieu	500.00	P202200179	11-000-270-503-000-000
32983	1/15/22	Green, Craig Aid in Lieu	500.00	P202200178	11-000-270-503-000-000
32984	1/15/22	Ruscino, Vilmany Aid in Lieu	500.00	P202200174	11-000-270-503-000-000
32985	1/15/22	Mercado, Alex Aid in Lieu	500.00	P202200253	11-000-270-503-000-000
32986	1/15/22	Espinal, Gabriel & Maria Aid in Lieu - 3 students	500.00	P202200173	11-000-270-503-000-000
		Aid in Lieu - 3 students	500.00	P202200173	11-000-270-503-000-000
		Aid in Lieu - 3 students	500.00	P202200173	11-000-270-503-000-000
		Total Check Amount:	<u>1,500.00</u>		
32987	1/15/22	Quiles, Kimberly Aid in Lieu	500.00	P202200176	11-000-270-503-000-000
32988	1/15/22	Strowbridge, Jared Aid in Lieu	500.00	P202200177	11-000-270-503-000-000
32989	1/15/22	Fortunato, Caryn aid in lieu	400.00	P202200352	11-000-270-503-000-000
32990	1/15/22	Gross, Brendan Aid in Lieu	500.00	P202200250	11-000-270-503-000-000
32991	1/15/22	Pena, Jill Aid in Lieu - 2 students	500.00	P202200207	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200207	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
32992	1/15/22	di Palma, Steven & Christine Aid in Lieu - 2 students	500.00	P202200197	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200197	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
32993	1/15/22	Bienko, Nicole Aid in lieu	500.00	P202200389	11-000-270-503-000-000
32994	1/15/22	Richvalsky, Courtney Aid in Lieu	500.00	P202200221	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>
32995	1/15/22	Tierney, Steve Aid in Lieu	500.00	P202200170	11-000-270-503-000-000
32996	1/15/22	Dericks, Kurt Aid in Lieu	500.00	P202200183	11-000-270-503-000-000
32997	1/15/22	Donnelly, Robert Aid in Lieu	500.00	P202200184	11-000-270-503-000-000
32998	1/15/22	Ayhan, Melahat Aid in Lieu	500.00	P202200185	11-000-270-503-000-000
32999	1/15/22	LaPooh, Bryan & Meg Aid in Lieu	500.00	P202200187	11-000-270-503-000-000
33000	1/15/22	Weissner, Wendy Aid in Lieu 7 months	300.00	P202200418	11-000-270-503-000-000
33001	1/15/22	Ferguson, Joanne Aid in Lieu	500.00	P202200181	11-000-270-503-000-000
33002	1/15/22	Costello, Suzette Aid in Lieu	500.00	P202200188	11-000-270-503-000-000
33003	1/15/22	Adamie, Ayman Aid in Lieu	500.00	P202200210	11-000-270-503-000-000
33004	1/15/22	Taliano, Michael Aid in Lieu - 2 students	500.00	P202200209	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200209	11-000-270-503-000-000
		Total Check Amount:	1,000.00		
33005	1/15/22	Saint-Armard, Proslina Aid in Lieu	500.00	P202200169	11-000-270-503-000-000
33006	1/15/22	Sainte, Dieulane Aid in Lieu	500.00	P202200186	11-000-270-503-000-000
33007	1/15/22	Bienko, Nicole Aid in Lieu - 2 students	500.00	P202200215	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200215	11-000-270-503-000-000
		Total Check Amount:	1,000.00		
33008	1/15/22	Bisbing, Jaime Aid in Lieu - 2 students	500.00	P202200193	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200193	11-000-270-503-000-000
		Total Check Amount:	1,000.00		
33009	1/15/22	Cetani, Anthony & Bethann Aid in Lieu	500.00	P202200214	11-000-270-503-000-000
33010	1/15/22	Clerico, Jana Aid in lieu	500.00	P202200172	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>
33011	1/15/22	Crespo-Campos, Maria Pia			
		Aid in Lieu - 2 students	500.00	P202200199	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200199	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33012	1/15/22	Cuccio, Anthony			
		Aid in Lieu	500.00	P202200168	11-000-270-503-000-000
33013	1/15/22	Falotico, Marilyn & Richard			
			500.00	P202200195	11-000-270-503-000-000
			500.00	P202200195	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33014	1/15/22	Johnson, David & Jennifer			
		Aid in Lieu	500.00	P202200198	11-000-270-503-000-000
33015	1/15/22	Metternich, Christopher			
		Aid in Lieu	500.00	P202200190	11-000-270-503-000-000
33016	1/15/22	Pohle, Darryl & Nilgun			
		Aid in Lieu	500.00	P202200194	11-000-270-503-000-000
33017	1/15/22	Prudenti, Venita			
		Aid in Lieu	500.00	P202200196	11-000-270-503-000-000
33018	1/15/22	Rosa, Paula			
		Aid in Lieu	500.00	P202200200	11-000-270-503-000-000
33019	1/15/22	Sharrett, Rich			
		Aid in Lieu	500.00	P202200192	11-000-270-503-000-000
33020	1/15/22	Severinsen, Kari			
		Aid in Lieu - 2 students	500.00	P202200191	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200191	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33021	1/15/22	Calero, Carla			
		Aid in Lieu	500.00	P202200171	11-000-270-503-000-000
33022	1/15/22	Barrett-Kaiser, Patricia			
		Aid in Lieu	500.00	P202200182	11-000-270-503-000-000
33023	1/16/22	JDM Group			
		Monthly serv fee	4,590.00	P202200111	11-190-100-340-000-000
33024	1/16/22	JDM Group			
		Microsoft Surface Pro 7	950.00	P202200455	20-483-200-500-000-001
33025	1/16/22	Chubb			
		Boiler & Pressure Vessel Inspection	840.00	P202200492	11-000-261-420-001-000
N1046	1/16/22	Cablevision Lightpath Inc.			
		Internet provider	3,128.57	P202200078	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>
N1047	1/16/22	Jersey Central Power & Light Electric ATS Oct Nov Dec	7,035.00	P202200047	11-000-262-622-000-001
33026	1/17/22	Jones, Gina Maria Aid in Lieu	500.00	P202200175	11-000-270-503-000-000
33027	1/17/22	Nagle, Robert & Lynnette Student Transportation	500.00	P202200346	11-000-270-503-000-000
33028	1/17/22	Kaiser, Tricia Aid in Lieu	500.00	P202200222	11-000-270-503-000-000
33029	1/17/22	Cintas Custodial supplies	1,295.00	P202200486	11-000-262-610-000-000
33030	1/17/22	AllPartitions & Parts rubber stair tread & riser etc	1,999.00	P202200462	11-000-261-610-000-000
33031	1/17/22	Township of Allamuchy	**VOIDED**	Check voided on 1/23/2022	
33032	1/18/22	Cro-International, Inc. RH Gutter & Downspout Restoration	114,420.90	P202200157	12-000-400-710-000-000
N1048	1/18/22	WEX Bank Fuel for buses and trucks	6,657.69	P202200435	11-000-270-600-000-000
33033	1/19/22	Haggerty, Wayne Plow bus yard - 12-22 1-7 1-9	1,155.00	P202200500	11-000-270-420-000-000
33034	1/19/22	Rymon, Karen IDEA	2,336.00	P202200258	20-250-200-300-000-000
33035	1/19/22	DeKleine, Dana M., LPC ACS NCC Risk Assessment 1-11-22	300.00	P202200496	11-000-219-320-000-000
33036	1/19/22	Township of Allamuchy Water/sewer service	1,360.09	P202200026	11-000-262-490-000-000
		Water/Sewer service	1,863.39	P202200501	11-000-262-490-000-000
		Total Check Amount:	<u>3,223.48</u>		
33037	1/19/22	BER Google Classroom, Patterson 03/18/22	279.00	P202200391	11-000-223-500-000-000
33038	1/19/22	Andover Regional Board of Education Adj tuition #6770880604 19-20	10,620.24	P202200445	11-000-100-569-000-000
		Adj tuition #3598089044 19-20	7,974.55	P202200445	11-000-100-569-000-000
		Total Check Amount:	<u>18,594.79</u>		
33039	1/19/22	SYNCB/AMAZON maintenance supplies	663.91	P202200502	11-190-100-610-000-000
33040	1/19/22	NJ Advance Media Legal Advertising	19.67	P202200469	11-000-230-530-000-000

<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>
33041	1/19/22	Mayberry Sales & Services, Inc.			
		Titan and supplies for mowers	60.14	P202200145	11-000-263-300-000-000
		Titan and supplies for mowers	48.04	P202200145	11-000-263-300-000-000
		Toro repairs, oil, filters etc	540.17	P202200503	11-000-263-300-000-000
		Total Check Amount:	<u>648.35</u>		
33042	1/19/22	R&L DataCenters, Inc.			
		Payroll services	2,660.00	P202200092	11-000-230-339-000-000
		Payroll services	1,992.40	P202200092	11-000-230-339-000-000
		Total Check Amount:	<u>4,652.40</u>		
33043	1/19/22	Sherwin-Willaims Co.			
		painting & supplies	750.16	P202200268	11-000-262-610-000-000
		painting & supplies	73.78	P202200268	11-000-262-610-000-000
		Total Check Amount:	<u>823.94</u>		
33044	1/19/22	Fostering the Journey			
		Yoga & Meditation workshop 11-8-21	380.00	P202200506	60-990-320-339-200-000
33045	1/19/22	Atlantic, Tomorrows Office			
		copiers and supplies	3,711.79	P202200507	11-190-100-500-000-000
N1049	1/19/22	Horizon BCBSNJ			
		Medical and Prescription	841.85	P202200046	11-000-291-270-000-000
		Medical and Prescription	61,286.78	P202200046	11-000-291-270-000-000
		Medical and Prescription	25,850.05	P202200046	11-000-291-270-000-000
		Total Check Amount:	<u>87,978.68</u>		
N1050	1/19/22	UNUM LIFE INS CO.			
		Disability short & Long term	1,971.77	P202200081	11-000-291-270-000-000
33046	1/20/22	Abcode Security, Inc.			
		security	85.00	P202200051	11-000-261-420-001-000
		security	135.00	P202200051	11-000-261-420-001-000
		security	66.00	P202200051	11-000-261-420-001-000
		Total Check Amount:	<u>286.00</u>		
33047	1/20/22	Integrated Therapeutics Group, LLC			
		February	9,900.00	P202200281	11-000-100-569-000-000
		January	9,900.00	P202200281	11-000-100-569-000-000
		Total Check Amount:	<u>19,800.00</u>		
33048	1/20/22	VIKING TERMITE & PEST			
		Pest controls	1,572.67	P202200085	11-000-262-420-000-000
33049	1/20/22	Morris County Vocational School Dist			
		January	1,336.40	P202200353	11-000-100-563-000-000
		February	1,336.40	P202200353	11-000-100-563-000-000
		Total Check Amount:	<u>2,672.80</u>		

<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>
33050	1/20/22	Methfessel & Werbel, Esqs. Area of Law: NJ Defense	1,421.00	P202100441	11-000-230-331-000-000
33051	1/20/22	The Spoken Path, LLC. Direct services speech	1,440.00	P202200357	11-000-216-320-000-000
33052	1/20/22	NJ Advance Media Legal Advertising	8.67	P202200469	11-000-230-530-000-000
		Legal Advertising	37.68	P202200469	11-000-230-530-000-000
		Total Check Amount:	<u>46.35</u>		
33053	1/20/22	SUBURBAN PROPANE propane	280.75	P202200049	11-000-262-621-000-001
33054	1/20/22	ReadyRefresh by Nestle water & paper cups	46.88	P202200349	60-990-320-890-200-000
33055	1/20/22	Direct Waste Services, Inc. ATS & MVS waste pickup	737.72	P202200086	11-000-261-420-001-000
33056	1/20/22	Hunterdon Preparatory Center December	4,577.25	P202200245	11-000-100-562-000-000
33057	1/20/22	WageWorks, Inc. Cobra	57.00	P202200274	11-000-291-270-000-000
33058	1/20/22	Super Heat Inc. Heating Boilers etc	1,484.43	P202200482	11-000-262-420-000-000
		Heating Boilers etc	827.32	P202200482	11-000-262-420-000-000
		Total Check Amount:	<u>2,311.75</u>		
33059	1/20/22	Eurofins Environmental Testing	120.00	P202200161	11-000-262-300-000-000
33060	1/20/22	AERO Plumbing & Heating Co., Inc. Plumbing & Heating Services	1,300.00	P202200103	11-000-261-420-001-000
33061	1/20/22	QUILL CORPORATION paper pens etc	775.78	P202200466	11-190-100-610-000-000
33062	1/20/22	Broadstep Academy New Jersey, Inc. December	11,741.40	P202200255	20-250-100-300-000-000
33063	1/20/22	BER Fifth Grade Strategies	279.00	P202200436	11-000-223-500-000-000
33064	1/20/22	WARREN CO SPEC SVCS SC D January 5 Students	16,099.32	P202200090	11-000-270-518-000-000
33065	1/20/22	CPI Virtual Renewal NCI	1,199.00	P202200497	11-000-223-500-000-000

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
33066	1/20/22	Allied Oil Company			
		Heating oil ATS	4,758.62	P202200065	11-000-262-624-000-001
		Heating oil ATS	7,339.38	P202200065	11-000-262-624-000-001
		Heating oil ATS	2,911.79	P202200065	11-000-262-624-000-001
		Total Check Amount:	<u>15,009.79</u>		
33067	1/20/22	e2e Exchange, LLC			
		E-rate consulting Cat 1 - second billing of 2	890.00	P202200512	11-000-230-339-000-000
33068	1/20/22	IGS Solar			
		Solar supply charge	1,535.70	P202200095	11-000-262-622-100-001
33069	1/20/22	Morris Union Jointure Commission			
		Prof Dev workshops Dec 21	400.00	P202200513	11-000-223-500-000-000
33070	1/20/22	WIRE'S ELEC SHOP INC			
		electric, wire etc repairs	199.78	P202200356	11-000-261-420-001-000
33071	1/20/22	WIRE'S ELEC SHOP INC			
		electric repairs for district	1,195.57	P202200514	11-000-223-500-000-000
		electric repairs for district	293.61	P202200514	11-000-223-500-000-000
		Total Check Amount:	<u>1,489.18</u>		
N1051	1/20/22	Jersey Central Power & Light			
		Electric ATS & Bus Yard	271.00	P202200047	11-000-262-622-000-001
		Electric ATS & Bus Yard	4.39	P202200047	11-000-262-622-000-001
		Electric ATS & Bus Yard	4.39	P202200047	11-000-262-622-000-001
		electric MVS	19.21	P202200047	11-000-262-622-000-002
		Total Check Amount:	<u>298.99</u>		
N1052	1/20/22	NJ HEALTH BEN FUND			
		Local Retired Employer	363.98	P202200019	11-000-291-270-000-000
33072	1/21/22	Amazon Capital Services			
		classroom supplies	429.15	P202200516	11-190-100-610-000-000
		building's supplies	2,587.20	P202200516	11-000-261-610-000-000
		Total Check Amount:	<u>3,016.35</u>		
33073	1/21/22	BLUE RIDGE LUMBER			
		building supplies	57.43	P202200517	11-000-263-600-000-000
33074	1/21/22	New Jersey Schools Insurance Group			
		Workers comp ins	4,179.52	P202200204	11-000-291-260-000-000
33075	1/21/22	Dr. L. Hanes & Associates			
		Speech Therapy	3,166.25	P202200495	20-483-200-500-000-001
		Speech Therapy	3,003.05	P202200495	20-483-200-500-000-001
		Total Check Amount:	<u>6,169.30</u>		
33076	1/21/22	RMR Elevator Company, Inc.			
		inspection ATS & MVS	4,446.69	P202200518	11-000-261-420-001-000

<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>
33077	1/21/22	A-1 Authentic Wood Floors, Inc. RH Flooring High Gloss Screening	3,900.00	P202200519	11-000-261-420-001-000
33078	1/21/22	Trainello, Donna reimb for Adult Defibrillation	215.56	P202200520	11-000-213-600-000-000
33079	1/21/22	Kurtz Bros. classroom supplies	9.24	P202200057	11-190-100-610-000-000
33080	1/21/22	William H. Sadlier, Inc. Phonics Reading Level A, B, C - Grammar	3,932.21	P202200123	11-190-100-610-000-000
33081	1/21/22	DeMary, Sarah Curric Develop,emt Methods & Strategies	825.00	P202200385	11-000-291-280-000-000
33082	1/21/22	Centenary University Clinical Teacher Wafefoose, A.	5,250.00	P202200522	11-190-100-320-000-000
33083	1/21/22	Advance Auto Parts DEF for buses	205.87	P202200523	11-000-270-600-000-000
33084	1/21/22	Child Development & Autism Center Neurodevelopmental pp eval	675.00	P202200487	11-000-219-320-000-000
33085	1/21/22	Municipal Capital Corp. Copiers at ATS & MVS	1,372.00	P202200025	11-190-100-340-000-000
		Copiers at ATS & MVS	1,372.00	P202200025	11-190-100-340-000-000
		Total Check Amount:	2,744.00		
33086	1/21/22	Duke's Landscape Management, Inc. Landscape Maintenance	333.00	P202200110	11-000-263-300-000-000
33087	1/21/22	Educational Services Commission fo Morris Cou February	2,580.30	P202200515	11-000-100-562-000-000
		January	1,064.52	P202200515	11-000-100-562-000-000
		December	7,329.00	P202200515	11-000-100-562-000-000
		November	3,000.00	P202200515	11-000-100-562-000-000
		October	7,999.00	P202200515	11-000-100-562-000-000
		September	3,300.00	P202200515	11-000-100-562-000-000
		Total Check Amount:	25,272.82		
33088	1/21/22	Hackettstown Board of Education High School Tuition	222,232.60	P202200280	11-000-100-561-000-000
		High School Resource & in Class serv	9,927.10	P202200280	11-000-100-562-000-000
		ARP IDEA	1,848.90	P202200280	20-223-100-500-000-000
		Total Check Amount:	234,008.60		
33089	1/21/22	Yudichak, Kenneth Wastewater Treatment Plant Services	700.00	P202200097	11-000-262-300-000-000
33090	1/21/22	Marlin Business Bank Postage machine	36.83	P202200066	11-000-230-530-000-000

<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>
33091	1/21/22	Sonova USA Inc. Roger Focus 1951NY47A	100.00	P202200485	11-212-100-610-000-000
33092	1/21/22	SUBURBAN PROPANE propane	153.63	P202200049	11-000-262-621-000-001
33093	1/21/22	Sabol, Melissa	**VOIDED**	Check voided on 1/24/2022	
33094	1/21/22	Crawford, Amy Green House supplies Green House supplies	91.70 68.72	P202200525 P202200525	11-000-263-600-000-000 11-000-263-600-000-000
Total Check Amount:			160.42		
33095	1/21/22	DeAngelis, Debra mileage 10-21	44.80	P202200527	11-000-291-280-000-000
33096	1/21/22	Zonar Systems Home base service	550.00	P202200089	11-000-270-600-000-000
33097	1/21/22	Fuller Paper Company custodial supplies	5,897.13	P202200102	11-000-262-610-000-000
33098	1/23/22	Delightful Bakery Thanksgiving activities	611.00	P202200531	60-990-320-611-200-000
33099	1/23/22	ART*stitution Kids Thanksgiving Turkey Painting	285.00	P202200532	60-990-320-339-200-000
The Grand Total of all Checks from Fund 11 is:			549,462.05		
The Grand Total of all Checks from Fund 12 is:			114,420.90		
The Grand Total of all Checks from Fund 20 is:			23,045.60		
The Grand Total of all Checks from Fund 60 is:			1,322.88		
The Grand total of all checks for this period is:			688,251.43		

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS

101 Cash in checking account	\$ 677,568.79	
102-106 Other cash equivalents	\$ 145,422.00	
Total cash		\$ 822,990.79
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		\$ 0.00
Accounts receivable		
132 Interfund	\$ 13,624.49	
141 Intergovernmental - state	\$ 112,470.87	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 234,987.90	
153 Other Accounts Receivable	\$ 140,982.61	
		\$ 502,065.87
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
181 Prepaid Expenses		\$ 0.00
199 Other current assets		\$ 2,461.00

RESOURCES

301 Estimated revenues (from adjusted budget)	\$ 10,796,737.00	
302 Less: revenues collected or accrued	\$ (4,642,982.86)	
		\$ 6,153,754.14
TOTAL ASSETS AND RESOURCES		\$ 7,811,616.93

LIABILITIES AND FUND EQUITY

LIABILITIES

401 Interfund loans payable	\$ 0.00
402 Interfund accounts payable	\$ 0.00
411 Intergovernmental accounts payable - state	\$ 2,763.40
412 Intergovernmental accounts payable - federal	\$ 12,229.28
413 Intergovernmental accounts payable - other	\$ 0.00
421 Accounts payable	\$ 9,317.35
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	\$ 29,358.70

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	6,072,780.40		
754 Reserve for encumbrances - prior year			\$	29,910.94		
761 Reserved fund balance Capital Reserve - July 1, 2021		\$	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		\$	(100,000.00)			
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc		\$	0.00			
Subtotal - capital reserve				\$	108,532.08	
764 Reserved fund balance Maintenance Reserve - July 1, 2021		\$	121,813.05			
606 Add: Increase in maintenance reserve		\$	0.00			
310 Less: Budgeted withdrawal from maintenance reserve		\$	0.00			
Subtotal - maintenance reserve				\$	121,813.05	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	99,931.00	
772 Designated Fund Balance - ARRA/SEMI				\$	0.00	
601 Appropriations		\$	11,283,475.38			
602 Less: expenditures	\$	4,052,163.59				
603 Less: encumbrances	\$	6,102,691.34	\$	(10,154,854.93)	\$	1,128,620.45
Appropriations less expenditures					\$	7,561,587.92
Unappropriated:						
770 Fund Balance, July 1, 2021				\$	354,865.31	
303 Less: budgeted fund balance				\$	(134,195.00)	
Unappropriated fund balance					\$	220,670.31
Total fund equity					\$	7,782,258.23
TOTAL LIABILITIES AND FUND EQUITY						
					\$	7,811,616.93

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 11,283,475.38	\$ 10,154,854.93	\$ 1,128,620.45
Less: Revenues	\$ (10,796,737.00)	\$ (4,642,982.86)	\$ (6,153,754.14)
Subtotal	\$ 486,738.38	\$ 5,511,872.07	\$ (5,025,133.69)
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ (100,000.00)	\$ 0.00	\$ (100,000.00)
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (252,543.38)	\$ (252,543.38)	\$ 0.00
Total current year budgeted fund balance	\$ 134,195.00	\$ 5,259,328.69	\$ (5,125,133.69)
Add: Unappropriated fund balance			\$ 220,670.31
Total of budgeted and unappropriated fund balance			\$ (4,904,463.38)

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	134,195.00	252,543.38	386,738.38	5,511,872.07	(5,125,133.69)
307/309/317	Bgtd wdrwl from cap rsv	100,000.00	0.00	100,000.00	0.00	100,000.00
310	Bgtd wdrwl from maint rsv	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	9,956,614.00	0.00	9,956,614.00	4,362,637.86	5,593,976.14
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	840,123.00	0.00	840,123.00	280,345.00	559,778.00
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		11,030,932.00	252,543.38	11,283,475.38	10,154,854.93	1,128,620.45

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs - Classroom Instruction		2,138,016.00	31,280.60	2,169,296.60	768,461.27	1,385,206.72	15,628.61	0.00
Regular Programs-Home Instruction		5,000.00	610.00	5,610.00	2,655.00	0.00	2,955.00	0.00
Regular Programs-Undistrib Instruction		353,946.00	(7,610.51)	346,335.49	200,360.62	63,177.07	82,797.80	0.00
Special Education-Multiply Hdcp		76,901.00	10,958.51	87,859.51	56,249.43	7,089.47	24,520.61	0.00
Special Education-Resource Room		405,605.00	13,217.53	418,822.53	143,576.64	265,872.42	9,373.47	0.00
Special Education-Prsc Hdcp/Part Time		51,311.00	1,809.22	53,120.22	11,006.40	33,619.13	8,494.69	0.00
Curricular Activities-Instruction		102,080.00	0.00	102,080.00	870.00	71,809.08	29,400.92	0.00
Athletic Programs-Instruction		11,530.00	0.00	11,530.00	0.00	0.00	11,530.00	0.00
Extended School Year		40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
Undistributed Expense-Instruction		2,835,019.00	(126,974.04)	2,708,044.96	560,896.05	2,077,044.30	70,104.61	0.00
Health Services		135,363.00	4,231.00	139,594.00	49,692.80	84,222.34	5,678.86	0.00
Other Support Svc-Related Svcs		108,514.00	4,074.53	112,588.53	32,603.32	75,087.02	4,898.19	0.00
Other Support Svc-Extra. Svcs		83,789.00	5,497.50	89,286.50	44,580.15	11,105.44	33,600.91	0.00
Other Support Svc-Students-Reg		102,532.00	4,744.20	107,276.20	46,282.85	59,992.71	1,000.64	0.00
Other Support Svc-Students-Spec		206,166.00	7,088.94	213,254.94	49,135.96	54,288.24	109,830.74	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	0.00	9,800.00	0.00	0.00	9,800.00	0.00
Library and Educ Media		82,621.00	2,059.00	84,680.00	4,873.44	47,910.16	31,896.40	25,970.94
Inst. staff training svcs		7,500.00	2,354.00	9,854.00	6,896.44	469.00	2,488.56	0.00
Support svc-general admin		335,864.00	75,713.20	411,577.20	123,664.05	86,917.13	200,996.02	4,400.00
Support Svc-School Admin		288,275.00	0.00	288,275.00	132,990.07	129,695.32	25,589.61	0.00
Business and Other Support Svcs		187,674.00	0.00	187,674.00	96,505.94	67,920.73	23,247.33	0.00
Maintenance of Plant Services		128,849.00	36,177.93	165,026.93	82,911.23	39,778.03	42,337.67	0.00
Operation of Plant		610,062.00	117,227.62	727,289.62	339,668.83	292,730.63	94,890.16	0.00
Care & Upkeep of Grounds		73,020.00	1,791.61	74,811.61	37,545.22	35,766.70	1,499.69	0.00
Student Transportation Svcs		891,068.00	(7,060.10)	884,007.90	382,422.17	411,298.28	90,287.45	2,584.84
Employee Benefits		1,633,961.00	(12,185.31)	1,621,775.69	591,150.56	684,334.27	346,290.86	44,668.66
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,904,466.00	185,657.43	11,090,123.43	3,825,649.94	5,985,334.19	1,279,139.30	77,624.44

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	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
Equip		0.00	5,600.00	5,600.00	5,600.00	0.00	0.00	0.00
Fund transfers		126,466.00	61,285.95	187,751.95	220,913.65	117,357.15	(150,518.85)	0.00
Grand Totals for fund 12:		126,466.00	66,885.95	193,351.95	226,513.65	117,357.15	(150,518.85)	0.00

Fund 13 (Special Schools Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	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/Tmsf	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: 11,030,932.00 252,543.38 11,283,475.38 4,052,163.59 6,102,691.34 1,128,620.45 77,624.44

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	134,195.00	252,543.38	386,738.38	5,511,872.07	(5,125,133.69)
307/309/317	Bgtd wdrwl from cap rsv	100,000.00	0.00	100,000.00	0.00	100,000.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
10-1210-000-000	Tax Levy	9,523,405.00	0.00	9,523,405.00	3,968,086.00	5,555,319.00
10-1300-000-000	TUITION	0.00	0.00	0.00	0.00	0.00
10-1310-000-000	Tuition From Individuals	124,000.00	0.00	124,000.00	217,905.00	(93,905.00)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	25,357.50	(25,357.50)
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	226,709.00	0.00	226,709.00	141,504.00	85,205.00
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	0.00	0.00	0.00	0.00	0.00
10-1510-000-000	Interest From Investments	0.00	0.00	0.00	5.06	(5.06)
10-1510-100-000	Unemployment Comp Interest Rev	0.00	0.00	0.00	0.00	0.00
10-1515-000-000	Int Earned on Cap & Maint Res	100.00	0.00	100.00	0.00	100.00
10-1730-000-000	Stud. Org. Memb. Dues and Fees	12,500.00	0.00	12,500.00	1,625.00	10,875.00
10-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
10-1910-000-000	Rentals	25,000.00	0.00	25,000.00	1,950.00	23,050.00
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	Srvs Provided to Other LEA's	44,900.00	0.00	44,900.00	0.00	44,900.00
10-1980-000-000	Refunds From Prior Year	0.00	0.00	0.00	0.00	0.00
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	6,205.30	(6,205.30)
10-3121-000-000	Cat Transp Aid	277,862.00	0.00	277,862.00	83,358.60	194,503.40
10-3131-000-000	Extraordinary Aid	40,000.00	0.00	40,000.00	40,717.00	(717.00)
10-3132-000-000	Cat Spec Ed Aid	484,811.00	0.00	484,811.00	145,443.30	339,367.70
10-3177-000-000	Cat Security Aid	37,450.00	0.00	37,450.00	10,826.10	26,623.90
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	School Security Grant	0.00	0.00	0.00	0.00	0.00
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		11,030,932.00	252,543.38	11,283,475.38	10,154,854.93	1,128,620.45

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	329,451.00	(39,488.82)	289,962.18	92,575.94	196,801.79	584.45	0.00
11-120-100-101	3-5 TCH SAL	1,210,176.00	53,443.95	1,263,619.95	466,068.35	785,942.23	11,609.37	0.00
11-130-100-101	6-8 TCH SALARY	598,389.00	17,325.47	615,714.47	209,816.98	402,462.70	3,434.79	0.00
Regular Programs - Classroom Instruction		2,138,016.00	31,280.60	2,169,296.60	768,461.27	1,385,206.72	15,628.61	0.00
11-150-100-101	HOME INSTR SAL	2,000.00	610.00	2,610.00	2,610.00	0.00	0.00	0.00
11-150-100-320	OOD Dist reg ed	3,000.00	0.00	3,000.00	45.00	0.00	2,955.00	0.00
Regular Programs-Home Instruction		5,000.00	610.00	5,610.00	2,655.00	0.00	2,955.00	0.00
11-190-100-104	Substitutes Salary	36,000.00	(12,000.00)	24,000.00	12,027.25	1,846.45	10,126.30	0.00
11-190-100-320	Pur Prof Educational Serv	42,000.00	(21,000.00)	21,000.00	10,500.00	0.00	10,500.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	85,250.00	0.00	85,250.00	43,281.71	40,591.99	1,376.30	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	43,996.00	(27,904.00)	16,092.00	940.91	0.00	15,151.09	0.00
11-190-100-610	GEN SUPPLIES	70,600.00	18,141.49	88,741.49	30,959.81	13,988.63	43,793.05	0.00
11-190-100-640	TEXTBOOKS	73,000.00	30,698.00	103,698.00	97,197.23	6,500.00	0.77	0.00
11-190-100-890	Other Objects	3,100.00	4,454.00	7,554.00	5,453.71	250.00	1,850.29	0.00
Regular Programs-Undistrib Instruction		353,946.00	(7,610.51)	346,335.49	200,360.62	63,177.07	82,797.80	0.00
11-212-100-101	MD TEACH SAL	52,219.00	10,238.51	62,457.51	56,086.95	6,369.47	1.09	0.00
11-212-100-106	MH Aide Salaries	19,282.00	720.00	20,002.00	0.00	720.00	19,282.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	0.00	4,400.00	0.00	0.00	4,400.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	0.00	1,000.00	162.48	0.00	837.52	0.00
Special Education-Multiply Hdcp		76,901.00	10,958.51	87,859.51	56,249.43	7,089.47	24,520.61	0.00
11-213-100-101	RES CTR SAL	179,770.00	5,085.54	184,855.54	63,952.72	119,220.97	1,681.85	0.00
11-213-100-106	RES CTR AIDE SA	223,835.00	8,131.99	231,966.99	78,555.65	146,651.45	6,759.89	0.00
11-213-100-610	RES CTR SUPPL	2,000.00	0.00	2,000.00	1,068.27	0.00	931.73	0.00
Special Education-Resource Room		405,605.00	13,217.53	418,822.53	143,576.64	265,872.42	9,373.47	0.00
11-215-100-101	PSD TEACH SAL	27,414.00	775.22	28,189.22	10,605.48	14,722.93	2,860.81	0.00
11-215-100-106	PSD AIDE SAL	23,647.00	883.00	24,530.00	0.00	18,896.20	5,633.80	0.00
11-215-100-610	PSD GEN SUPPL	250.00	151.00	401.00	400.92	0.00	0.08	0.00
Special Education-Prsc Hdcp/Part Time		51,311.00	1,809.22	53,120.22	11,006.40	33,619.13	8,494.69	0.00
11-401-100-100	Salaries	99,980.00	0.00	99,980.00	870.00	71,809.08	27,300.92	0.00
11-401-100-600	CO-CURR SUPPLIE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	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		102,080.00	0.00	102,080.00	870.00	71,809.08	29,400.92	0.00
11-402-100-100	Salaries	10,030.00	0.00	10,030.00	0.00	0.00	10,030.00	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	0.00	11,530.00	0.00	0.00	11,530.00	0.00
11-422-100-100	ESY Salaries	40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
Extended School Year		40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
11-000-100-561	Tuit LEA NJ Reg	2,222,326.00	54,243.00	2,276,569.00	445,033.95	1,831,534.80	0.25	0.00
11-000-100-562	Tuit LEA Sp Ed	117,760.00	92,732.00	210,492.00	41,345.70	117,650.30	51,496.00	0.00
11-000-100-563	Voc. School Dist	47,276.00	11,410.20	58,686.20	15,491.00	43,183.20	12.00	0.00
11-000-100-566	TUIT PRIV NJ	299,541.00	(293,647.24)	5,893.76	5,892.90	0.00	0.86	0.00
11-000-100-569	TUITION CHARTER SCHOOLS	148,116.00	8,288.00	156,404.00	53,132.50	84,676.00	18,595.50	0.00
Undistributed Expense-Instruction		2,835,019.00	(126,974.04)	2,708,044.96	560,896.05	2,077,044.30	70,104.61	0.00
11-000-213-100	Salaries	129,278.00	4,126.00	133,404.00	49,587.80	83,815.34	0.86	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	0.00
11-000-213-600	HLTH SUPPLIES	2,000.00	0.00	2,000.00	0.00	407.00	1,593.00	0.00
11-000-213-800	HLTH OTH OBJ	85.00	105.00	190.00	105.00	0.00	85.00	0.00
Health Services		135,363.00	4,231.00	139,594.00	49,692.80	84,222.34	5,678.86	0.00
11-000-216-100	Salaries	96,014.00	2,251.53	98,265.53	28,700.90	67,367.02	2,197.61	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	1,510.00	13,510.00	3,090.00	7,720.00	2,700.00	0.00
11-000-216-600	SPEECH SUPPLIES	500.00	313.00	813.00	812.42	0.00	0.58	0.00
Other Support Svc-Related Svcs		108,514.00	4,074.53	112,588.53	32,603.32	75,087.02	4,898.19	0.00
11-000-217-106	PERSON AID	45,789.00	4,917.50	50,706.50	39,600.15	11,105.44	0.91	0.00
11-000-217-320	THERAPY SVS	38,000.00	580.00	38,580.00	4,980.00	0.00	33,600.00	0.00
Other Support Svc-Extra. Svcs		83,789.00	5,497.50	89,286.50	44,580.15	11,105.44	33,600.91	0.00
11-000-218-104	GUID SALARY	101,532.00	4,744.20	106,276.20	46,282.85	59,992.71	0.64	0.00
11-000-218-600	Supplies & Materials	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Other Support Svc-Students-Reg		102,532.00	4,744.20	107,276.20	46,282.85	59,992.71	1,000.64	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App'Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-219-104	CST PROF SALARY	77,266.00	2,184.93	79,450.93	35,808.02	43,271.60	371.31	0.00
11-000-219-105	CST SECT SALARY	41,200.00	0.00	41,200.00	5,562.48	1,259.14	34,378.38	0.00
11-000-219-320	CST PROF SVS	85,500.00	4,830.01	90,330.01	6,316.25	9,757.50	74,256.26	0.00
11-000-219-600	CST SUPPLIES	2,000.00	74.00	2,074.00	1,299.21	0.00	774.79	0.00
11-000-219-890	Membership Dues Fees	200.00	0.00	200.00	150.00	0.00	50.00	0.00
Other Support Svc-Students-Spec		206,166.00	7,088.94	213,254.94	49,135.96	54,288.24	109,830.74	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00	0.00
11-000-221-320	Curriculum Services	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	0.00	9,800.00	0.00	0.00	9,800.00	0.00
11-000-222-100	Salaries	72,821.00	2,059.00	74,880.00	26,493.90	47,611.92	774.18	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	9,500.00	0.00	9,500.00	(19,545.46)	0.00	29,045.46	23,895.94
11-000-222-600	LIB SUP/MAT	300.00	0.00	300.00	(2,075.00)	298.24	2,076.76	2,075.00
Library and Educ Media		82,621.00	2,059.00	84,680.00	4,873.44	47,910.16	31,896.40	25,970.94
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	2,354.00	9,854.00	6,896.44	469.00	2,488.56	0.00
Inst. staff training svcs		7,500.00	2,354.00	9,854.00	6,896.44	469.00	2,488.56	0.00
11-000-230-100	Salaries	138,000.00	12,000.00	150,000.00	33,666.64	0.00	116,333.36	0.00
11-000-230-270	District Admin Health Benefits	5,314.00	18,000.00	23,314.00	0.00	0.00	23,314.00	0.00
11-000-230-320	Shared services CSA	0.00	16,723.70	16,723.70	0.00	16,723.70	0.00	0.00
11-000-230-331	ADM LEGAL SV	50,000.00	(12,773.50)	37,226.50	23,056.00	10,698.50	3,472.00	0.00
11-000-230-332	Audit Fees	18,500.00	6,500.00	25,000.00	18,000.00	0.00	7,000.00	0.00
11-000-230-339	ADM PROF SVS	16,000.00	54,963.00	70,963.00	22,278.26	48,684.74	0.00	0.00
11-000-230-530	Communications/Telephone	57,500.00	(25,000.00)	32,500.00	1,355.19	2,954.95	28,189.86	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	20,550.00	6,250.00	26,800.00	14,206.91	6,250.00	6,343.09	4,400.00
11-000-230-610	GENERAL OFFICE SUPPLIES	5,000.00	(1,000.00)	4,000.00	1,333.40	705.24	1,961.36	0.00
11-000-230-890	ADM DUES,WKSHOP	25,000.00	50.00	25,050.00	9,767.65	900.00	14,382.35	0.00
Support svc-general admin		335,864.00	75,713.20	411,577.20	123,664.05	86,917.13	200,996.02	4,400.00
11-000-240-103	SCHOOL PRIN SAL	164,428.00	0.00	164,428.00	77,856.68	83,305.21	3,266.11	0.00
11-000-240-105	SCHOOL SECT SAL	88,546.00	0.00	88,546.00	40,308.99	46,390.11	1,846.90	0.00
11-000-240-270	School Admin Health Benefits	19,201.00	0.00	19,201.00	0.00	0.00	19,201.00	0.00
11-000-240-300	Purchased Professional & Tech Services	15,000.00	0.00	15,000.00	14,320.79	0.00	679.21	0.00
11-000-240-600	SCHOOL OFF SUPP	1,000.00	0.00	1,000.00	503.61	0.00	496.39	0.00
11-000-240-800	Other Objects	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Support Svc-School Admin		288,275.00	0.00	288,275.00	132,990.07	129,695.32	25,589.61	0.00
11-000-251-100	Salaries	147,486.00	0.00	147,486.00	79,121.55	67,920.73	443.72	0.00
11-000-251-270	Business Admin Health Benefits	21,033.00	0.00	21,033.00	0.00	0.00	21,033.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	18,455.00	0.00	18,455.00	17,384.39	0.00	1,070.61	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-000-251-610	SUPPLIES & MATERIALS	200.00	0.00	200.00	0.00	0.00	200.00	0.00
Business and Other Support Svcs		187,674.00	0.00	187,674.00	96,505.94	67,920.73	23,247.33	0.00
11-000-261-100	Salaries	43,619.00	2,120.45	45,739.45	33,188.41	12,550.31	0.73	0.00
11-000-261-420	MAINT SVS	70,000.00	33,306.48	103,306.48	42,321.46	22,994.23	37,990.79	0.00
11-000-261-610	MAINT SUPPL	14,230.00	625.00	14,855.00	6,856.86	4,103.50	3,894.64	0.00
11-000-261-800	Maintenance Prog	1,000.00	126.00	1,126.00	544.50	129.99	451.51	0.00
Maintenance of Plant Services		128,849.00	36,177.93	165,026.93	82,911.23	39,778.03	42,337.67	0.00
11-000-262-100	Salaries	239,862.00	4,337.41	244,199.41	89,029.46	124,724.43	30,445.52	0.00
11-000-262-300	Purch Prof SVS	20,000.00	(5,000.00)	15,000.00	5,121.15	4,900.00	4,978.85	0.00
11-000-262-420	PLNT CUST SVS	40,000.00	121,592.21	161,592.21	129,407.02	27,957.67	4,227.52	0.00
11-000-262-490	PLT WATER SVS	15,000.00	298.00	15,298.00	5,713.58	4,286.42	5,298.00	0.00
11-000-262-520	INSURANCES	40,000.00	0.00	40,000.00	34,712.41	0.00	5,287.59	0.00
11-000-262-610	PLNT SUPPLIES	60,000.00	(13,000.00)	47,000.00	23,183.63	13,181.19	10,635.18	0.00
11-000-262-621	Energy - Propane - Villa	5,000.00	0.00	5,000.00	1,000.50	3,999.50	0.00	0.00
11-000-262-622	Energy - Electric - Villa	98,000.00	(15,000.00)	83,000.00	30,048.19	52,951.81	0.00	0.00
11-000-262-624	Energy - Htg Fuel - Villa	91,200.00	24,000.00	115,200.00	21,270.39	60,729.61	33,200.00	0.00
11-000-262-800	PLNT OTHER	1,000.00	0.00	1,000.00	182.50	0.00	817.50	0.00
Operation of Plant		610,062.00	117,227.62	727,289.62	339,668.83	292,730.63	94,890.16	0.00
11-000-263-100	Grounds	58,020.00	1,458.61	59,478.61	25,300.15	33,854.91	323.55	0.00
11-000-263-300	Purchased Prof Svcs	13,000.00	333.00	13,333.00	10,771.21	1,911.79	650.00	0.00
11-000-263-600	Grounds supplies	2,000.00	0.00	2,000.00	1,473.86	0.00	526.14	0.00
Care & Upkeep of Grounds		73,020.00	1,791.61	74,811.61	37,545.22	35,766.70	1,499.69	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-270-105	Transportion Secretary	52,825.00	0.00	52,825.00	0.00	51,811.72	1,013.28	0.00
11-000-270-160	Sal Pupil Trans home to school	251,799.00	6,781.65	258,580.65	95,041.67	163,538.47	0.51	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	75,000.00	0.00	75,000.00	24,857.75	5,867.59	44,274.66	0.00
11-000-270-162	Salary - Pupil Transportation	16,000.00	0.00	16,000.00	2,513.00	6,309.98	7,177.02	0.00
11-000-270-390	Communication Services	10,000.00	0.00	10,000.00	210.00	0.00	9,790.00	0.00
11-000-270-420	TRNS REP/MAINT	100,000.00	8,771.00	108,771.00	90,672.68	12,621.98	5,476.34	0.00
11-000-270-443	Lease Purchase Pymt	85,744.00	0.25	85,744.25	85,744.24	0.00	0.01	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	5,934.00	55,934.00	334.00	55,600.00	0.00	0.00
11-000-270-511	TRNS CONT REG	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00	0.00
11-000-270-514	Contract (spec ed) Vendors	15,000.00	(15,000.00)	0.00	0.00	0.00	0.00	0.00
11-000-270-515	TRNS SP ED JNT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	(31,475.00)	108,525.00	34,578.83	73,946.17	0.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	25,000.00	849.00	25,849.00	23,981.60	1,866.57	0.83	0.00
11-000-270-600	TRNS SUP/MAT	56,500.00	17,079.00	73,579.00	23,916.16	39,648.30	10,014.54	2,584.84
11-000-270-890	Misc Expenses	3,200.00	0.00	3,200.00	572.24	87.50	2,540.26	0.00
Student Transportation Svcs		891,068.00	(7,060.10)	884,007.90	382,422.17	411,298.28	90,287.45	2,584.84
11-000-291-220	PERS FICA	130,000.00	0.00	130,000.00	52,014.03	0.00	77,985.97	0.00
11-000-291-232	TPAF ERIP CONT	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-291-241	PERS CONTR	135,000.00	0.00	135,000.00	0.00	0.00	135,000.00	0.00
11-000-291-249	DCRP Employer Contribution	5,000.00	0.00	5,000.00	833.79	0.00	4,166.21	0.00
11-000-291-250	Unemployment Comp	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-291-260	WORKMENS COMPSA	65,000.00	0.00	65,000.00	23,091.83	40,791.88	1,116.29	0.00
11-000-291-270	EMPL HLTH BENEF	1,257,961.00	(49,838.31)	1,208,122.69	518,974.46	639,104.99	50,043.24	13,969.40
11-000-291-280	TUITION REIMB	20,000.00	12,000.00	32,000.00	775.00	3,700.00	27,525.00	100.00
11-000-291-290	Employee Benefits	1,000.00	0.00	1,000.00	(30,191.08)	737.40	30,453.68	30,599.26
11-000-291-299	Unused Sick Pmnt to Ret Staff	10,000.00	15,653.00	25,653.00	25,652.53	0.00	0.47	0.00
Employee Benefits		1,633,961.00	(12,185.31)	1,621,775.69	591,150.56	684,334.27	346,290.86	44,668.66
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,904,466.00	185,657.43	11,090,123.43	3,825,649.94	5,985,334.19	1,279,139.30	77,624.44

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	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
12-000-270-443	L/P School Buses	0.00	5,600.00	5,600.00	5,600.00	0.00	0.00	0.00
Equip		0.00	5,600.00	5,600.00	5,600.00	0.00	0.00	0.00
12-001-604-000	Increase in Capital Reserve	25,100.00	0.00	25,100.00	0.00	0.00	25,100.00	0.00
12-000-400-710	FAC/PROP IMP	100,000.00	61,285.95	161,285.95	220,913.65	117,357.15	(176,984.85)	0.00
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		126,466.00	61,285.95	187,751.95	220,913.65	117,357.15	(150,518.85)	0.00
Grand Totals for fund 12:		126,466.00	66,885.95	193,351.95	226,513.65	117,357.15	(150,518.85)	0.00

Fund 13 (Special Schools Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	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/Tmsf	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: 11,030,932.00 252,543.38 11,283,475.38 4,052,163.59 6,102,691.34 1,128,620.45 77,624.44

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).


Jim Minkewicz, Business Administrator

1-20-22
Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account		\$ (106,452.58)	
102-106 Other cash equivalents		\$ 0.00	
Total cash		<u> </u>	\$ (106,452.58)
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		\$ (24,806.00)	
142 Intergovernmental - federal		\$ 70,348.03	
143 Intergovernmental - other		\$ 0.00	
153 Other Accounts Receivable		<u>\$ 10,855.57</u>	
			\$ 56,397.60
Loans receivable			
131 Interfund		\$ 0.00	
151 Other Loans Receivable		<u>\$ 0.00</u>	
			\$ 0.00
199 Other current assets			\$ 0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)		\$ 843,962.55	
302 Less: revenues collected or accrued		<u>\$ (90,863.00)</u>	
			<u>\$ 753,099.55</u>
TOTAL ASSETS AND RESOURCES			<u>\$ 703,044.57</u>

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			<u>\$ 29,216.79</u>

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			\$	136,668.22
754 Reserve for encumbrances - prior year			\$	40.00
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	0.00
601 Appropriations		\$	802,398.98	
602 Less: expenditures	\$	155,670.73		
603 Less: encumbrances	\$	136,708.22	\$	(292,378.95)
Appropriations less expenditures			\$	510,020.03
			\$	646,728.25
Unappropriated:				
770 Fund Balance, July 1, 2021			\$	(17,372.47)
303 Less: budgeted fund balance			\$	44,472.00
Unappropriated fund balance				\$ 27,099.53
Total fund equity				\$ 673,827.78
TOTAL LIABILITIES AND FUND EQUITY				\$ 703,044.57

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	(44,472.00)	2,908.43	(41,563.57)	201,515.95	(243,079.52)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	5,591.55	0.00	5,591.55	0.00	5,591.55
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	23,012.00	23,012.00	0.00	23,012.00
4xxx	From Federal Sources	232,972.00	582,387.00	815,359.00	90,863.00	724,496.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		194,091.55	608,307.43	802,398.98	292,378.95	510,020.03

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Ungrouped Accounts		46,591.55	565,510.00	612,101.55	47,673.82	63,835.88	500,591.85	0.00
Local Projects		0.00	0.00	0.00	(5,500.00)	0.00	5,500.00	5,500.00
Title I		30,000.00	(3,911.28)	26,088.72	11,125.48	16,174.33	(1,211.09)	0.00
IDEA Part B		100,000.00	(4,083.00)	95,917.00	42,013.41	52,992.68	910.91	0.00
IDEA (Prog. 251)		0.00	5,566.00	5,566.00	5,164.00	402.00	0.00	0.00
Title II Part A		7,500.00	(463.00)	7,037.00	6,997.00	40.00	0.00	0.00
Title IV		10,000.00	216.71	10,216.71	4,845.82	0.00	5,370.89	0.00
Title IV		0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
R.E.A.P. GRANT		0.00	44,472.00	44,472.00	43,351.20	3,263.33	(2,142.53)	0.00
Grand Totals for fund 20:		194,091.55	608,307.43	802,398.98	155,670.73	136,708.22	510,020.03	5,500.00

Revenues Summary

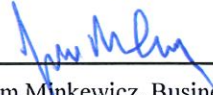
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	(44,472.00)	2,908.43	(41,563.57)	201,515.95	(243,079.52)
20-1920-212-000	Sustainability/Outdoor Ed/HU	0.00	0.00	0.00	0.00	0.00
20-1921-454-000	RH Steiveson Grant	5,591.55	0.00	5,591.55	0.00	5,591.55
20-3256-256-000	School Security Grant	0.00	23,012.00	23,012.00	0.00	23,012.00
20-4409-224-000	ARP IDEA PS	0.00	1,578.00	1,578.00	0.00	1,578.00
20-4411-231-000	Title I	30,000.00	(4,630.00)	25,370.00	0.00	25,370.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4419-223-000	ARP IDEA BASIC	0.00	18,489.00	18,489.00	0.00	18,489.00
20-4421-250-000	IDEA Basic	100,000.00	(5,016.00)	94,984.00	27,816.00	67,168.00
20-4423-251-000	IDEA-Preschool	0.00	5,566.00	5,566.00	3,120.00	2,446.00
20-4451-270-000	Title II A	7,500.00	(503.00)	6,997.00	0.00	6,997.00
20-4471-280-000	Title IV Part A	10,000.00	0.00	10,000.00	0.00	10,000.00
20-4502-451-000	REAP	44,472.00	44,472.00	88,944.00	0.00	88,944.00
20-4530-477-000	ESSER 1 CARES	0.00	0.00	0.00	0.00	0.00
20-4531-478-000	CARES Digital Divide Grant	0.00	0.00	0.00	0.00	0.00
20-4533-480-000	Addr Studnt Learning Loss Grnt	0.00	0.00	0.00	0.00	0.00
20-4534-483-000	CRRSA Act - ESSER II	41,000.00	57,056.00	98,056.00	47,677.00	50,379.00
20-4535-484-000	ESSER II Learning Acceleration	0.00	25,000.00	25,000.00	12,250.00	12,750.00
20-4536-485-000	ESSER II Mental Health Grant	0.00	45,000.00	45,000.00	0.00	45,000.00
20-4540-487-000	ARP-ESSER	0.00	395,375.00	395,375.00	0.00	395,375.00
Grand Totals		194,091.55	608,307.43	802,398.98	292,378.95	510,020.03

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
20-223-100-500	ARP IDEA BASIC	0.00	18,489.00	18,489.00	3,697.80	14,791.20	0.00	0.00
20-224-200-300	ARP IDEA PS	0.00	1,578.00	1,578.00	0.00	0.00	1,578.00	0.00
20-256-400-720	School Security Grant	0.00	23,012.00	23,012.00	7,068.00	3,152.42	12,791.58	0.00
20-454-100-610	RH Steiveson Grant	5,591.55	0.00	5,591.55	12,213.78	(6,622.23)	0.00	0.00
20-483-200-500	CRRSA ESSER II Grant Program	41,000.00	57,056.00	98,056.00	11,985.24	52,514.49	33,556.27	0.00
20-484-200-500	CRRSA - Learning Accel. Grant	0.00	25,000.00	25,000.00	12,250.00	0.00	12,750.00	0.00
20-485-200-500	CRRSA - Mental Health Grant	0.00	45,000.00	45,000.00	459.00	0.00	44,541.00	0.00
20-487-200-500	ARP-ESSER Grant Program	0.00	395,375.00	395,375.00	0.00	0.00	395,375.00	0.00
Ungrouped Accounts		46,591.55	565,510.00	612,101.55	47,673.82	63,835.88	500,591.85	0.00
20-212-100-600	Local projects	0.00	0.00	0.00	(5,500.00)	0.00	5,500.00	5,500.00
Local Projects		0.00	0.00	0.00	(5,500.00)	0.00	5,500.00	5,500.00
20-231-100-100	Personal Services - Salaries	30,000.00	(4,150.28)	25,849.72	10,886.48	16,174.33	(1,211.09)	0.00
20-231-100-600	General Supplies	0.00	239.00	239.00	239.00	0.00	0.00	0.00
Title I		30,000.00	(3,911.28)	26,088.72	11,125.48	16,174.33	(1,211.09)	0.00
20-250-100-300	IDEA ED SVS	0.00	47,492.00	47,492.00	26,976.02	20,515.98	0.00	0.00
20-250-100-600	IDEA SUPPL	0.00	1,030.90	1,030.90	119.99	0.00	910.91	0.00
20-250-200-300	IDEA NON PUBLIC	100,000.00	(52,605.90)	47,394.10	14,917.40	32,476.70	0.00	0.00
IDEA Part B		100,000.00	(4,083.00)	95,917.00	42,013.41	52,992.68	910.91	0.00
20-251-200-300	IDEA PS PROF & TECH SVC	0.00	5,566.00	5,566.00	5,164.00	402.00	0.00	0.00
IDEA (Prog. 251)		0.00	5,566.00	5,566.00	5,164.00	402.00	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	7,500.00	(503.00)	6,997.00	6,997.00	0.00	0.00	0.00
Title II Part A		7,500.00	(463.00)	7,037.00	6,997.00	40.00	0.00	0.00
20-280-100-600	Instructional Supplies	10,000.00	216.71	10,216.71	4,845.82	0.00	5,370.89	0.00
Title IV		10,000.00	216.71	10,216.71	4,845.82	0.00	5,370.89	0.00
20-280-200-300	Prof Tech Services-Support	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Title IV		0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
20-451-100-600	SUPP/MAT	0.00	44,472.00	44,472.00	22,082.40	0.00	22,389.60	0.00
20-451-200-600	OTHER SUP/MAT	0.00	0.00	0.00	21,268.80	3,263.33	(24,532.13)	0.00
R.E.A.P. GRANT		0.00	44,472.00	44,472.00	43,351.20	3,263.33	(2,142.53)	0.00
Grand Totals for fund 20:		194,091.55	608,307.43	802,398.98	155,670.73	136,708.22	510,020.03	5,500.00

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).



 Jim Minkewicz, Business Administrator

1-20-22

 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account		\$ 11,911.51	
102-106 Other cash equivalents		\$ 0.00	
Total cash			\$ 11,911.51
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)		\$ 771,200.00	
302 Less: revenues collected or accrued		\$ (157,512.00)	
			\$ 613,688.00
TOTAL ASSETS AND RESOURCES			\$ 625,599.51

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			\$	145,600.00	
754 Reserve for encumbrances - prior year			\$	0.00	
760 Other reserves			\$	0.00	
771 Designated Fund Balance			\$	0.00	
601 Appropriations		\$	771,200.00		
602 Less: expenditures	\$	145,600.00			
603 Less: encumbrances	\$	145,600.00	\$	(291,200.00)	
Appropriations less expenditures			\$	480,000.00	
				\$ 625,600.00	
Unappropriated:					
770 Fund Balance, July 1, 2021			\$	(0.49)	
303 Less: budgeted fund balance			\$	0.00	
Unappropriated fund balance				\$ (0.49)	
Total fund equity				\$ 625,599.51	
TOTAL LIABILITIES AND FUND EQUITY				\$	625,599.51

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 771,200.00	\$ 291,200.00	\$ 480,000.00
Less: Revenues	\$ (771,200.00)	\$ (157,512.00)	\$ (613,688.00)
Subtotal	\$ 0.00	\$ 133,688.00	\$ (133,688.00)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 133,688.00	\$ (133,688.00)
Add: Unappropriated fund balance			\$ (0.49)
Total of budgeted and unappropriated fund balance			\$ (133,688.49)

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	133,688.00	(133,688.00)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	708,106.00	0.00	708,106.00	145,600.00	562,506.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	63,094.00	0.00	63,094.00	11,912.00	51,182.00
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		771,200.00	0.00	771,200.00	291,200.00	480,000.00

Fund 40 (Debt Service Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt service-regular		771,200.00	0.00	771,200.00	145,600.00	145,600.00	480,000.00	0.00
Grand Totals for fund 40:		771,200.00	0.00	771,200.00	145,600.00	145,600.00	480,000.00	0.00

Revenues Summary

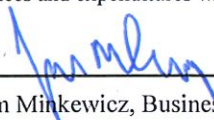
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	133,688.00	(133,688.00)
40-5200-000-000	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40-1210-000-000	TAX LEVY D.S.	708,106.00	0.00	708,106.00	145,600.00	562,506.00
40-3160-000-000	Debt Service Aid II	63,094.00	0.00	63,094.00	11,912.00	51,182.00
Grand Totals		771,200.00	0.00	771,200.00	291,200.00	480,000.00

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-834	BOND INTEREST	291,200.00	0.00	291,200.00	145,600.00	145,600.00	0.00	0.00
40-701-510-910	BOND PRINC	480,000.00	0.00	480,000.00	0.00	0.00	480,000.00	0.00
Debt service-regular		771,200.00	0.00	771,200.00	145,600.00	145,600.00	480,000.00	0.00
Grand Totals for fund 40:		771,200.00	0.00	771,200.00	145,600.00	145,600.00	480,000.00	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).



 Jim Minkewicz, Business Administrator

1-20-22

 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account		\$ (233,420.46)	
102-106 Other cash equivalents		\$ 337.50	
Total cash			\$ (233,082.96)
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	\$ 25,398.25		
153 Other Accounts Receivable	\$ 2,600.00		
			\$ 27,998.25
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	\$ (58,549.71)		
			\$ (58,549.71)
TOTAL ASSETS AND RESOURCES			\$ (263,634.42)

LIABILITIES AND FUND EQUITY

LIABILITIES			
401 Interfund loans payable			\$ 0.00
402 Interfund accounts payable			\$ 0.00
411 Intergovernmental accounts payable - state			\$ 0.00
412 Intergovernmental accounts payable - federal			\$ 0.00
413 Intergovernmental accounts payable - other			\$ 0.00
421 Accounts payable			\$ 2,225.00
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			\$ 10,765.00

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			\$	1,839.19
754 Reserve for encumbrances - prior year			\$	0.00
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	0.00
601 Appropriations		\$		186.65
602 Less: expenditures	\$ 50,327.38			
603 Less: encumbrances	\$ 1,839.19	\$ (52,166.57)	\$ (51,979.92)	
Appropriations less expenditures				\$ (50,140.73)
Unappropriated:				
770 Fund Balance, July 1, 2021			\$	(225,758.69)
303 Less: budgeted fund balance			\$	0.00
Unappropriated fund balance				\$ (225,758.69)
Total fund equity				\$ (275,899.42)
TOTAL LIABILITIES AND FUND EQUITY				
				\$ (265,134.42)
RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY				
	Budgeted	Actual	Variance	
Appropriations	\$ 186.65	\$ 52,166.57	\$ (51,979.92)	
Less: Revenues	\$ 0.00	\$ (58,549.71)	\$ 58,549.71	
Subtotal	\$ 186.65	\$ (6,383.14)	\$ 6,569.79	
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (186.65)	\$ (186.65)	\$ 0.00	
Total current year budgeted fund balance	\$ 0.00	\$ (6,569.79)	\$ 6,569.79	
Add: Unappropriated fund balance			\$ (225,758.69)	
Total of budgeted and unappropriated fund balance			\$ (219,188.90)	

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	186.65	186.65	(6,383.14)	6,569.79
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	58,549.71	(58,549.71)
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	186.65	186.65	52,166.57	(51,979.92)

Fund 60 (Rutherford Hall Budget)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		0.00	0.00	0.00	34,269.52	431.64	(34,701.16)	0.00
Administrative Costs		0.00	0.00	0.00	6,185.00	125.83	(6,310.83)	0.00
Purchased Services		0.00	0.00	0.00	575.00	25.00	(600.00)	0.00
Supplies		0.00	0.00	0.00	3,282.50	0.00	(3,282.50)	0.00
Other Expenses		0.00	186.65	186.65	6,015.36	1,256.72	(7,085.43)	0.00
Grand Totals for fund 60:		0.00	186.65	186.65	50,327.38	1,839.19	(51,979.92)	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	186.65	186.65	(6,383.14)	6,569.79
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	1,330.00	(1,330.00)
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	0.00	0.00
60-1710-102-000	Admis Grant Funct.-Museum	0.00	0.00	0.00	779.00	(779.00)
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	0.00	0.00
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	2,302.00	(2,302.00)
60-1710-202-000	Hunger Games Summer Camp	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00
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	0.00	0.00
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	0.00	0.00
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	0.00	0.00
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	256.00	(256.00)
60-1710-217-000	Giggster	0.00	0.00	0.00	0.00	0.00
60-1710-218-000	Davids	0.00	0.00	0.00	0.00	0.00
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	CHPP 2021 Round I	0.00	0.00	0.00	1,875.00	(1,875.00)
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	41,920.60	(41,920.60)
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

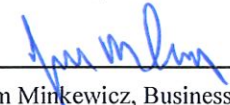
60-1920-000-000 Private Contribs & Donations	0.00	0.00	0.00	0.00	0.00
60-1920-000-100 Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00
60-1920-100-000 Donations for Fireworks	0.00	0.00	0.00	0.00	0.00
60-1920-102-000 Fireworks Parking Fees	0.00	0.00	0.00	0.00	0.00
60-1920-103-000 Fireworks Vendor Fees	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	9,037.11	(9,037.11)
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	1,050.00	(1,050.00)
60-1990-100-000 TIX Service Fees	0.00	0.00	0.00	0.00	0.00
Grand Totals	0.00	186.65	186.65	52,166.57	(51,979.92)

Minimum Expense General Ledger Report

Fund 60 (Rutherford Hall Budget)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	0.00	0.00	0.00	5,956.33	431.64	(6,387.97)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	15,075.69	0.00	(15,075.69)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	13,237.50	0.00	(13,237.50)	0.00
Salaries		0.00	0.00	0.00	34,269.52	431.64	(34,701.16)	0.00
60-990-320-335	Haunted Hall Costs	0.00	0.00	0.00	2,089.00	0.00	(2,089.00)	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	3,866.00	125.83	(3,991.83)	0.00
60-990-320-340	Purchased Technical Services	0.00	0.00	0.00	230.00	0.00	(230.00)	0.00
Administrative Costs		0.00	0.00	0.00	6,185.00	125.83	(6,310.83)	0.00
60-990-320-420	Cleaning & Repair Services	0.00	0.00	0.00	575.00	25.00	(600.00)	0.00
Purchased Services		0.00	0.00	0.00	575.00	25.00	(600.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	408.50	0.00	(408.50)	0.00
60-990-320-611	Function Supplies	0.00	0.00	0.00	2,874.00	0.00	(2,874.00)	0.00
Supplies		0.00	0.00	0.00	3,282.50	0.00	(3,282.50)	0.00
60-990-320-890	Miscellaneous Expense	0.00	186.65	186.65	2,043.59	338.02	(2,194.96)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	1,075.15	1,179.83	(2,254.98)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	2,896.62	(261.13)	(2,635.49)	0.00
Other Expenses		0.00	186.65	186.65	6,015.36	1,256.72	(7,085.43)	0.00
Grand Totals for fund 60:		0.00	186.65	186.65	50,327.38	1,839.19	(51,979.92)	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).



 Jim Minkewicz, Business Administrator

1-20-22

 Date

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
32980	1/12/22	Sign A Rama Vinyl Pole Banners - Hardware	2,165.00	P202200310	11-000-261-610-000-000
32981	1/15/22	Bostdorff, Nicole Aid in Lieu - 2 students	500.00	P202200180	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200180	11-000-270-503-000-000
		Total Check Amount:	1,000.00		
32982	1/15/22	Donatuccio, Connie Aid in Lieu	500.00	P202200179	11-000-270-503-000-000
32983	1/15/22	Green, Craig Aid in Lieu	500.00	P202200178	11-000-270-503-000-000
32984	1/15/22	Ruscino, Vilmany Aid in Lieu	500.00	P202200174	11-000-270-503-000-000
32985	1/15/22	Mercado, Alex Aid in Lieu	500.00	P202200253	11-000-270-503-000-000
32986	1/15/22	Espinal, Gabriel & Maria Aid in Lieu - 3 students	500.00	P202200173	11-000-270-503-000-000
		Aid in Lieu - 3 students	500.00	P202200173	11-000-270-503-000-000
		Aid in Lieu - 3 students	500.00	P202200173	11-000-270-503-000-000
		Total Check Amount:	1,500.00		
32987	1/15/22	Quiles, Kimberly Aid in Lieu	500.00	P202200176	11-000-270-503-000-000
32988	1/15/22	Strowbridge, Jared Aid in Lieu	500.00	P202200177	11-000-270-503-000-000
32989	1/15/22	Fortunato, Caryn aid in lieu	400.00	P202200352	11-000-270-503-000-000
32990	1/15/22	Gross, Brendan Aid in Lieu	500.00	P202200250	11-000-270-503-000-000
32991	1/15/22	Pena, Jill Aid in Lieu - 2 students	500.00	P202200207	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200207	11-000-270-503-000-000
		Total Check Amount:	1,000.00		
32992	1/15/22	di Palma, Steven & Christine Aid in Lieu - 2 students	500.00	P202200197	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200197	11-000-270-503-000-000
		Total Check Amount:	1,000.00		
32993	1/15/22	Bienko, Nicole Aid in lieu	500.00	P202200389	11-000-270-503-000-000
32994	1/15/22	Richvalsky, Courtney Aid in Lieu	500.00	P202200221	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>
32995	1/15/22	Tierney, Steve Aid in Lieu	500.00	P202200170	11-000-270-503-000-000
32996	1/15/22	Dericks, Kurt Aid in Lieu	500.00	P202200183	11-000-270-503-000-000
32997	1/15/22	Donnelly, Robert Aid in Lieu	500.00	P202200184	11-000-270-503-000-000
32998	1/15/22	Ayhan, Melahat Aid in Lieu	500.00	P202200185	11-000-270-503-000-000
32999	1/15/22	LaPooh, Bryan & Meg Aid in Lieu	500.00	P202200187	11-000-270-503-000-000
33000	1/15/22	Weissner, Wendy Aid in Lieu 7 months	300.00	P202200418	11-000-270-503-000-000
33001	1/15/22	Ferguson, Joanne Aid in Lieu	500.00	P202200181	11-000-270-503-000-000
33002	1/15/22	Costello, Suzette Aid in Lieu	500.00	P202200188	11-000-270-503-000-000
33003	1/15/22	Adamie, Ayman Aid in Lieu	500.00	P202200210	11-000-270-503-000-000
33004	1/15/22	Taliano, Michael Aid in Lieu - 2 students	500.00	P202200209	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200209	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33005	1/15/22	Saint-Armard, Proslina Aid in Lieu	500.00	P202200169	11-000-270-503-000-000
33006	1/15/22	Sainte, Dieulane Aid in Lieu	500.00	P202200186	11-000-270-503-000-000
33007	1/15/22	Bienko, Nicole Aid in Lieu - 2 students	500.00	P202200215	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200215	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33008	1/15/22	Bisbing, Jaime Aid in Lieu - 2 students	500.00	P202200193	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200193	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33009	1/15/22	Cetani, Anthony & Bethann Aid in Lieu	500.00	P202200214	11-000-270-503-000-000
33010	1/15/22	Clerico, Jana Aid in lieu	500.00	P202200172	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>
33011	1/15/22	Crespo-Campos, Maria Pia			
		Aid in Lieu - 2 students	500.00	P202200199	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200199	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33012	1/15/22	Cuccio, Anthony			
		Aid in Lieu	500.00	P202200168	11-000-270-503-000-000
33013	1/15/22	Falotico, Marilyn & Richard			
			500.00	P202200195	11-000-270-503-000-000
			500.00	P202200195	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33014	1/15/22	Johnson, David & Jennifer			
		Aid in Lieu	500.00	P202200198	11-000-270-503-000-000
33015	1/15/22	Metternich, Christopher			
		Aid in Lieu	500.00	P202200190	11-000-270-503-000-000
33016	1/15/22	Pohle, Darryl & Nilgun			
		Aid in Lieu	500.00	P202200194	11-000-270-503-000-000
33017	1/15/22	Prudenti, Venita			
		Aid in Lieu	500.00	P202200196	11-000-270-503-000-000
33018	1/15/22	Rosa, Paula			
		Aid in Lieu	500.00	P202200200	11-000-270-503-000-000
33019	1/15/22	Sharrett, Rich			
		Aid in Lieu	500.00	P202200192	11-000-270-503-000-000
33020	1/15/22	Severinsen, Kari			
		Aid in Lieu - 2 students	500.00	P202200191	11-000-270-503-000-000
		Aid in Lieu - 2 students	500.00	P202200191	11-000-270-503-000-000
		Total Check Amount:	<u>1,000.00</u>		
33021	1/15/22	Calero, Carla			
		Aid in Lieu	500.00	P202200171	11-000-270-503-000-000
33022	1/15/22	Barrett-Kaiser, Patricia			
		Aid in Lieu	500.00	P202200182	11-000-270-503-000-000
33023	1/16/22	JDM Group			
		Monthly serv fee	4,590.00	P202200111	11-190-100-340-000-000
33024	1/16/22	JDM Group			
		Microsoft Surface Pro 7	950.00	P202200455	20-483-200-500-000-001
33025	1/16/22	Chubb			
		Boiler & Pressure Vessel Inspection	840.00	P202200492	11-000-261-420-001-000
N1046	1/16/22	Cablevision Lightpath Inc.			
		Internet provider	3,128.57	P202200078	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>
N1047	1/16/22	Jersey Central Power & Light Electric ATS & Bus Yard	7,035.00	P202200047	11-000-262-622-000-001
33026	1/17/22	Jones, Gina Maria Aid in Lieu	500.00	P202200175	11-000-270-503-000-000
33027	1/17/22	Nagle, Robert & Lynnette Student Transportation	500.00	P202200346	11-000-270-503-000-000
33028	1/17/22	Kaiser, Tricia Aid in Lieu	500.00	P202200222	11-000-270-503-000-000
33029	1/17/22	Cintas Custodial supplies	1,295.00	P202200486	11-000-262-610-000-000
33030	1/17/22	AllPartitions & Parts rubber stair tread & riser etc	1,999.00	P202200462	11-000-261-610-000-000
33031	1/17/22	Township of Allamuchy Water/sewer service	1,360.09	P202200026	11-000-262-490-000-000
		Water/sewer service	1,863.39	P202200026	11-000-262-490-000-000
		Total Check Amount:	3,223.48		
33032	1/18/22	Cro-International, Inc. RH Gutter & Downspout Restoration	114,420.90	P202200157	12-000-400-710-000-000
N1048	1/18/22	WEX Bank Fuel for buses and trucks	6,657.69	P202200435	11-000-270-600-000-000
33033	1/19/22	Haggerty, Wayne Plow bus yard - 12-22 1-7 1-9	1,155.00	P202200500	11-000-270-420-000-000
33034	1/19/22	Rymon, Karen IDEA	2,336.00	P202200258	20-250-200-300-000-000
33035	1/19/22	DeKleine, Dana M., LPC ACS NCC Risk Assessment 1-11-22	300.00	P202200496	11-000-219-320-000-000
33036	1/19/22	Township of Allamuchy Water/sewer service	1,360.09	P202200026	11-000-262-490-000-000
		Water/Sewer service	1,863.39	P202200501	11-000-262-490-000-000
		Total Check Amount:	3,223.48		
33037	1/19/22	BER Google Classroom, Patterson 03/18/22	279.00	P202200391	11-000-223-500-000-000
33038	1/19/22	Andover Regional Board of Education Adj tuition #6770880604 19-20	10,620.24	P202200445	11-000-100-569-000-000
		Adj tuition #3598089044 19-20	7,974.55	P202200445	11-000-100-569-000-000
		Total Check Amount:	18,594.79		
33039	1/19/22	SYNCB/AMAZON maintenance supplies	663.91	P202200502	11-190-100-610-000-000

<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>
33040	1/19/22	NJ Advance Media Legal Advertising	19.67	P202200469	11-000-230-530-000-000
33041	1/19/22	Mayberry Sales & Services, Inc. Titan and supplies for mowers Titan and supplies for mowers Toro repairs, oil, filters etc	60.14 48.04 540.17	P202200145 P202200145 P202200503	11-000-263-300-000-000 11-000-263-300-000-000 11-000-263-300-000-000
		Total Check Amount:	648.35		
33042	1/19/22	R&L DataCenters, Inc. Payroll services Payroll services	2,660.00 1,992.40	P202200092 P202200092	11-000-230-339-000-000 11-000-230-339-000-000
		Total Check Amount:	4,652.40		
33043	1/19/22	Sherwin-Willaims Co. painting & supplies painting & supplies	750.16 73.78	P202200268 P202200268	11-000-262-610-000-000 11-000-262-610-000-000
		Total Check Amount:	823.94		
33044	1/19/22	Fostering the Journey Yoga & Meditation workshop 11-8-21	380.00	P202200506	60-990-320-339-200-000
33045	1/19/22	Atlantic, Tomorrows Office copiers and supplies	3,711.79	P202200507	11-190-100-500-000-000
N1049	1/19/22	Horizon BCBSNJ Medical and Prescription Medical and Prescription Medical and Prescription	841.85 61,286.78 25,850.05	P202200046 P202200046 P202200046	11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000
		Total Check Amount:	87,978.68		
N1050	1/19/22	UNUM LIFE INS CO. Disability short & Long term	1,971.77	P202200081	11-000-291-270-000-000
33046	1/20/22	Abcode Security, Inc. security security security	85.00 135.00 66.00	P202200051 P202200051 P202200051	11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-001-000
		Total Check Amount:	286.00		
33047	1/20/22	Integrated Therapeutics Group, LLC Tuition Sept to June Tuition Sept to June	9,900.00 9,900.00	P202200281 P202200281	11-000-100-569-000-000 11-000-100-569-000-000
		Total Check Amount:	19,800.00		
33048	1/20/22	VIKING TERMITE & PEST Pest controls	1,572.67	P202200085	11-000-262-420-000-000

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
33049	1/20/22	Morris County Vocational School Dist			
		Tuition HS Nagle	1,336.40	P202200353	11-000-100-563-000-000
		Tuition HS Nagle	1,336.40	P202200353	11-000-100-563-000-000
		Total Check Amount:	<u>2,672.80</u>		
33050	1/20/22	Methfessel & Werbel, Esqs. Area of Law: NJ Defense	1,421.00	P202100441	11-000-230-331-000-000
33051	1/20/22	The Spoken Path, LLC. Direct services speech	1,440.00	P202200357	11-000-216-320-000-000
33052	1/20/22	NJ Advance Media			
		Legal Advertising	8.67	P202200469	11-000-230-530-000-000
		Legal Advertising	37.68	P202200469	11-000-230-530-000-000
		Total Check Amount:	<u>46.35</u>		
33053	1/20/22	SUBURBAN PROPANE propane	280.75	P202200049	11-000-262-621-000-001
33054	1/20/22	ReadyRefresh by Nestle water & paper cups	46.88	P202200349	60-990-320-890-200-000
33055	1/20/22	Direct Waste Services, Inc. ATS & MVS waste pickup	737.72	P202200086	11-000-261-420-001-000
33056	1/20/22	Hunterdon Preparatory Center Tuition 9-21 to 6-22	4,577.25	P202200245	11-000-100-562-000-000
33057	1/20/22	WageWorks, Inc. Cobra	57.00	P202200274	11-000-291-270-000-000
33058	1/20/22	Super Heat Inc. Heating Boilers etc	1,484.43	P202200482	11-000-262-420-000-000
		Heating Boilers etc	827.32	P202200482	11-000-262-420-000-000
		Total Check Amount:	<u>2,311.75</u>		
33059	1/20/22	Eurofins Environmental Testing	120.00	P202200161	11-000-262-300-000-000
33060	1/20/22	AERO Plumbing & Heating Co., Inc. Plumbing & Heating Services	1,300.00	P202200103	11-000-261-420-001-000
33061	1/20/22	QUILL CORPORATION paper pens etc	775.78	P202200466	11-190-100-610-000-000
33062	1/20/22	Broadstep Academy New Jersey, Inc. Special ed Tuition	11,741.40	P202200255	20-250-100-300-000-000
33063	1/20/22	BER Fifth Grade Strategies	279.00	P202200436	11-000-223-500-000-000
33064	1/20/22	WARREN CO SPEC SVCS SC D Special Service Transportation	16,099.32	P202200090	11-000-270-518-000-000

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	PO or Bal Sht	Exp. Acct. or Balance Sheet Title
33065	1/20/22	CPI Virtual Renewal NCI	1,199.00	P202200497	11-000-223-500-000-000
33066	1/20/22	Allied Oil Company Heating oil ATS Heating oil ATS Heating oil ATS	4,758.62 7,339.38 2,911.79	P202200065 P202200065 P202200065	11-000-262-624-000-001 11-000-262-624-000-001 11-000-262-624-000-001
Total Check Amount:			15,009.79		
33067	1/20/22	e2e Exchange, LLC E-rate consulting Cat 1 - second billing of 2	890.00	P202200512	11-000-230-339-000-000
33068	1/20/22	IGS Solar Solar supply charge	1,535.70	P202200095	11-000-262-622-100-001
33069	1/20/22	Morris Union Jointure Commission Prof Dev workshops Dec 21	400.00	P202200513	11-000-223-500-000-000
33070	1/20/22	WIRE'S ELEC SHOP INC electric, wire etc repairs	199.78	P202200356	11-000-261-420-001-000
33071	1/20/22	WIRE'S ELEC SHOP INC electric repairs for district electric repairs for district	1,195.57 293.61	P202200514 P202200514	11-000-223-500-000-000 11-000-223-500-000-000
Total Check Amount:			1,489.18		
N1051	1/20/22	Jersey Central Power & Light Electric ATS & Bus Yard Electric ATS & Bus Yard Electric ATS & Bus Yard electric MVS	271.00 4.39 4.39 19.21	P202200047 P202200047 P202200047 P202200047	11-000-262-622-000-001 11-000-262-622-000-001 11-000-262-622-000-001 11-000-262-622-000-002
Total Check Amount:			298.99		
N1052	1/20/22	NJ HEALTH BEN FUND Local Retired Employer	363.98	P202200019	11-000-291-270-000-000
33072	1/21/22	Amazon Capital Services classroom supplies building's supplies	429.15 2,587.20	P202200516 P202200516	11-190-100-610-000-000 11-000-261-610-000-000
Total Check Amount:			3,016.35		
33073	1/21/22	BLUE RIDGE LUMBER building supplies	57.43	P202200517	11-000-263-600-000-000
33074	1/21/22	New Jersey Schools Insurance Group Workers comp ins	4,179.52	P202200204	11-000-291-260-000-000
33075	1/21/22	Dr. L. Hanes & Associates Speech Therapy Speech Therapy	3,166.25 3,003.05	P202200495 P202200495	20-483-200-500-000-001 20-483-200-500-000-001
Total Check Amount:			6,169.30		

<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>
33076	1/21/22	RMR Elevator Company, Inc. inspection ATS & MVS	4,446.69	P202200518	11-000-261-420-001-000
33077	1/21/22	A-1 Authentic Wood Floors, Inc. RH Flooring High Gloss Screening	3,900.00	P202200519	11-000-261-420-001-000
33078	1/21/22	Trainello, Donna reimb for Adult Defibrillation	215.56	P202200520	11-000-213-600-000-000
33079	1/21/22	Kurtz Bros. classroom supplies	9.24	P202200057	11-190-100-610-000-000
33080	1/21/22	William H. Sadlier, Inc. Phonics Reading Level A, B, C - Grammar	3,932.21	P202200123	11-190-100-610-000-000
33081	1/21/22	DeMary, Sarah Curric Develop,emt Methods & Strategies	825.00	P202200385	11-000-291-280-000-000
33082	1/21/22	Centenary University Clinical Teacher Wafefoose, A.	5,250.00	P202200522	11-190-100-320-000-000
33083	1/21/22	Advance Auto Parts DEF for buses	205.87	P202200523	11-000-270-600-000-000
33084	1/21/22	Child Development & Autism Center Neurodevelopmental pp eval	675.00	P202200487	11-000-219-320-000-000
33085	1/21/22	Municipal Capital Corp. Copiers at ATS & MVS	1,372.00	P202200025	11-190-100-340-000-000
		Copiers at ATS & MVS	1,372.00	P202200025	11-190-100-340-000-000
		Total Check Amount:	2,744.00		
33086	1/21/22	Duke's Landscape Management, Inc. Landscape Maintenance	333.00	P202200110	11-000-263-300-000-000
33087	1/21/22	Educational Services Commission fo Morris Cou			
		OOD Tuition 21-22	2,580.30	P202200515	11-000-100-562-000-000
		OOD Tuition 21-22	1,064.52	P202200515	11-000-100-562-000-000
		OOD Tuition 21-22	7,329.00	P202200515	11-000-100-562-000-000
		OOD Tuition 21-22	3,000.00	P202200515	11-000-100-562-000-000
		OOD Tuition 21-22	7,999.00	P202200515	11-000-100-562-000-000
		OOD Tuition 21-22	3,300.00	P202200515	11-000-100-562-000-000
		Total Check Amount:	25,272.82		
33088	1/21/22	Hackettstown Board of Education			
		High School Tuition	222,232.60	P202200280	11-000-100-561-000-000
		High School Resource & in Class serv	9,927.10	P202200280	11-000-100-562-000-000
		ARP IDEA	1,848.90	P202200280	20-223-100-500-000-000
		Total Check Amount:	234,008.60		
33089	1/21/22	Yudichak, Kenneth Wastewater Treatment Plant Services	700.00	P202200097	11-000-262-300-000-000

<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>
33090	1/21/22	Marlin Business Bank Postage machine	36.83	P20220066	11-000-230-530-000-000
33091	1/21/22	Sonova USA Inc. Roger Focus 1951NY47A	100.00	P202200485	11-212-100-610-000-000
33092	1/21/22	SUBURBAN PROPANE propane	153.63	P202200049	11-000-262-621-000-001
33093	1/21/22	Sabol, Melissa reimb for Apple Gift Card for Spec Ed	300.00	P202200524	11-000-219-600-000-000
33094	1/21/22	Crawford, Amy Green House supplies	91.70	P202200525	11-000-263-600-000-000
		Green House supplies	68.72	P202200525	11-000-263-600-000-000
		Total Check Amount:	<u>160.42</u>		
33095	1/21/22	DeAngelis, Debra mileage 10-21	44.80	P202200527	11-000-291-280-000-000
33096	1/21/22	Zonar Systems Home base service	550.00	P202200089	11-000-270-600-000-000
33097	1/21/22	Fuller Paper Company custodial supplies	5,897.13	P202200102	11-000-262-610-000-000
The Grand Total of all Checks from Fund 11 is:			552,985.53		
The Grand Total of all Checks from Fund 12 is:			114,420.90		
The Grand Total of all Checks from Fund 20 is:			23,045.60		
The Grand Total of all Checks from Fund 60 is:			426.88		
The Grand total of all checks for this period is:			690,878.91		

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION
District of Allamuchy
All Governmental Funds
30-Nov-21

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	1,040,271.92	949,017.18	1,323,970.31	-	665,318.79
Prior Period Void Cks	-	-	(12,250.00)	-	12,250.00
Fund 10 - TOTAL	1,040,271.92	949,017.18	1,311,720.31	-	677,568.79
Capital Reserve	208,532.08	-	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	-	121,813.05
Fund 20 - Special Revenue	(63,875.64)	5,500.00	48,076.94	-	(106,452.58)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	11,911.51	-	-	-	11,911.51
Total Government Funds	1,318,652.92	954,517.18	1,359,797.25	-	913,372.85
Fund 60 - Rutherford Hall	(238,708.69)	17,517.61	12,229.38	-	(233,420.46)
TOTAL ALL FUNDS	\$ 1,079,944.23	\$ 972,034.79	\$ 1,372,026.63	\$ -	\$ 679,952.39


 Business Administrator/Treasurer

November 30, 2021
 Date

Appendix 5

STUDENT ACTIVITY ACCOUNT

2021-22 SCHOOL YEAR	OPENING BALANCE	2021 7	2021 8	2021 9	2021 10	2021 11	2021 12	2022 1	2022 2	2022 3	2022 4	2022 5	2022 6
<u>Active Accounts:</u>													
ATS Class of 2023	-	-	-	-	-	985.50							
ATS Class of 2022	2,152.06	2,152.06	2,152.06	2,152.06	2,152.06	2,934.06							
ATS Class of 2021	2,414.42	2,414.42	2,414.42	2,414.42	2,414.42	2,414.42							
Yearbook	4,402.25	4,402.25	4,402.25	4,402.25	4,402.25	4,402.25							
Music	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,180.22							
Drama	354.40	354.40	354.40	354.40	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							
Student Council	787.71	787.71	787.71	787.71	787.71	1,316.46							
Lego	884.50	884.50	884.50	884.50	884.50	884.50							
Scholarship	3,577.52	3,577.52	3,577.52	3,577.52	3,577.52	3,577.52							
Field Trips	-	-	-	-	-	172.00	122.00						
Miscellaneous	17,125.84	17,570.63	17,516.67	17,516.71	17,426.93	17,426.97							
	35,931.33	37,283.37	37,229.41	37,229.45	37,311.67	39,522.01							
<u>Other Accounts:</u>													
Surfers way	5.00	5.00	5.00	5.00	5.00	5.00							
Steam	842.05	842.05	842.05	842.05	842.05	1,448.05							
Stop Hungry Now	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							
Wolfpack 3-5	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							
Special Ed / Alex's Lemonade	184.87	184.87	184.87	184.87	184.87	184.87							
	2,452.02	2,452.02	2,452.02	2,452.02	2,452.02	3,058.02							
<u>Sustainability & Wellness:</u>													
Outdoor Ed	6,189.57	6,322.17	6,322.17	6,322.17	6,322.17	5,791.80							
Healthy U	4,310.21	4,310.21	4,310.21	4,310.21	4,310.21	4,310.21							
	10,499.78	10,632.38	10,632.38	10,632.38	10,632.38	10,102.01							
TOTAL	48,883.13	50,367.77	50,313.81	50,313.85	50,396.07	52,682.04							
Balance per bank	55,291.40	53,011.19	52,568.08	52,568.12	52,509.38	54,550.35							
Less: Outstanding chks	(6,408.27)	(4,085.42)	(2,254.27)	(2,254.27)	(2,113.31)	(1,868.31)							
Plus: DIT													
Balance per books	48,883.13	50,367.77	50,313.81	50,313.85	50,396.07	52,682.04							

Allamuchy Board of Education, NJ
 20 Johnsonburg Road
 Allamuchy, NJ 07820

Bill of Sale Date: 23 Dec 2021

Bill of Sale Number: 12232021

Asset ID: 4

Inventory ID: 9

Description of Property	Award Amount
2009 Blue Bird School/Transit Bus	7600.00

Asset Information



Year: 2009 Make/Brand: Blue Bird Model: School/Transit Bus VIN/Serial: 1BABGCKA99F259652
 Meter: 106000 Miles Title: No Title
 (Accurate?: Yes) Restriction: Restriction

Sale Information

Actual Sold Amount: USD \$7,600.00

Other Amount: USD \$0.00

Buyer's Premium: USD \$950.00

Total Amount: USD \$8,550.00

Paid On: 27 Dec 2021 Wire Transfer

Other Amount Description:

TAREQ ELSAMNA
 9 Oak Hill Dr
 Wayne, NJ 07470 USA
 Telsamna123@gmail.com
 2015224694

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature: _____
 Print Name: _____
 Date: _____

WASHINGTON TOWNSHIP GARAGE: Allamuchy Township Bus 9 Repair Estimate

AT9 Estimate		
Labor hours	40	\$3,000.00
Parts		
Front drums	\$458.12	
Front shoes	\$141.76	
Rear drums	\$260.00	
Rear shoes	\$120.00	
Headlight	\$20.00	
Rear bumper	\$550.00	
Floor support	\$40.00	
License plate light	\$25.00	
Battery tray	\$300.00	
Red school lights	\$120.00	
Amber school lights	\$60.00	
7" turn	\$100.00	
7" rev	\$40.00	
7" brake	\$60.00	
Crossover mirrors	\$120.00	
Front hub service and bearings	\$300.00	
Front tires and wheels	\$1,200.00	
Rear tires and wheels	\$1,550.00	
Annual filters	\$100.00	
Transmission service	\$75.00	
Oil/ fuel	\$150.00	
Oil pan/ gasket	\$500.00	
Drive shaft work	\$300.00	
Step box repair	\$30.00	
		\$6,950.87
Total parts and labor		\$9,950.87

Rust repairs are a temporary fix. Rust on a vehicle to this extent is a continuous problem.

Services Agreement

This Services Agreement (this "**Agreement**"), dated as of January 13th, 2022 (the "**Effective Date**"), is by and between Effective School Solutions, LLC, with offices located at 121 Chanlon Road, Suite 310, New Providence, New Jersey 07974 ("**Service Provider**") and Allamuchy Township School District, 20 Johnsonburg Road, Allamuchy, NJ 07820 ("**Customer**" and together with Service Provider, the "**Parties**", and each a "**Party**").

WHEREAS, Service Provider has the capability and capacity to provide certain trauma-informed professional development and support services for school districts; and

WHEREAS, Customer desires to retain Service Provider to provide the said services, and Service Provider is willing to perform such services under the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Service Provider and Customer agree as follows:

1. Services. Service Provider shall provide to Customer the services (the "**Services**") set out in one or more statements of work to be issued by Customer and accepted by Service Provider (each, a "**Statement of Work**"). The initial accepted Statement of Work is attached hereto as Exhibit A. Additional Statements of Work shall be deemed issued and accepted only if signed by authorized representatives of each Party. In the event of a school facility closure and/or other modifications to school opening plans to address public health guidance or other extraordinary circumstances beyond both parties' control, Service Provider may make reasonable modifications to the delivery of the services.

2. Service Provider Obligations. Service Provider shall designate employees or contractors that it determines, in its sole discretion, to be capable of performing the Services set out in each Statement of Work.

3. Customer Obligations. Customer shall:

3.1 Respond promptly to any reasonable requests from Service Provider for instructions, information, or approvals required by Service Provider to provide the Services.

3.2 Cooperate with Service Provider in its performance of the Services and provide access to Customer's premises, employees, contractors, and equipment as required to enable Service Provider to provide the Services.

3.3 Take all steps necessary to prevent Customer-caused delays in Service Provider's provision of the Services.

4. Fees.

4.1 Customer shall pay the fees set forth in the applicable Statement of Work in fifteen (15) equal monthly installments of \$5,640.00 with the payment schedule to be as follows. The first payments will be due on February 1st, 2022, March 1st, 2022, April 1, 2022, May 1, 2022, and June

2022 for the 2021-2022 academic year. The remaining 10 payments, covering the 2022-2023 academic year, will be made starting September 1st, 2022 with the subsequent payments due on the first of every month thereafter.

4.2 Pursuant to section 3.2 of this Agreement, Customer acknowledges that Customer will work proactively with Service Provider to schedule dates of the delivery of the Services, and Customer shall ensure the availability of Customer's staff for delivery of the Services. For the avoidance of doubt, in the event that the maximum units of Services set forth in the applicable Statement of Work are not delivered, Customer remains responsible for payment of the fees set forth in the applicable Statement of Work according to the payment schedule set forth in section 4.1 above. Unused units shall not roll over to a subsequent school year or agreement. Payment to Service Provider of such fees and the reimbursement of expenses pursuant to this Section 4 shall constitute payment in full for the performance of the Services.

4.3 Except for invoiced payments that the Customer has successfully disputed, all late payments shall bear interest at the lesser of the rate of 2.5% per month or the highest rate permissible under applicable law, calculated daily and compounded monthly. Customer shall also reimburse Service Provider for all costs incurred in collecting any late payments, including, without limitation, attorneys' fees. In addition to all other remedies available under this Agreement or at law (which Service Provider does not waive by the exercise of any rights hereunder), Service Provider shall be entitled to suspend the provision of any Services if the Customer fails to pay any amounts/fees when due hereunder and such failure continues for ten (10) days following written notice thereof.

5. Limited Warranty and Limitation of Liability.

5.1 Service Provider warrants that it shall perform the Services:

(a) In accordance with the terms and subject to the conditions set out in the respective Statement of Work and this Agreement.

(b) Using personnel of industry standard skill, experience, and qualifications.

(c) In a timely, workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

5.2 Service Provider's sole and exclusive liability and Customer's sole and exclusive remedy for breach of this warranty shall be as follows:

(a) Service Provider shall use reasonable commercial efforts to promptly cure any such breach; provided, that if Service Provider cannot cure such breach within a reasonable time (but no more than thirty (30) days) after Customer's written notice of such breach, Customer may, at its option, terminate the Agreement by serving written notice of termination in accordance with Section 10.2.

(b) In the event the Agreement is terminated pursuant to Section 5.2 above, Service Provider shall within thirty (30) days after the effective date of termination, refund to Customer any fees paid by the Customer as of the date of termination for the Services, less a

deduction equal to the fees for receipt or use of such Services up to and including the date of termination on a pro-rated basis.

(c) The foregoing remedy shall not be available unless Customer provides written notice of such breach within ten (10) days after acceptance of such Services to Customer.

5.3 SERVICE PROVIDER MAKES NO WARRANTIES EXCEPT FOR THAT PROVIDED IN SECTION 5.1, ABOVE. ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

6. Intellectual Property. All intellectual property rights, including copyrights, patents, patent disclosures, and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how, and other confidential information, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, derivative works, and all other rights (collectively, "**Intellectual Property Rights**") in and to all documents, work product, and other materials that are delivered to Customer under this Agreement or prepared by or on behalf of the Service Provider in the course of performing the Services (collectively, the "**Deliverables**") except for any Confidential Information of Customer or customer materials shall be owned by Service Provider. Service Provider hereby grants Customer a license to use all Intellectual Property Rights in the Deliverables free of additional charge and on a non-exclusive, non-transferable, non-sublicenseable, fully paid-up, royalty-free, and perpetual basis to the extent necessary to enable Customer to make reasonable use of the Deliverables and the Services.

7. Customer acknowledges that as a result of training by, experience with, and a relationship with Service Provider, all Service Provider's employees are privy to Customer materials, as well as much or all of Service Provider's trade secrets, confidential information, and proprietary information, which may include but are not limited to, pricing information, marketing information, business strategy information, negotiations, and "Customer Information," which includes but is not limited to names, phone numbers, addresses, email addresses, service history, service preferences, chain of command, pricing information, and other information, and identifying facts and circumstances specific to the customer and/or relevant to services. In the interest of protecting such trade secrets, confidential information, and proprietary information, including Customer Information, from disclosure or other improper use, Customer acknowledges that each Effective Schools Solutions employee has agreed by contract that, during the term of the employee's employment by Service Provider and for the two-year period after the employee's employment with Service Provider ends, (1) the employee will not provide any services of the type or character of services that the employee provides or has provided for Service Provider, or contribute the employee's knowledge, in any capacity, to any school district for which Service Provider provides and/or provided services during the employee's term of employment with Service Provider, and (2) the employee will not use engage in any activity that may require or inevitably requires disclosure of Service Provider's trade secrets, proprietary information, or confidential information. The provisions of this Section 7 will remain in full force and effect, regardless of whether the Agreement is terminated prior to the expiration of the term of the Agreement, or the Agreement is not renewed by the parties upon the expiration of the term of the Agreement.

8. Customer agrees that it shall not hire, use as a consultant, or use as an independent contractor through a vendor other than Service Provider (i) any employee currently employed by Service Provider; or (ii) any former employee of Service Provider who provided services to a School overseen by Customer, pursuant to this Agreement for a period of two (2) years from the later of the date the employee was last

employed by Service Provider or last provided services to Customer as an employee of Service Provider. Since damages for violating this Agreement are incapable of precise calculation and would be difficult to prove, the parties agree that Customer would pay to Service Provider liquidated damages in an amount equal to four (4) times the employee's annual salary for the time period equal to the breach of this restrictive covenant. The parties agree that this liquidated damages amount is fair and reasonable and is intended to compensate Service Provider, and not constitute a penalty. The parties acknowledge and agree that Service Provider's harm caused by a Customer Breach would be impossible or very difficult to accurately estimate as of the date of contract, and that the liquidated damages are a reasonable estimate of the anticipated or actual harm that would arise from a Customer breach. Customer's payment of the liquidated damages would be Customer's sole liability and entire obligation and the Effective School Solution's exclusive remedy for any breach of this Section 8. The provisions of this Section 8 of this Agreement shall remain in full force and effect, regardless of whether the Agreement is terminated prior to the expiration of the term of this Agreement or the Agreement is not renewed by the parties upon the expiration of the term of this Agreement.

9. Confidentiality. From time to time during the Term of this Agreement, either Party (as the "**Disclosing Party**") may disclose or make available to the other Party (as the "**Receiving Party**"), non-public, proprietary, and confidential information of Disclosing Party that, if disclosed in writing or other tangible form is clearly labeled as "confidential," or if disclosed orally, is identified as confidential when disclosed ("**Confidential Information**"); provided, however, that Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party's breach of this Section 9; (b) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information; (c) was in Receiving Party's possession prior to Disclosing Party's disclosure hereunder; or (d) was or is independently developed by Receiving Party without using any Confidential Information. For avoidance of doubt, this Agreement, including but not limited to its financial terms, constitutes Confidential Information. The Receiving Party shall: (x) protect and safeguard the confidentiality of the Disclosing Party's Confidential Information with at least the same degree of care as the Receiving Party would use to protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (y) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and (z) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's Group who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement.

Unless otherwise required by law, the Receiving Party shall not release Confidential Information to any person and/or entity. If the Receiving Party or any of its representatives becomes compelled by applicable law, regulation, or in legal proceedings or other similar process to disclose the Disclosing Party's Confidential Information, the Receiving Party will use its best efforts to provide the Disclosing Party with prompt notice of such requirement prior to disclosure of the Disclosing Party's Confidential Information and will refrain from making disclosure for the maximum time period permitted by law following notice to the Disclosing Party in order to afford the Disclosing Party an opportunity to seek a protective order or other appropriate remedy. In the event that such protective order or other remedy is not obtained, the Receiving Party shall furnish only that portion of the Confidential Information that it is

advised by legal counsel that it is required to disclose by applicable law or in legal proceedings or other similar process.

For purposes of this Section 9, Receiving Party's Group shall mean the Receiving Party's employees, officers, directors, representatives, agents, attorneys, accountants, and financial advisors.

10. Term, Termination, and Survival.

10.1 This Agreement shall commence as of the Effective Date and shall continue thereafter until June 30th, 2023, unless sooner terminated pursuant to Section 10.2, Section 10.3 or Section 10.4.

10.2 Either Party may terminate this Agreement, effective upon written notice to the other Party (the "**Defaulting Party**"), if the Defaulting Party materially breaches this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, the Defaulting Party does not cure such breach within thirty (30) days after receipt of written notice of such breach.

10.3 Notwithstanding anything to the contrary in Section 10.2, Service Provider may terminate this Agreement before the expiration date of the Term on written notice if Customer fails to pay any amount when due hereunder and such failure continues for thirty (30) days after Customer's receipt of written notice of nonpayment.

10.4 The Parties may terminate this Agreement at any time upon written mutual consent.

10.5 The rights and obligations of the parties set forth in this Section 10.5 and in Sections 4 and 9, and any right or obligation of the parties in this Agreement which, by its nature, should survive termination or expiration of this Agreement, will survive any such termination or expiration of this Agreement.

11. Limitation of Liability.

11.1 IN NO EVENT SHALL SERVICE PROVIDER BE LIABLE TO CUSTOMER OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT SERVICE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

11.2 IN NO EVENT SHALL SERVICE PROVIDER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO SERVICE PROVIDER PURSUANT TO THE APPLICABLE STATEMENT OF WORK.

12. Entire Agreement. This Agreement, including and together with any related Statements of Work, exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and

contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding such subject matter.

13. Notices. All notices, requests, consents, claims, demands, waivers, and other communications under this Agreement (each, a "**Notice**", and with the correlative meaning "**Notify**") must be in writing and addressed to the other Party at its address set forth below (or to such other address that the receiving Party may designate from time to time in accordance with this Section). Unless otherwise agreed herein, all Notices must be delivered by personal delivery, nationally recognized overnight courier, certified or registered mail (in each case, return receipt requested, postage prepaid), or e-mail. Except as otherwise provided in this Agreement, a Notice is effective only (a) on receipt by the receiving Party; and (b) if the Party giving the Notice has complied with the requirements of this Section 3.

Notice to Customer: Allamuchy Township School District
20 Johnsonburg Road
Allamuchy, NJ 07820
Attention: Dr. Melissa Sabol

Notice to Service Provider: Effective School Solutions
121 Chanlon Road, Suite 310
New Providence, NJ 07974
Attention: Duncan Young, CEO

14. Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon a determination that any term or provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement to affect the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

15. Amendments. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

16. Waiver. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

17. Assignment. Customer shall not assign, transfer, delegate, or subcontract any of its rights or delegate any of its obligations under this Agreement without the prior written consent of Service

Provider. Any purported assignment or delegation in violation of this Section 17 shall be null and void. No assignment or delegation shall relieve the Customer of any of its obligations under this Agreement.

18. Successors and Assigns. This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

19. Relationship of the Parties. The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Parties, and neither Party shall have authority to contract for or bind the other Party in any manner whatsoever.

20. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

21. Choice of Law. This Agreement and all related documents including all exhibits attached hereto are governed by, and construed in accordance with, the laws of the State of New Jersey, United States of America, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of New Jersey.

22. Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

23. Force Majeure. The Service Provider shall not be liable or responsible to Customer, nor be deemed to have defaulted or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Service Provider including, without limitation, acts of God, flood, fire, earthquake, hurricane, explosion, governmental actions, war, invasion or hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, national emergency, revolution, insurrection, epidemic, lock-outs, strikes or other labor disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials, or telecommunication breakdown or power outage.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date by their respective duly authorized officers.

ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

EFFECTIVE SCHOOL SOLUTIONS, LLC

By: _____

By: _____

Name: _____

Title: _____

Name: _____

Title: _____

EXHIBIT A

Statement of Work

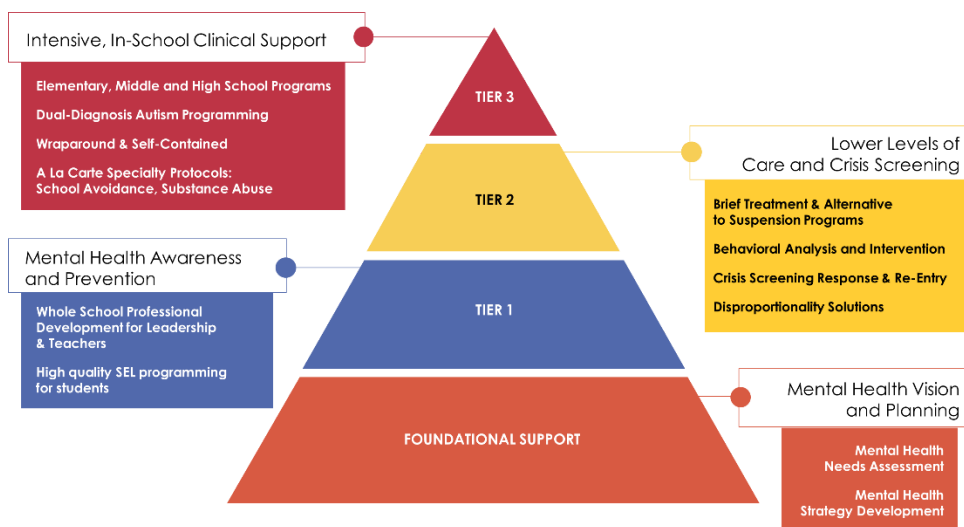
Professional Development and Coaching for

Allamuchy Township School District

ESS Mission and History

The mission of ESS is to help districts reinvent the way they approach mental health care. ESS is one of the nation's leading providers of in-school mental health services for students with emotional and behavioral challenges and mental health related professional development and capacity building solutions for educators. ESS has been partnering with school districts successfully since 2009 and provides support in over 90 districts across nine states, including 40+ in New Jersey.

ESS organizes its support for school districts around a rigorous Multi-Tiered Systems of Support model (MTSS). The following **MTSS Framework for Mental Health Care** encapsulates the ESS viewpoint in terms of best practices that districts can follow in building a mental health safety net.



ESS provides professional development solutions both as a stand-alone service to district (represented as Tier 1 in the above MTSS framework), and as an included element in the direct clinical support we provide to each of our partner school districts at the Tier 2 and Tier 3 levels. ESS is aware of the pervasive role that trauma plays in the lives of many students and the role teachers can play in creating well-regulated classrooms in which students suffering from the effects of trauma feel welcome and safe, leading to less

anxiety, frustration and attention seeking by students, which means a decrease in school disciplinary incidents and foot traffic to counseling staff offices.

Over the course of the last year, ESS has been at the forefront of thought leadership in the development of a professional development workshop series for educators focused specifically on the challenges school districts are now facing, including understanding trauma, engaging students and their families during the pandemic, and building diverse, racially literate school climates and cultures.

I. WORKPLAN FOR SERVICES

ESS is pleased to present the following workplan for providing services to the Allamuchy Township School District. The services described in this work plan will address the 3 Core Objectives outlined below:



Objective 1: Professional Development Workshops for Staff

ESS will provide professional development support to educators in the district to expand their knowledge of mental health related topics. ESS has a library of over 30 workshops and will work in conjunction with the district to provide up to 12 hours of professional development from this library to district educators.

Objective 2: Champions Committee Coaching

ESS will provide coaching support to a select group of educators to expand their knowledge of trauma and how it manifests itself with student behaviors and to expand teachers' toolkit for managing and de-escalating challenging behaviors in the classroom.

In the proposed scenario, up to **10** teachers will receive up to **12** personalized classroom observations and feedback sessions over the course of the contract period. The purpose of the advanced training process is to transition knowledge into application. That is, to assist each teacher in learning how to implement the practices introduced in

the upfront 6 hours of core training on the ESS Trauma Attuned Model (TAM™) into their work in the classroom.

This group of up to **10** staff members will be mentored by ESS to create a “Champions Committee” and will be in charge of becoming “experts” on The Trauma-Attuned Model so that they can lead the implementation beyond Year 1. In addition to the aforementioned coaching that each member of the Champions Committee will receive, the ESS coach will work with this group monthly, virtually, over the course of the year.

Each session consists of a pre-visit, an observation, and a feedback component. In addition, each teacher will receive a personalized professional development action plan as part of these sessions. The ESS Professional Development facilitator will complete an observation rubric so that changes in teacher practice can be noted (we recommend that this aspect of the interaction be kept anonymous, to preserve the trust between facilitator and teacher).

Teacher competency will be measured through ESS observation scores in areas such as student relationships, de-escalation skills, classroom environment, and classroom materials. Teachers will have ongoing access to the ESS facilitator throughout the year for consultation as needed. In addition, Teachers will receive a copy of the TAM monthly newsletter “Reflections,” in which they will learn about advanced content.

Objective 3: Mental Health Virtual Learning Series for Parents

ESS will provide up to (4) 1-hour virtual workshops for families on mental health related topics. ESS has a full library of professional development workshops for parents and caregivers. The district and ESS will work together to choose the best workshops from among the following topics:

Workshops:

1. **Introduction to the Trauma-Attuned Model®:** (For Parents and Caregivers)
1 Hour
ESS’s Trauma-Attuned Model® is a relationship-based, evidence-centered approach to supporting student development, fostering student and caregiver resiliency, and ultimately promoting healthy growth and academic achievement. In this introduction to TAM® workshop, parents and caregivers are introduced to the four key components of the model: Prevalence, Affect, Response, and Triggers (or P.A.R.T. for short). A more

comprehensive 6-hour version of the full Trauma-Attuned Model® is also available.

2. Nurtured Heart Approach®: Transforming Your Child: (For Parents and Caregivers) *1 Hour*

The Nurtured Heart Approach® is a relationship-focused methodology founded strategically in the 3 Stands™, which helps children and adults build their Inner Wealth™ and use their intensity in successful ways. It has become a powerful way of awakening the inherent greatness in all children while also facilitating parenting success. This workshop can be offered in a six-part series.

3. Caring for the Caregiver: *1 Hour*

Caring for a loved one can bring strain on even the most resilient people. This workshop assists caregivers in identifying signs and symptoms of caregiver stress, as well as teaching steps caregivers can take in order to preserve their own health and well-being.

4. Sensory Processing Disorders: Navigating Through an Overwhelming World: *1 Hour*

Sensory Processing Disorder describes a difference in the way that some people's senses are processed by the brain. Our sensory system is our regulatory system, and therefore the first thing we should address when students are dysregulated. This workshop provides parents and caregivers with an in depth understanding of sensory processing disorders, including the symptoms and behaviors associated with it, diagnosis, prevalence, history, therapies and interventions, and how you can provide support.

5. The Language of Behaviors: Understanding Challenging Behaviors: *1 Hour*

How do we evaluate what a child's behavior is trying to communicate? Behavior is a form of communication which is especially important when a child has limited means of expressing themselves or has neither the developmental level or psychological capacities to "tell us" how they are doing and how we are doing with them. This workshop develops the ability to appreciate and understand the behavioral relevance and messaging of children.

6. Having Hope: Suicide Prevention for Parents: *1 Hour*

The good news is we can help prevent suicide: parents and caregivers are in a prime position to learn how to recognize the signs of suicide risk and go for help. This workshop helps parents and caregivers build the skills and confidence necessary to identify vulnerable youth and assist in seeking help.

7. **Destigmatizing Mental Health: 1 Hour**

This workshop helps parents and caregivers have a better understanding of what mental health wellness means in a child: the signs and symptoms that can make a child appear “fragile”, or aggressive or withdrawn, as well as specific techniques for helping that child be more successful.

8. **Depression: Maybe the Student Is Not Just Moody: 1 Hour**

The goal of this workshop is to help caregivers support and work more effectively with their child suffering from depression. Participants receive an overview of child and adolescent depression, learn how depression can impact school performance, and develop an understanding of treatment options.

9. **Taking a Mental Health Pulse: Student Mental Health and Academic Re-Acclimation (Parents) 1 Hour**

As students continue to reacclimate to school, it is important that the caregivers in their lives understand the unique COVID related mental health responses and challenges that we all will face. This workshop will assist caregivers in understanding these challenges and identifying students in needs of additional supports. Participants will receive information on specific strategies they can engage that will help to support students (and themselves) throughout the re-acclimation process.

10. **Navigating the Challenges Caregivers Face in Response to COVID-19: 1 Hour**

As students continue to be in a constant state of educational transition in response to the ever-changing safety needs of COVID-19, parents and caregivers are faced with the challenge of dealing with their child's heightened states of fear and anxiety. In this presentation, participants will gain an awareness of the stressful impact of COVID on children, along with tips that parents/caregivers can use to help offset their child's fears and anxiety in and out of the classroom.

11. **Supporting Stress and Mental Health in Students with Autism for Parents and Caregivers: 1 Hour**

When attempting to support your child through the continuous COVID 19 educational shifts it is important to keep in mind the unique needs of individuals with Autism. Participants will gain an understanding of how best to support their child with Autism, as well as tips that parents and caregivers can utilize to help reduce trauma and anxiety.

12. **Supporting Stress, Excessive Worry, and Mental Health for Parents and Caregivers: 1 Hour**

This presentation focuses on ways parents and caregivers can support their children with stress, excessive worry and mental health during the

re-acclimation process. Participants will leave this presentation with strategies that they can utilize at home to help promote positive mental health and emotional growth.

13. Addressing Stress and Its Impact on Learning for Parents and Caregivers: 1 Hour

This presentation will discuss the impact that stress has on student learning. New concepts that have emerged as a result of COVID, such as virtual learning anxiety and its effects on executive functioning are explored. Parents and Caregivers are introduced to strategies that they can employ to provide children with the structure and support needed to reduce stress, enhance access to executive functioning skills, and improve academic achievement. Participants will leave with an understanding of how mental health impacts learning, as well as steps they can take to improve their child's school performance.

14. How to Talk to Your Kids and Survive 1 Hour

Note: This presentation is only offered as a small (20 max) group virtually.

Raising a child is probably the most gratifying job any of us will ever have -- and one of the toughest. In large part, that's because times have changed. We live in an increasingly complex world that challenges us every day with a wide range of disturbing issues that are difficult for children to understand and for adults to explain. Our kids are part of the iGen or GenZ generation. The generation born with smartphones and tablets. Let's talk about how we can talk to our kids and survive.

Investment

PD Components	Annual List Price	Annual Allamuchy TWP Price:	Prorated Cost for 2021-2022	Total Cost for Allamuchy TWP
<p>Objective 1: Professional Development for Staff</p> <ul style="list-style-type: none"> Up to 12 hours from the ESS PD library <p>Objective 2: Champions Committee Coaching</p> <ul style="list-style-type: none"> Up to 37.5 days (up to 225 hours) of teacher coaching provided for 10 educators consisting of up to 12 observations and monthly champions committee meetings (virtual or in-person) <p>Objective 3: Mental Health Virtual Learning Series for Parents</p> <ul style="list-style-type: none"> Up to 4 1-hour virtual workshops for parents and caregivers from the ESS PD library 	71,100	\$56,400	\$28,200	\$84,600

Allamuchy Township School District will be billed on a monthly basis.

APPROVED BY:

ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

EFFECTIVE SCHOOL SOLUTIONS, LLC

By _____

By _____

Name:

Name:

Title:

Title:

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Allamuchy Township School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021



School Name: Allamuchy Township School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)		
Indicators		Score (0-3)
A.	The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B.	The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C.	The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	3
D.	The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E.	The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)		15

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)		
Indicators		Score (0-3)
A.	School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	2
B.	The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C.	The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)		8

School Name: Allamuchy Township School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators		Score (0-3)
A.	Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B.	Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)		14

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators		Score (0-3)
A.	The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards	3
B.	The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)		6

School Name: Allamuchy Township School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators		Score (0-3)
A.	The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B.	The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C.	The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)		9

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))

Option A

Indicators		Score (0-3)
A.	The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B.	The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)		6

School Name: Allamuchy Township School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))
Option A**

Indicators		Score (0-3)
A.	<i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B.	<i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C.	Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D.	Indicator D. Results of the investigation reported to the chief school administrator (CSA) within <i>2 school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)		12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicators		Score (0-3)
A.	The school has a <i>procedure</i> for <i>ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B.	The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)		5

TOTAL SCORE (possible 78)		75
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School Name: Allamuchy Township School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

Allamuchy Township School (0030-010)

STATEMENT OF ASSURANCES

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Mountain Villa School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021



School Name: Mountain Villa School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)		
Indicators		Score (0-3)
A.	The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B.	The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C.	The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	3
D.	The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E.	The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)		15

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)		
Indicators		Score (0-3)
A.	School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	2
B.	The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C.	The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)		8

School Name: Mountain Villa School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators		Score (0-3)
A.	Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B.	Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C.	The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D.	The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E.	School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	2
SUB-TOTAL (possible 15)		14

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators		Score (0-3)
A.	The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards	3
B.	The school observed the " <i>Week of Respect</i> ," during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)		6

School Name: Mountain Villa School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators		Score (0-3)
A.	The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B.	The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C.	The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)		9

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))

Option B

Indicators		Score (0-3)
A.	The school has a process for ensuring that staff are implementing the district's procedure for reporting HIB that includes all required elements.	3
B.	The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.	3
SUB-TOTAL (possible 6)		6

School Name: Mountain Villa School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

**Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))
Option B**

Indicators		Score (0-3)
A.	Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.	3
B.	The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.	3
C.	The school has a process in place to prepare a written report on the findings of each HIB investigation.	3
D.	The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)		12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicators		Score (0-3)
A.	The school has a <i>procedure for ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B.	The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)		5

TOTAL SCORE (possible 78)		75
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School Name: Mountain Villa School

District Name: Allamuchy Township School District

School Year: July 1, 2020 - June 30, 2021

Mountain Villa School (0030-020)

STATEMENT OF ASSURANCES

By submitting the *School Self-Assessment for Determining Grades under the ABR* (Self Assessment), the chief school administrator (CSA) assures that:

1. The school safety/school climate team (CC/SCT) had the lead role in completing the Self-Assessment.
2. The public was given the opportunity to comment on the Self-Assessment prior to district board of education (BOE) approval.
3. The BOE approved the Self-Assessment at a public meeting, prior to submission to the New Jersey Department of Education (NJDOE).
4. All information in the Self-Assessment is an accurate and complete account of the status of the school's efforts at implementing the ABR at the time of submission, the SS/SCT's report, the public comment on the report, and the district BOE's review of and decision on the report.
5. The NJDOE or its authorized representatives will be provided with access to, and the right to examine, all records, books, papers, or documents related to the Self-Assessment.
6. The grade assigned by the Commissioner for the school and for the school district in the district will be posted on the home page of the *school's* website within 10 days of its receipt from the NJDOE.
7. The grade assigned by the Commissioner for the school district and each school in the district will be posted on the home page of the *school district's* website within 10 days of its receipt from the NJDOE.
8. The BOE at a public meeting will review the grades assigned by the Commissioner for each school and the school district.

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ADMINISTRATION

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Safety Plan For Healthcare Settings In
School Buildings – COVID-19

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1648.14 SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

A. Purpose and Scope

The Board of Education is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR §1910 - Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.

The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.

1. Definitions

- a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.

- (1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.



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b. “Healthcare setting” means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.

(1) Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse’s office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building in accordance with 29 CFR §1910.502(a)(3)(i).

c. For the purpose of this Policy, additional definitions shall be those definitions listed in 29 CFR §1910.502(b).

2. The school district has multiple healthcare settings that are substantially similar; therefore, has developed and adopted this single Plan for these substantially similar healthcare settings, with site-specific considerations included in this Plan. The healthcare settings in the school district are listed in Appendix 1.

a. Any school district health care settings that are not substantially similar, the school district shall develop and adopt separate COVID-19 Plans for each healthcare setting and list them in Appendix 1.

B. Roles and Responsibilities for School District Employees

1. The school district’s goal in adopting this Policy is to prevent the transmission of COVID-19 in the school district’s healthcare settings. All staff members are responsible for supporting, complying with, and providing recommendations to further improve this Plan.

2. The Superintendent will designate a COVID-19 Safety Coordinator(s) who shall implement and monitor this Plan. The COVID-19 Safety Coordinator(s) shall have the school district’s full support in implementing and monitoring this Plan, and has authority to ensure compliance with all aspects of this Plan.



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C. Hazard Assessment and Worker Protections

1. The Superintendent of Schools or designee will conduct a specific hazard assessment of its healthcare settings to determine potential hazards related to COVID-19.
 - a. A hazard assessment will be conducted initially and whenever changes in a healthcare setting in the school district create a new potential risk of employee exposure to COVID-19 (e.g., new work activities in the healthcare setting).
2. The Superintendent has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.
 - a. In the event the Superintendent or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.
3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.
4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:
 - a. Patient Screening and Management
 - (1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.



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b. Standard and Transmission-Based Precautions

- (1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC’s “Guidelines for Isolation Precautions” which are included in Appendix 5.

5. Personal Protective Equipment (PPE)

- a. The school district will provide and ensure that employees wear approved face masks or a higher level of respiratory protection.
- b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.

6. Physical Distancing

- a. The school district will ensure that each employee is separated from all other people in the healthcare setting by at least six feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.
- (1) Where maintaining six feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.
- b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
- c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.

7. Physical Barriers



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- a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.
 - b. Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
 - c. The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.
8. Cleaning and Disinfecting in the Healthcare Setting
- a. The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
 - b. The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.
9. Ventilation
- a. The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.
 - b. Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
 - c. The Superintendent or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in



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accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.

D. Health Screening and Medical Management

1. Health Screening

- a. “Screening” means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.
- b. The school district will include protocols to address health screening for employees in Appendix 11.

2. Employee Notification to Employer of COVID-19 Illness or Symptoms

- a. The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.

3. Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting

- a. The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.

4. Medical Removal from the Healthcare Setting

- a. The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.

5. Return to Work Criteria

- a. The school district will include protocols to address return to work criteria for employees in Appendix 11.

6. Medical Removal Protection Benefits



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- a. The school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and provide benefits in accordance with the Plan addressed in Appendix 12.

E. Vaccinations

1. The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.
2. The school district will include protocols to address vaccination for employees in Appendix 13.

F. Training

1. The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
2. The school district will include protocols to address training for employees in Appendix 14.

G. Anti-Retaliation

1. The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the ETS, or for engaging in actions that are required by the ETS.
2. The school district will not discharge or in any manner discriminate against any employee for exercising their right to the



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protections required by the ETS, or for engaging in actions that are required by the ETS.

H. Requirements Implemented at No Cost to Employees

1. The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.

I. Recordkeeping

1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.
2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.
 - a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.
3. The school district will record the information on the COVID-19 log within twenty-four hours of learning that the employee is COVID-19 positive.
 - a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.
 - b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.
4. By the end of the next business day after a request, the school district will provide, for examination and copying:



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- a. All versions of this Policy which is the written Plan for all employees;
- b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and
- c. A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

J. Reporting

1. The school district will report to PEOSH:
 - a. Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;
 - b. Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.

K. Monitoring Effectiveness

1. The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.
2. The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.

This Policy and its Appendices will be made available upon request.



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29 CFR §1910.502

Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19

Healthcare Emergency Temporary Standard

Occupational Safety and Health Administration Model Plan

Appendix 1 – Identifying the Healthcare Settings in the School District:

Location of healthcare setting in the school district buildings listed below:

Facility Location	Worksite-Specific COVID-19 Considerations
Allamuchy Township School – R134	Three-room suite with clear view into isolation area. Restroom access. Waiting room.
Mountain Villa School - R108	Two-room suite with obstructed view into isolation area. Restroom access.

Appendix 2 – Vaccination Status Plan:

[Include and describe the procedures that will be used to determine employees' vaccination status.]

Employee health and emergency information will continue to be submitted by the employee to the school nurse at the start of each school year or at the commencement of employment. Staff will indicate Covid-19 vaccination status and provide up-to-date documentation through an online form. Documentation will be uploaded to this form.

Appendix 3 – Completed Hazard Forms and Results:



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Please see the attached Hazard Assessment Forms and Results below:

Settings in School Buildings

- HVAC system is checked, inspected, cleaned, and maintained on a regularly scheduled basis
- HVAC air filters that are installed are rated at least Minimum Efficiency Reporting Value (MERV) 13, or the highest level compatible with the system
- Air filters are maintained and changed as necessary in accordance with the manufacturer's instructions for proper HVAC system function
- A filter log book is present and up to date for inspection
- Windows and doors are opened when ambient air quality and temperature allow, and if doing so would not pose other health or safety risks
- High touch areas are met with a sanitizing station containing sanitizer with at least 60% alcohol
- Bathrooms are cleaned once per 8 hour shift
- Adequate cleaning are products being used to sanitize and disinfect areas
- Cleaning products from the EPA's N List
- Touchless dispensers are present where possible
- There is an isolation room to safely quarantine those potentially infected

Notes:

FILTERS ARE MERV 11 & CHANGED ONCE PER MONTH. They are then dated & recorded in the log book.

BATHROOMS/ROOMS ARE CLEANED WITH SANI-SPRITZ & then HIT WITH A DUTRION CHLORINE TABLET IN AN ELECTROSTATIC SPRAYER. A 3RD PRODUCT CALLED BIG PROTECT IS APPLIED EVERY 3 MONTHS AS AN EXTRA LAYER.



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MVS custodial staff have been instructed to use a hydrogen based product called Concentrate 118 (EPA # 69268-2) that is applied to surfaces via a microfiber rag. One rag is used per room and then discarded for washing. Once surfaces have been wiped a hydrostatic sprayer filled with a certified N list product called Dutrion chlorine (EPA # 89492-2) is sprayed over the areas and left to dry. In addition to this, a product called Bio Protect 500 is also applied once every three months as an extra layer of protection.

ATS custodial staff uses a product called Sani-Spritz (EPA # 6836-152-8370) which is applied to surfaces via a microfiber rag. One rag is used per room and then discarded for washing. Once surfaces have been wiped a hydrostatic sprayer filled with a Dutrion chlorine tablet is sprayed over the areas and left to dry. In addition to this a product called Bio Protect 500 (EPA # 87583-2) is also applied once every three months as an extra layer of protection.

Bathrooms are cleaned via paper towels and either sani-spritz or concentrate 118. Bathrooms are cleaned one during the day and once in the evening. Conversations with the school nurse help dictate if bathroom-cleaning needs to be more frequent or stay at once per day shift. Touch less soap dispensers have been installed in all bathrooms.

Touch less hand sanitizing units have been installed in high traffic areas such as entry ways and gymnasiums that contain at least 60% alcohol.

Appendix 4 – Patient Screening and Management:

[List the procedures for limiting and monitoring points of entry to the setting, screening and triaging for symptoms of COVID-19, and restricting facility access to reduce crowding (e.g., limiting visitors to only those essential for the patient’s physical or emotional well-being and care, restricting visitors to the patient’s room or other designated areas, asking patients to remain outside (if possible) until they are called into the facility for their appointment, etc.).]

Before entering the building, an at-home screening will be conducted

Screening Process Guidelines:

- Allamuchy Township School District has adopted a screening process policy for students and staff upon their arrival to school each day. Parents will check students for symptoms before school begins each day



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If a student needs to be seen by the nurse, the teacher or other staff member will alert the nurse. Students who need to visit the school nurse will be permitted in the nurse's office.

If a student needs to go into isolation, he/she will utilize the room connected to the nurse's office while waiting for transportation home. Once a parent/guardian arrives, they will check in at the main office and the student will be brought to the main entrance for dismissal.

Appendix 5 – Standard and Transmission-Based Precautions:

[List the standard and transmission-based infection control precautions.]

Promote behaviors that reduce spread by:

- o Requesting staff and students stay home when ill
- o Maintain and provide proper hand hygiene and respiratory care
- o Require both students, staff and visitors to wear face coverings at all times except in times of excessive heat, rigorous activity, eating/drinking, during planned mask breaks, or when outside.

Appendix 6 – Personal Protective Equipment (PPE):

Proper PPE will be provided to staff members as necessary. PPE equipment such as gloves and face coverings have been ordered in abundance for distribution to faculty, staff, and students.

Appendix 7 – Physical Distancing:

1. Describe how healthcare setting flows, such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel, will be adjusted to ensure physical distancing.

Due to health office furniture arrangement, this is not necessary



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2. Describe physical healthcare setting changes, such as increased distance between workstations, check-in and checkout stations, etc., that will be implemented to ensure physical distancing. N/A

3. Describe how people in the healthcare setting will be prevented from gathering in groups in common areas and “bottlenecks,” including corridors, meeting rooms, stairways, breakrooms, entrances, exits, and elevators.

We have one nurse per location/building, therefore, this is not applicable.

4. Describe how aisles, tables, counters, check-in and checkout stations, etc. will be arranged and how the flow will be directed to allow for physical distancing between people.

One student at a time will be permitted in the nurse’s office exam area.

5. Identify protocols such as telehealth, telework, flexible work hours, staggered shifts, or additional shifts that can be used to reduce the number of employees in the healthcare setting at one time. N/A

Appendix 8 – Physical Barriers:

[Describe where and how physical barriers will be installed when physical distancing cannot be consistently maintained and spacing cannot be increased.]

Physical barriers will not be utilized in the nurses’ offices. Each isolation area is a separate room from the nurse’s exam area.

Appendix 9 – Cleaning and Disinfecting:

1. Describe the schedule for cleaning and disinfecting, the persons responsible for conducting cleaning and disinfecting, the products that are used to clean and disinfect the healthcare setting, how the school district will clean patient care areas, resident rooms, and medical devices and equipment, and how the school district will clean and disinfect the healthcare setting if a COVID-19 positive person has been in the healthcare setting within the last twenty-four hours. A copy of cleaning logs to be used shall be attached.



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The district has developed a schedule for increased, routine cleaning and disinfection as outlined in the district's policy.

- Cleaning products will be utilized in accordance with the directions on the label.
- Frequently touched surfaces will be routinely cleaned and disinfected. o Examples of frequently touched areas in schools:
 - Classroom desks and chairs
 - Lunchroom tables and chairs
 - Door handles and push plates
 - Handrails
 - Kitchens and bathrooms
 - Light switches
 - Handles on equipment (e.g. athletic equipment)
 - Buttons on vending machines and elevators
 - Shared telephones ▪ Shared desktops ▪ Shared computer keyboards and mice
- Bathrooms will be sanitized daily or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).
- The district will have all communal bathroom doors propped open to limit contact.
- Hand sanitizer will be made available at the entrance to each building as in each classroom, bathroom and office. There will also be hand sanitizers found throughout the hallways.
- Desks will be sanitized between uses.
- Cleaning supply buckets will be available to all staff to clean commonly used surfaces.
- The district will ensure adequate supplies to support cleaning and disinfection practices.

2. Describe how necessary hand washing and/or sanitizer facilities will be provided, supplied, and maintained; and how employees will be allowed to perform hand hygiene to meet this requirement. Describe how hand washing and/or sanitizer facilities will be provided for use by other persons entering the healthcare setting.

Each nurse's office has a sink, soap, and paper towels for hand washing purposes.

Appendix 10 - Ventilation:



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The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA’s COVID-19 ETS.

(e.g., Maintenance employee, HVAC service contractor(s))

<p><u>Name/Contact Information:</u></p> <p>Peter DeMary</p>	<p><u>Location:</u></p> <p>Mountain Villa School</p>
<p><u>Name/Contact Information:</u></p> <p>Super Heat</p>	<p><u>Location:</u></p> <p>Pennsylvania Office</p>

[Describe additional measures to improve building ventilation in accordance with “CDC’s Ventilation Guidance”.]

All filters have been upgraded to filter more incoming air into the building and classrooms. In addition, filter log books have been generated for both locations containing check sheets for filter changes each month. Rooms have windows in which additional fresh air can be let in. In the event that a unit mechanically fails, fans are available to use to move air throughout any given room.

Appendix 11 – Health Screening and Medical Management for Employees:

1. Describe how employees will be screened asking employees to self-monitor for COVID-19 symptoms before reporting to work). OSHA’s *Sample Employee COVID-19 Health Screening Questionnaire* may be useful. If the school district chooses to require COVID-19 testing, it must be done at no cost to employees.
2. Describe how employees will communicate with the school district if they are sick or experiencing symptoms while at home or at work.
3. Describe any leave policies (e.g., sick leave, Family Medical Leave Act, or other policies) the school district will implement to promote employees staying at home when they are sick, when household members are sick, or



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when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

4. Describe how you will notify employees of COVID-19 exposure.
5. Describe district procedures for removing employees from the healthcare setting.
6. Describe district procedures for employees returning to work following removal from the healthcare setting.
 - a. The school district will only allow employees who have been removed from the healthcare setting to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC’s “Isolation Guidance” and “Return to Work Healthcare Guidance.”

Appendix 12 – Medical Removal Protection Benefits:

1. Describe district policy for pay and benefits to employees removed from the healthcare setting and not working remotely. Note the following requirements under OSHA’s COVID-19 ETS:
 - Employers must continue to provide the benefits to which the employee is normally entitled and pay the employee the same regular pay the employee would have received had the employee not been absent from work, up to \$1,400 per week per employee. For employers with fewer than 500 employees, the employer must pay the employee up to the \$1,400 per week cap but, beginning in the third week of an employee’s removal, the amount is reduced to only two-thirds of the same regular pay the employee would have received had the employee not been absent from work, up to \$200 per day (\$1000 per week in most cases).
 - The ETS also provides that the employer’s payment obligation is reduced by the amount of compensation the employee receives from any other source, such as a publicly or employer-funded compensation program (e.g., paid sick leave, administrative leave), for earnings lost during the period of removal or any additional



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source of income the employee receives that is made possible by virtue of the employee's removal.

Appendix 13 – Vaccinations:

[Describe district procedures for providing reasonable time and paid leave for vaccinations and side effects.]

- Employees are permitted to use sick or personal time for vaccinations.

Appendix 14 – Training:

[Describe how training will be conducted (e.g., online education, department meetings and tool talks, discussion with supervisors, and/or other specific methods).

Describe any other healthcare setting-specific training topics.

1. The school district will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:
 - a. COVID-19, including:
 - (1) How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
 - (2) The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
 - (3) Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
 - (4) The signs and symptoms of COVID-19;
 - (5) Risk factors for severe illness; and
 - (6) When to seek medical attention.



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- b. The school district's procedures on patient screening and management;
- c. Tasks and situations in the healthcare setting that could result in COVID-19 infection;
- d. Healthcare setting-specific procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
- e. Employer-specific multi-employer healthcare setting agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the healthcare setting;
- f. The school district's procedures for PPE worn to comply with the ETS, including:
 - (1) When PPE is required for protection against COVID-19;
 - (2) Limitations of PPE for protection against COVID-19;
 - (3) How to properly put on, wear, and take off PPE;
 - (4) How to properly care for, store, clean, maintain, and dispose of PPE; and
 - (5) Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address healthcare setting hazards other than COVID-19.
- g. Healthcare setting-specific procedures for cleaning and disinfection;



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- h. The school district's procedures on health screening and medical management;
 - i. Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable Federal, State, or local laws, and other supportive policies and practices (e.g., telework, flexible hours, etc.);
 - j. The identity of school district's Safety Coordinator(s) specified in this Plan; and
 - k. The ETS.
 - (1) How the employee can obtain copies of the ETS and any employer-specific policies and procedures developed under the ETS, including this Policy, which is the school district's written Plan.
2. The school district will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.
3. The school district will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.



POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

Section: Bylaws

0131. BYLAWS, POLICIES, AND REGULATIONS

Date Created: January 1989

Date Edited: May 2021

0131. BYLAWS, POLICIES, AND REGULATIONS

[See POLICY ALERT No. 223]

The Board of Education shall exercise its rule-making power by adopting, revising, and abolishing bylaws, policies, and regulations for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.

Adoption, Amendment, and Abolishment

Bylaws, policies, and regulations may be adopted and revised at any meeting of the Board, provided the proposed adoption or revision has been approved by the Board at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board

[Option – Select one Option Below]

provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board. *This is what we have been doing successfully, with discussion and allowing for 1) tabling, or 2) a vote*

without the proposed abolishing of the proposed bylaw, policy, or regulation being approved by the Board at a previous meeting of the Board.]

The Board shall at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, policies, and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, policy, or regulation and adopt, revise, or abolish a bylaw, policy, or regulation without prior notice. The emergency adoption, revision, or abolishment of a bylaw, policy, or regulation shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board in accordance with this Bylaw.

The adoption, revision, abolishment, or suspension of a bylaw, policy, or regulation shall be recorded in the minutes of the Board. Any bylaw, policy, or regulation or part of a bylaw, policy, or regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.

Promulgation and Distribution

The manual of bylaws, policies, and regulations shall be maintained. A copy of the manual of bylaws, policies, and regulations shall be available and accessible to each Board member, the Superintendent, the

School Business Administrator/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws, policies, and regulations.

The manual of bylaws, policies, and regulations shall be considered a public record open to inspection in the office of the **Business Administrator**. The manual retained by the **Business Administrator** shall be considered the master copy of the manual.

Consideration of Bylaws, Policies, and Regulations

Bylaws, policies, and regulations will be considered for adoption by the Board in accordance with the following procedure:

1. A recommendation for a new or revised bylaw, policy, or regulation shall be recommended to the Board and/or Superintendent;
2. A recommendation for a new or revised bylaw, policy, or regulation may be referred, at the discretion of the Board President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a new or revised recommended bylaw, policy, or regulation will consider whether the matter is adequately addressed in existing Board bylaw, policy, or regulation;
3. If a recommendation for a new or revised bylaw, policy, or regulation results from referral for study, a proposed draft will be referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee;
4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
5. The proposed draft bylaw, policy, or regulation approved by the Board on first reading will be submitted for adoption at a succeeding meeting of the Board. Revisions in the draft may be made at any meeting prior to adoption by a simple majority vote of the Board. A revision at any succeeding meeting that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at a succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, policy, or regulation on second reading.

N.J.S.A. 18A:11-1

Adopted:

Allamuchy School District

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3134- ASSIGNMENT OF ADDITIONAL DUTIES

Section: Teaching Staff Members
Date Created: November 2005
Date Edited: March 2017

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the ~~Board of Education~~. **Superintendent or designee**

The ~~Superintendent or designee Board~~ will ~~appoint teaching staff members to extra duty positions including, but not necessarily limited to, the positions of department chairperson, account treasurer, co-curricular activity advisor, athletic coach, monitor, and chaperone.~~

in accordance with the Board of Education's managerial prerogative, assign teaching staff members extra duties that are in accordance with applicable law and any collective bargaining agreement.

~~A teaching staff member who requests appointment to an extra duty position may be given preference over other candidates for the position. Wherever possible, the Board will fill athletic coaching positions with physical education teachers. Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline. A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position. Performance in an extra duty position will be considered in a teacher staff member's evaluation in determining whether to renew a nontenured member, and in determining which of two or more tenured members with identical seniority entitlements will be retained in a reduction in force. The Superintendent will inform the Board of extra duty positions required for the implementation of the district's program post notice of vacancies in those positions, and recommend appointments to those positions.~~

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.

N.J.S.A. 18A:27-4

N.J.S.A. 34:13A-23

Adopted: 28 November 2005

Re-adopted: 20 March 2017

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STRAUSS ESMAY ASSOCIATES

Section: Teaching Staff Members

3142. NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

Date Created: March 1987

Date Edited: May 2021

3142. NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

[See POLICY ALERT Nos. 166, 175, 201 and 223]

**no new information, just re-ordering of sentence structure per Strauss Esmay recommendations.*

The Board of Education recognizes its obligation to employ only those staff members best trained and equipped to meet the educational needs of the students of this district. The Board shall discharge that obligation by retaining in service only those nontenured teaching staff members who meet those standards. The Board will renew the employment contract of a nontenured teaching staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. A nontenured teaching staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured teaching staff member's performance does not meet the standards of the school district, the Superintendent shall recommend not to renew the teaching staff member's contract. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board Meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured teaching staff member their employment will be discussed in executive session in order for the nontenured teaching staff member to exercise their statutory right to request a public discussion.

On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request.

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured teaching staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination.

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1;
18A:27-10 et seq.
N.J.A.C. 6A:10-9.1

Adopted:

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3142- NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

Recommended to adopt this regulation.

Teaching Staff Members
Date Created: March 1989
Date Edited: May 2021

[See POLICY ALERT Nos. 166 , 175, 201 and 223]

A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with N.J.S.A. 18A:27-3.1, N.J.A.C. 6A:10-1.1 et seq., and the policies and procedures of this district.

B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured teaching staff member for the succeeding school year.
2. On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed.
3. A recommendation by the Superintendent to not renew a nontenured teaching staff member's contract for the succeeding school year may be based upon the nontenured teaching staff member's observations, evaluations, job performance, or any factor affecting his/her employment in the school district.
4. A nontenured teaching staff member employment contract can be renewed only upon the Superintendent's recommendation and a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

1. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation in a written notice to the Board prior to May 15 or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session prior to May 15 to review the Superintendent's recommendation(s).

- a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured teaching staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation(s) and will be scheduled for discussion at a public meeting prior to May 15.

2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member's contract.

D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured teaching staff member not recommended for renewal by the Superintendent on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured teaching staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance

deficiencies recorded in the nontenured teaching staff member's observations and evaluations and the nontenured teaching staff member has been given a copy of those observations and evaluations, the statement of reasons may incorporate the observations and evaluations by reference.

3. The written statement of reasons will be prepared by the Superintendent.

F. Nonrenewal Appearance

1. Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding, depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.S.A. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured teaching staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince Board of Education members to offer reemployment.
7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.
8. The nontenured teaching staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured teaching staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Superintendent's recommendation for reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

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*no new language. Re-ordering of sentence structure, per
Strauss Esmay Recommendation*

3221- EVALUATION OF TEACHERS (M)

Section: Teaching Staff Members
Date Created: October 2013
Date Edited: May 2021

[See **POLICY ALERT** Nos. 172, 181, 201, 207, 212 and 223]

M

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teachers which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the

evaluation rubrics for all teachers. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1.
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5
N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4
N.J.A.C. 6A:10-7.1 and 7.2

Adopted:

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Updated to reflect new terminology and requirements for SGO's

3221- EVALUATION OF TEACHERS (M)

Teaching Staff Members
Date Created: March 1989
Date Edited: May 2021

[See POLICY ALERT No. 181, 201, 207, 212 and 223]

M

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3221 unless the context clearly indicates otherwise:

“Announced observation” means an observation in which the person conducting an observation for the purpose of evaluation will notify the teacher of the date and the class period the observation will be conducted.

“Annual performance report” means a written appraisal of the teacher’s performance prepared by the teacher’s designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher’s evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Co-observation” means two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.

“Corrective Action Plan” means a written plan developed by the designated supervisor in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teacher’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher’s evaluation rubric and the scores are included in the summative evaluation rating for the individual. The scores from educator practice instruments may be applied to the teacher’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all teachers in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instrument, and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a teacher's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

“Teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

“Unannounced observation” means an observation in which the person conducting an observation for the purpose of evaluation will not notify

the teacher of the date or time the observation will be conducted.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e. or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teachers – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.

2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).

3. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:

a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;

b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):

- (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to teachers who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teachers who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
 - c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten teacher working days of adoption;
 - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
 - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teachers and, when applicable, applying the Commissioner-approved educator practice instrument:

- a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for any teacher who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instrument;
- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;
- c. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete at least two co-observations during the school year.
 - (1) Co-observers shall use the co-observation to promote accuracy and consistency in scoring.
 - (2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.
- d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special

education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. Process for developing and scoring student growth objectives;
 - f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.
3. The annual summary conference between designated supervisors and teachers shall be held before the annual performance report

is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:

- a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable:
 - (1) The educator's practice instrument; and
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 - b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 - c. The preliminary annual performance report.
4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:
- a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teacher's evaluation rubric; and
 - c. The teacher's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
6. The teacher and the designated supervisor shall sign the report within five teacher working days of the review.
7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

H. Corrective Action Plans for Teachers – N.J.A.C. 6A:10-2.5

1. For each teacher rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teacher's designated supervisor. If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
2. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
 - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
 - a. Address areas in need of improvement identified in the teacher evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post-observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.
5. Progress toward the teacher's goals outlined in the corrective action plan:
 - a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect

data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and

- b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.
 7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
 8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).
 9. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.
 10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
 11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.
- I. School Improvement Panel – N.J.A.C. 6A:10-3 et seq.
1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1
 - a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with

N.J.S.A. 18A:6-120.a. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a. and the teacher(s) on the panel represents at least one-third of its total membership.

- b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:
 - (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
 - (2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.
 - (3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.
- c. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.
- d. All members of the School Improvement Panel shall be chosen by August 31 of each year.

2. School Improvement Panel Responsibilities – N.J.A.C. 6A:10-3.2

- a. The School Improvement Panel shall:
 - (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2. and support the implementation of the school district mentoring plan;
 - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
 - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and
 - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to,

teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2.

- b. To conduct observations for the purpose of evaluation, the teacher member shall have:
 - (1) Agreement of the majority representative;
 - (2) An appropriate supervisory certificate; and
 - (3) Approval of the Principal who supervises the teacher being observed.
- c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9C-5.2(a)3.

J. Components of Teacher Evaluation Rubric – N.J.A.C. 6A:10-4.1

1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and
 - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.

- b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.
5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

K. Student Achievement Components – N.J.A.C. 6A:10-4.2

1. Measures of student achievement shall be used to determine impact on student learning. The student achievement measure shall include the following components:
 - a. If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and
 - b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the New Jersey Student Learning Standards (NJSLS), and based on growth and/or achievement.
 - (1) For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.
2. The median student growth percentile shall be included in the annual summative rating of a teacher who:
 - a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
 - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
 - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least

twenty individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school year 2013-2014 or any school year after shall be used to determine median student growth percentiles.

3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:
 - a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
 - b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.
5. Student growth objectives for teachers shall be developed and measured according to the following procedures:
 - a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31 prior to the school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.
 - b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
 - c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.

- d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within twenty-five teacher working days of the teacher's start date if the teacher begins work after October 1.
- e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.
 - (1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.
- f. The teacher's designated supervisor shall approve each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

L. Teacher Practice Components – N.J.A.C. 6A:10-4.3

- 1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.

M. Teacher Observations – N.J.A.C. 6A:10-4.4

- 1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
- 2. Observation conferences shall include the following procedures:
 - a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.
 - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the

evaluation of the teacher, and offering areas to improve effectiveness. Within a school year, the post observation conference shall be held prior to the occurrence of further observations for the purpose of evaluation.

- c. If agreed to by the teacher, one required post-observation conference and any pre-observation conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted by written communication, including electronic.
 - d. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.
 - e. A pre-observation conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.
3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-observation conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
- a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.
 - b. Nontenured teachers shall be observed at least three times each school year, but not less than once each semester. The observations shall be conducted in accordance with the timeframe set forth in N.J.S.A. 18A:27-3.1.
 - (1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.
 - c. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.
 - (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two

required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.

- d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.
 - e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
 - f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.
 - g. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
4. To earn a teacher practice score, a nontenured teacher shall receive at least three observations.
- a. If a nontenured teacher is present for less than forty percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score.

N. Teacher Practice Instrument – N.J.A.C. 6A:10-7.2

1. The teacher practice instrument approved by the Department shall meet the following criteria:
 - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
 - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
 - (1) Clearly define the expectations for each rating category;
 - (2) Provide a conversion to four rating categories;

- (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
 - (4) Use clear and precise language that facilitates common understanding among teachers and administrators.
- c. Rely on, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
 - d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted:

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3222- EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

Section: Teaching Staff Members
Date Created: March 1987
Date Edited: May 2021

Updated to reflect current deadlines and terminology

[See POLICY ALERT Nos. 175, 201, 207, 212 and 223]

M

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall

have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5;
6A:10-6.2

Adopted:

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3222- EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

Teaching Staff Members
Date Created: March 1989
Date Edited: May 2021

Updated to reflect current deadlines and terminology

See **POLICY ALERT Nos. 181, 201, 207, 212 and 223]**

M

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3222 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the teaching staff member's performance prepared by the teaching staff member's designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, if applicable, and includes all measures captured in a teaching staff member's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Corrective Action Plan” means a written plan developed by the designated supervisor in collaboration with the teaching staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff member and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the teaching staff member’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teaching staff members and designated supervisors set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

“Teaching staff member” for the purposes of Policy 3222 and this Regulation, includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including,

but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e. or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teaching Staff Members – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teaching staff members, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
 - c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teaching staff member is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and

procedures within ten teaching staff member working days of adoption;

- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
 - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:
- a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 - b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of

the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and

- c. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Teaching Staff Members – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.
2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;

- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. Process for developing and scoring student growth objectives;
 - f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.
3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable:
 - (1) The educator's practice instrument; and
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 - b. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 - c. The preliminary annual performance report.
4. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report shall be prepared by the teaching staff member's designated supervisor and shall include, but not be limited to:

- a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teaching staff member's evaluation rubric; and
 - c. The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
6. The teaching staff member and the designated supervisor shall sign the report within five teaching staff member working days of the review.
 7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member's personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Teaching Staff Members – N.J.A.C. 6A:10-2.5
1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the teaching staff member's designated supervisor. If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
 2. The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation, except:
 - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
 - a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
 4. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.
 5. Progress toward the teaching staff member's goals outlined in the corrective action plan:
 - a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals; and
 - b. May be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
 6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
 7. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.
 8. There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.
- I. Required Observations for Teaching Staff Members – N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
 - a. Be at least twenty minutes in length;
 - b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
 - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
 - d. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
2. All tenured teaching staff members shall receive at least one observation per school year.
3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
 - a. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.
 - b. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
4. Evaluations for tenured teaching staff shall be completed prior to June 30.

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3224- EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

Updated to reflect current deadlines and terminology

Section: Teaching Staff Members
Date Created: October 2013
Date Edited: May 2021

[See **POLICY ALERT No. 201, 207, 212 and 223**]

M

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

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Regulation Guide

3224- EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

Updated to reflect current deadlines and terminology

Teaching Staff Members
 Date Created: October 2013
 Date Edited: May 2021

[See **POLICY ALERT No. 201, 207, 212 and 223**]

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A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Corrective Action Plan” means a written plan developed by the Superintendent or a designated supervisor in collaboration with the

Principal, Vice Principal, and Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual Principal, Vice Principal, and Assistant Principal and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all Principals, Vice Principals, and Assistant Principals in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a Principal’s, Vice Principal’s, and Assistant Principal’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the Principal, Vice Principal, and Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.

“Principal practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student’s test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12 and certified to evaluate a Principal, Vice Principal, or Assistant Principal.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e. or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which

the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

- c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten Principal, Vice Principal, and Assistant Principal working days of adoption;
 - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
 - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a Principal, Vice Principal, or Assistant Principal for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, applying the Commissioner-approved principal practice instruments:
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals,

Vice Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice Principals, and Assistant Principals who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;

- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal;
- c. The Superintendent shall annually certify to the Department that all supervisors of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committee is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the

evaluation of Principals, Vice Principals, and Assistant Principals.

2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. Process for developing and scoring student growth objectives;
 - f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual performance report by the Superintendent or designated supervisor, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designated supervisor.
3. The annual summary conference between the designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
 - a. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and the scores or evidence compiled using the evaluation rubric, including, when applicable:
 - (1) The educator's practice instrument; and

- (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
- b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 - c. The preliminary annual performance report.
4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and
 - c. The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five Principal, Vice Principal, and Assistant Principal working days of the review.
7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternate location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

- H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5
1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the designated supervisor. If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.
 2. The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
 - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.
 3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
 - a. Address areas in need of improvement identified in the principal evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
 4. The designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the Principal's, Vice Principal's, or Assistant Principal's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
 5. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:

- a. Shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals; and
 - b. May be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the designated supervisor.
 7. The Superintendent or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
 8. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4.
 9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
 10. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.
- I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1
1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal

and holding a valid and effective standard, provisional, or emergency administrative certificate.

2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
 - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.
 - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be no less than fifty percent of evaluation rubric rating.
5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.

- J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2
1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:
 - a. The school-wide student growth percentile of all students assigned to the Principal;
 - b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and
 - c. Administrator goals set by Principals, Vice Principals, or Assistant Principals in consultation with their supervisor pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
 2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.
 3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
 4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principals shall be determined according to the following procedures:
 - a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the school year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.
 - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the

purposes of this measurement, the Principal shall make the final determination.

5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:

- a. The designated supervisor shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
- b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with their designated supervisor, each administrator goal. Each Vice Principal and Assistant Principal shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor do not agree upon the administrator goal the Principal's, Vice Principal's, or Assistant Principal's designated supervisor shall make the final determination.
- c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor by October 31 of each school year, or within twenty-five Principal, Vice Principal, and Assistant Principal working days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.
- d. The administrator goal score shall be approved by the designated supervisor of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.

K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

1. Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument and may include a leadership measure determined through the Department-created leadership rubric.

2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
 3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.
- L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4
1. The Superintendent or his or her designee, shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
 2. A Principal, or the Superintendent or his or her designee, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
 3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
 4. Post-observation conferences shall include the following procedures:
 - a. A supervisor who is present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
 - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
 - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation

conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.

- d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
 - e. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.
 - f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten Principal, Vice Principal, and Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3

1. The principal practice instrument approved by the Department shall meet the following criteria:
 - a. Incorporate domains of practice and/or performance criteria that align to the 2015 Professional Standards for Educational Leaders developed by the National Policy Board for Educational Administration (NPBEA) incorporated herein by reference;
 - b. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion to four rating categories;
 - c. Rely on, to the extent possible, multiple sources of evidence collected throughout the school year, including, but not limited to, evaluation of a Principal's leadership related to:

- (1) Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and
- (2) Evaluating the effectiveness of teaching staff members and supporting their professional growth.

d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted:

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4146- NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

Section: Support Staff
Date Created: June 1996
Date Edited: May 2021

Sentence restructure per Strauss Esmay Recommendation

[See **POLICY ALERT Nos. 166, 201 and 223**]

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the school district, the Superintendent shall recommend not to renew the nontenured support staff member's contract. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured support staff member their employment will be discussed in executive session in order for the nontenured support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall provide written notification to each nontenured support staff member to whom reemployment will not be offered in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

Any nontenured support staff member receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the reasons for such nonemployment which shall be

given to the nontenured support staff member in writing within thirty calendar days after the receipt of such request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination.

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This Policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-3.2; 18A:27-4.1
N.J.A.C. 6A:10-9.1

Adopted:

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4146- NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

Support Staff
Date Created: June 1996
Date Edited: May 2021

Recommended to adopt this Regulation

[See POLICY ALERT Nos. 166, 201 and 223]

A. Evaluations

1. Each nontenured support staff member shall be evaluated at least one time each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the nontenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured support staff member for the succeeding school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A recommendation by the Superintendent to not renew the nontenured support staff member may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in the school district.

4. A nontenured support staff member contract can be renewed only upon the Superintendent's recommendation and a majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

1. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.
 - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured support staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.
2. The Superintendent will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member's contract.

D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured support staff member not recommended for renewal by the Superintendent in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member's evaluations and the nontenured support staff member has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.
3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the nontenured support staff member who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's request for the statement of reasons.

F. Nonrenewal Appearance

1. Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.A.C. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured support staff

member the opportunity to convince Board of Education members to offer reemployment.

7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.
8. The nontenured support staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured support staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured support staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

Issued:

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2425- EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

Section: Program
Date Created: October 2021
Date Edited: October 2021

M

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and

as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted:

District **1648.11 - THE ROAD FORWARD COVID-19 - HEALTH & SAFETY**

Section: Administration

Date Created: September 2021 Date Edited:

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
 - 1. Vaccination – See Appendix A.;
 - 2. Communication with the Local Health Department – See Appendix B.;
 - 3. Mask Wearing Protocol – See Appendix C.;
 - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
 - 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
 - 6. Provision of Meals – See Appendix F.; and
 - 7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district’s health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in- person instruction will count toward the school district’s 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district’s 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Allamuchy Township School District

Board of Education

Note:

As of August 10, 2021, the only mandatory requirements are included in Appendix C – Mask Wearing Protocol and Appendix G – Transportation Protocols. The school district should anticipate potential updates to The Road Forward Guidance as additional guidance becomes available.

Winter 2022

Appendix A

Vaccination

For all District Employees:

Under the Governor's Executive Order 253 (E.O. 253)

1. All public school districts must require "covered workers" to provide "adequate" proof of vaccination or submit to mandatory COVID-19 testing weekly.
2. "Covered workers" include administrators, teachers, education support professionals, food service workers, custodial members, administrative support professionals, substitute teachers (regardless of whether employed by the District or a substitute service), contractors, providers, and any other individual whose job duties require them to make regular visits to the district, including volunteers.
3. "Covered workers" do not include individuals who visit the school to provide one-time or limited- duration repairs, services, or construction.
4. Such mandatory COVID-19 testing must occur, at a minimum, one to two times weekly.
5. While E.O. 253 is effective as of August 23, 2021, proof of full vaccination must be provided by October 18, 2021. Any covered worker who does not provide such proof by that date must then begin to submit to COVID-19 testing.
6. Workers who refuse or cannot provide adequate proof of vaccination shall be considered unvaccinated workers and must satisfy a weekly testing requirement imposed by the District.
7. If an unvaccinated worker is not working in District during a week where testing would otherwise be required, the District need not require the worker to submit to testing for that week.
8. To demonstrate "adequate" proof of vaccination, covered workers may present the following documents, so long as such documents list an approved COVID-19 vaccine and date of administration for each dose:
 - a. CDC COVID-19 Vaccination Card, or an electronic or physical copy of same;
 - b. Official record from the New Jersey Immunization Information System or other State registry;
 - c. A record from a health care provider's portal/medical record system on official letterhead, signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist;
 - d. A military immunization or health record from the United States Armed Forces; or
 - e. Docket mobile phone application record or any state specific application that produces a digital health record.
9. The Allamuchy School District must comply with all federal and State laws that regulate collection and storing such proof of vaccination.
10. To satisfy the testing requirement, a covered worker must undergo testing at a minimum of one to two times each week. An unvaccinated worker must submit proof of a COVID- 19 test results. The worker may choose either antigen or molecular tests.
11. Like E.O. 251 (mandatory masking in schools), E.O. 253 unambiguously sets forth that penalties may be imposed upon individuals who fail to comply with the Order's terms. E.O. 253 references the disorderly conduct and aiding or abetting violation statutes, and adopts the penalties for such violations. As such, if an individual does not comply with E.O. 253, he or she may be subject to a term of imprisonment not to exceed six (6) months, a fine up to \$1000 or both.

Allamuchy School District Procedure for mandatory COVID-19 weekly testing and tracking of test results is as follows:

1. Allamuchy employees including substitutes and volunteers who choose to not be vaccinated must submit to weekly COVID-19 testing
2. Unvaccinated employees must be COVID-19 tested on Fridays each week.
3. Allamuchy School District offers on-site testing every Friday morning from 7:00-9:30am.
4. The employee is required to email his/her test result to their building nurse immediately upon receipt.
5. Each school nurse will maintain the testing spreadsheets.
6. Results will be shared with the Warren County Health Department
7. Testing must be done by a professional testing lab. Home testing is not allowed.
8. If any employee does not test as required, the employee will not be permitted to return to work until they provide the required COVID test results. These days will be unpaid docked days.
9. Testing must be completed on employee's personal time.

For all Students

1. The Allamuchy School District is requesting that all parents of vaccinated students provide "adequate" proof of vaccination
2. To demonstrate "adequate" proof of vaccination, parents may present the following documents, so long as such documents list an approved COVID-19 vaccine and date of administration for each dose:
 - a. CDC COVID-19 Vaccination Card, or an electronic or physical copy of same;
 - b. Official record from the New Jersey Immunization Information System or other State registry;
 - c. A record from a health care provider's portal/medical record system on official letterhead, signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist; or
 - d. Docket mobile phone application record or any state specific application that produces a digital health record.
3. All documentation may be submitted to the school nurse via hardcopy or email scan.
4. The information will be utilized for close contact tracing purposes

Vaccination/Testing Information and Resources:

- Vaccination: <https://www.warrencountynj.gov/government/health-department/covid-19-coronavirus/covid-19-vaccines>
- Testing: <https://www.warrencountynj.gov/government/health-department/covid-19-coronavirus/covid-19-testing>

Appendix B

Communication with the Local Health Department

Allamuchy School officials and Warren County Health department will maintain close communication with each other to provide information and share resources on COVID-19 transmission, prevention, and control measures and to establish procedures for Warren County Health Department (WCHD) notification and response to COVID-19 illness in school settings. The Allamuchy School District will work closely with WCHDs as they make decisions regarding which mitigation strategies to implement and when based on data.

Understanding that COVID-19 may impact certain areas of the state differently, NJDOH provides information on COVID-19 transmission at the regional level, characterizing community transmission as low (green), moderate (yellow), high (orange), and very high (red). This information is posted online every week on the NJDOH CDS COVID-19 website and sent out via New Jersey Local Information Network and Communications System (NJLINCS) to public health and healthcare partners. The Warren County Department of Education provides this information to the school district on a weekly basis.

Appendix C

Mask Wearing Protocol

Indoors: In alignment with recommendations from the CDC and the American Academy of Pediatrics, on August 6, 2021, Governor Murphy signed Executive Order 251 which requires that all staff, students, and visitors wear a mask, regardless of vaccination status, in the indoor premises of school buildings. This requirement applies to all public, private, and parochial preschool programs and elementary and secondary schools, including charter and renaissance schools. As outlined in the Executive Order, there are limited exceptions to this requirement (see full list below).

Outdoors: In general, people do not need to wear masks when outdoors. The CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people. Fully vaccinated people might choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised. The following principles apply to the use of masks in schools:

Information should be provided to staff and students on proper use, removal, and washing of masks. The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. Masks with exhalation valves or vents, those that use loosely woven fabrics, and ones that do not fit properly are not recommended.

Masks should be washed after every day of use and/or before being used again, or if visibly soiled or damp/wet.

Disposable face masks should be changed daily or when visibly soiled, damp or damaged. Students, teachers, and staff should have access to additional disposable or cloth masks in case a back-up mask is needed (e.g. mask is soiled or lost during the day).

Clear masks that cover the nose and wrap securely around the face may be considered in certain circumstances including for the teaching of students with disabilities, young students learning to read, or English language learners.

NJ Governor's Executive Order 251 (Now EO 281) - requires all public elementary and secondary schools to "maintain a policy regarding mandatory use of face masks by staff, students, and visitors in the indoor portion of the school district premises," effective as of August 9, 2021.

Exceptions to Executive Order 251

Wearing a mask would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors.

The individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face mask without assistance.

A student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face mask. Self-attestations or parental attestations are insufficient documentation to secure a 504 or include in an IEP.

The individual is engaged in activity that cannot physically be performed while wearing a mask,

such as eating or drinking, or playing a musical instrument that would be obstructed by a face mask.

A student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals.

Wearing a face mask creates an unsafe condition in which to operate equipment or execute a task.

The new Order does not change the previous CDC-issued mandate that masks must be worn on school buses

Appendix D

Physical Distancing and Cohorting Protocols

Though physical distancing recommendations must not prevent a school from offering full-day, full-time, in person learning to all students for the 2021-2022 school year, Allamuchy School District will implement physical distancing measures as an effective COVID-19 prevention strategy to the extent we are equipped to do so while still providing regular school operations to all students and staff in-person.

During periods of low or moderate community transmission, Allamuchy School District will implement physical distancing recommendations to the maximum degree that allows the District to offer full in-person learning.

During periods of high community transmission, if maximal social distancing recommendations cannot be maintained, Allamuchy School District will prioritize other prevention measures including cohorting.

Within classrooms, maintain 3 feet of physical distancing to the greatest extent practicable, while offering full-time, in-person learning to all students.

Outside of classrooms including in hallways, locker rooms, indoor and outdoor physical education settings, and school-sponsored transportation, maintain physical distancing to the greatest extent practicable.

A distance of at least 6 feet between students and teachers/staff and between teachers/staff who are not fully vaccinated in all settings.

As feasible, maintain cohorts or groups of students with dedicated staff who remain together throughout the day, including at recess, lunch times, and while participating in extracurricular activities.

In addition to the distancing recommendations outlined above, the Allamuchy School District will implement the following strategies to maximize opportunities to increase distance between students:

Structural interventions within classrooms to aid with social distancing including: Facing desks in the same direction.

Avoiding grouped seating arrangements.

Arrange Pre-K students head-to-toe during scheduled nap times.

Identifying opportunities to maximize physical distancing will be prioritized for the following higher-risk scenarios, especially during periods of high community transmission:

In common areas, in spaces where students may gather such as hallways and auditoriums. When masks cannot be worn, including cafeterias.

When masks may be removed, such as during outdoor activities.

During indoor activities when increased exhalation occurs, such as singing, shouting, band practice, sports, or exercise

Appendix E

Hand Hygiene and Respiratory Etiquette Protocols

Allamuchy School District will teach and reinforce hand washing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

In addition

- Students will be encouraged to wash their hands will be washed immediately after outdoor/physical education activity
- Students will be encouraged to wash their hands will be washed before and after lunch. Hand sanitizer is available at the entrance to each building as in each classroom, bathroom and office. There are also hand sanitizers found throughout the hallways.
- Assist/observe young children to ensure proper hand washing

District Staff will encourage students and staff to cover coughs and sneezes with a tissue during those limited instances when the individual may be unmasked.

Used tissues should be thrown in the trash and hand hygiene as outlined above will be performed immediately.

Additionally the District will:

Maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), touchless paper towels, tissues, touchless trash cans, and touchless faucets and toilets

Classroom windows will be open when weather permits

Appendix F

Provision of Meals

The Allamuchy School District will:

Maximize physical distance as much as possible when moving through the food service line and while eating (especially indoors).

Alternate areas to cafeterias will be utilized whenever necessary. Gymnasium

Outdoor areas such as picnic tables

Classrooms

Increase the number of lunch periods when possible

Maintain student cohorts and limit mixing between groups, when possible.

Appendix G

Transportation Protocols

School buses are considered Allamuchy School District property for the purpose of determining the need for prevention strategies.

Masks must be worn by all passengers on buses, regardless of vaccination status per CDC's Federal Order.

If occupancy allows, maximize physical distance between students.

Open windows to increase airflow in buses and other transportation, when possible. Regularly clean high touch surfaces on school buses at least daily.

Appendix H

Cleaning, Disinfection, and Airflow

Allamuchy School District will:

Limit Use of Shared Supplies and Equipment

Ensure adequate supplies (i.e. classroom supplies, equipment) to minimize sharing of high-touch materials or limit use of supplies and equipment by one group of students at a time and clean and disinfect routinely and preferably between use.

Encourage hand hygiene practices between use of shared items. Discourage use of shared items that cannot be cleaned and disinfected.

Cleaning and Disinfection Schools

The Allamuchy School District will follow standard procedures for routine cleaning and disinfecting with an EPA-registered product for use against SARS-CoV-2. This means at least daily cleaning and disinfecting surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. In addition to standard procedures for routine cleaning, the Allamuchy School District will utilize a purification system in all classrooms, gymnasiums, bathrooms, cafeterias and nurses' offices

- o If a person exhibits COVID-19 compatible symptoms or tests positive for COVID-19 within 24 hours of being in the school building, school staff will clean and disinfect the spaces occupied by the person. Once the area has been appropriately disinfected, it will be re-opened for use.
 - Close off areas used by the person who is sick or positive and do not use those areas until after cleaning and disinfecting.
 - Wait as long as possible (at least several hours) after the person has exited a space before cleaning and disinfecting.
 - Open doors and windows and use fans or HVAC settings to increase air circulation in the area.
 - Use products from EPA List according to the instructions on the product label.
 - Wear a mask and gloves while cleaning and disinfecting.

Improving Airflow

To improve airflow to the greatest extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants, the Allamuchy School District will:

- o Bring in as much outdoor air as possible.
- o If safe to do so, open windows and doors. Even just cracking open a window or door helps increase outdoor airflow, which helps reduce the potential concentration of virus particles in the air. If it gets too cold or hot, adjust the thermostat.
- o Will not open windows or doors if doing so poses a safety or health risk (such as falling, exposure to extreme temperatures, or triggering asthma symptoms), or if doing so would otherwise pose a security risk.
- o Use child-safe fans to increase the effectiveness of open windows.
 - Safely secure fans in a window to blow potentially contaminated air out and pull new air in through other open windows and doors.
 - Use fans to increase the effectiveness of open windows. Position fans securely and carefully in/ near windows so as not to induce potentially contaminated airflow directly from one person over another (strategic window fan placement in exhaust mode can help draw fresh air into the room via other open windows and doors without generating strong room air currents).
- o Use exhaust fans in restrooms and kitchens.
- o Consider having activities, classes, or lunches outdoors when circumstances allow.

- o Open windows in buses and other transportation, if doing so does not pose a safety risk. Even just cracking windows open a few inches improves air circulation

Appendix I

Screening, Exclusion, and Response to Symptomatic Students and Staff Members

Parental Screening

Parents and guardians are strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should not attend school. The Allamuchy School District will strictly enforce exclusion criteria for both students and staff.

Response to Symptomatic Students and Staff

The Allamuchy School District has procedures in place to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

Each building has a designated area or room away from others to isolate individuals who become ill with COVID-19 symptoms while at school. The designated area is connected to, but separate from, the nurse's office.

- Hygiene supplies, including additional cloth masks, facial tissues, and alcohol-based hand sanitizer will be made available.
- School nurses will use Standard and Transmission-Based Precautions based on the care and tasks required.
- Staff assigned to supervise students waiting to be picked up do not need to be healthcare personnel but should follow physical distancing guidelines.
- Follow guidance in section Cleaning, Disinfection and Airflow.

Exclusion

Definition of COVID-19 Compatible Symptoms

Parents should not send students to school when sick. For school settings, NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school:

At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; OR

At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.

For students with chronic illness, only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.

When Illness Occurs in the School Setting

Children and staff with COVID-19 symptoms will be separated away from others until they can be sent home. The Allamuchy School District will ask ill students (or parent/guardian) and staff whether they have had potential recent exposure to COVID-19 meeting the definition of a close contact.

Individuals will be sent home and referred to a healthcare provider. Persons with COVID-19- compatible symptoms may want to undergo COVID-19 testing.

- o The Allamuchy Schools will be adhering to the most up-to-date exclusion guidelines by the CDC, NJDOH, and Warren County DOH regarding ill individuals with or without potential exposure to COVID-19 to determine when they may return to school.
- o The Allamuchy School District will notify the Warren County Health Department when students or staff:
 - Have tested positive for COVID-19

The Allamuchy school nurses will report weekly student and staff case counts to NJDOH through the Surveillance for Influenza and COVID-19 (SIC) Module in CDRSS.

Exclusion

COVID-19 exclusion criteria for persons who have COVID-19 compatible symptoms or who test positive for COVID-19: Timelines will be adjusted according to the most recent guidelines provided by the CDC, NJDOH, and Warren County DOH.

COVID-19 Exclusion Criteria for Close Contacts

COVID-19 exclusion criteria for persons who are considered a close contact of a positive COVID-19 case: Timelines will be adjusted according to the most recent guidelines provided by the CDC, NJDOH, and Warren County DOH.

Appendix J

Contact Tracing

Per the CDC, close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for 15 or more minutes during a 24-hour period.

Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) where both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

The Allamuchy school staff will identify school-based close contacts of positive COVID-19 cases in the school.

All staff will need to maintain accurate seating charts.

Additional surveillance will be utilized to determine close contacts in community areas (ie: cafeteria, bus, hallway, etc)

As with any other communicable disease outbreak, the District will assist in identifying the close contacts within the school and communicating this information back to the Warren County Health Department..

With guidance from the Warren County Health Department, schools will be responsible for notifying parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

The Warren County Health Department will notify and interview the close contacts identified by the school and reinforce the exclusion requirements.

Appendix K

Testing

- USA Medical has agreed to provide onsite COVID 19 and antigen testing once a week to the school community on school grounds.

- LabQ Diagnostics has agreed to process all tests in their lab.
- Parents will be required to continue to monitor their children for symptoms and keep their child(ren) home if ill.

Appendix L

Student and Staff Member Travel

Travel Quarantine –as per CDC Guidelines

Domestic and international Travel:

Unvaccinated Individuals

Quarantine for a full 5 days after travel, as long as asymptomatic (timeframes may fluctuate to match the most up-to-date guidelines)

Even if you test negative, stay home and quarantine for the full 5 days

If your test is positive, isolate yourself and follow exclusion guidelines

Vaccinated individuals - no need to quarantine as long as symptomatic free