



Board of Education
Regular Meeting Minutes
April 25, 2022

I. CALL TO ORDER

- A. The regular meeting of the Allamuchy Township Board of Education held on April 25, 2022 was called to order at 7:35 p.m. by Lisa Strutin.
- 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 January 11, 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, President	x	

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

- A. BE IT RESOLVED, that the minutes of the regular board meeting, as amended, held on March 28, 2022, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on March 28, 2022, be approved. (Appendix 1B)

Motion Made By: Ms. Renaud
Seconded By: Ms. Christmann

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

MOTION CARRIED

VI. CORRESPONDENCE - none

VII. STUDENT REPRESENTATIVE REPORT

Dr. Sabol introduced students to present their reports, including wear-blue-for-autism, upcoming field trips including Fairview Lakes and Quiet Valley and the chicken barbeque on June 4th.

VIII. ACKNOWLEDGEMENTS

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

April

Grade	Name	Pillar of Character
Pre-K	Kara Smith	Responsibility
K	Grainger Blake	Responsibility
1	Nicky Brennan	Kindness
2	Reese Acquavella	Caring
3	Madeleine Wawrzyniak	Citizenship
4	Baylie Kanski	Caring
5	Edinam Agbanu	Citizenship
6	Mitchell Sherman	Respect
7	Emily Cuccineillo	Trustworthiness
8	Isabelle Quail	Caring
Staff Member of the Month: Chrissie Wendel		

IX. PRESENTATIONS

- A. Health Curriculum - Dr. Sabol delivered a presentation on Health Curriculum. New Jersey has put out information and standards for each grade level. The standards were written in 2020. It is not the case that a new health curriculum will be taught for K to 2. Dr. Sabol shared examples for each curriculum in grades K to 2.
- B. Sustainability/Outdoor Ed./ Healthy U, and Rutherford Hall - Mr. Serraino discussed family nights, the student and family challenge for recycling, the dental hygiene waste challenge, increasing recycling, gardening and composting and plans to re-do the community garden. Mr. Serraino also discussed the Rutherford Hall camps and spring after school activities.

X. PRESIDENT’S REPORT - Mrs. Strutin congratulated the students and staff that were recognized this evening. Mrs. Strutin reminded the board members that Dr. Sabol’s evaluation needs to be completed by May 17th. Also, the board will have a retreat on 6/18 or 6/25 from 9-12 or 5/31 in the evening. The purpose of the retreat is goal setting.

XI. COMMITTEE REPORTS

- A. Operations - Ms. Renaud discussed maintenance projects that are being planned. Dr. Sabol added that there has been a little delay from the architects with the Long Range Facility Plan and that we are looking to get the plan solidified.
- B. Human Resources - Dr. Gaddy discussed tonight’s agenda items.
- C. Education - Mr. Green discussed tonight’s agenda items, including several workshops and field trips.
- D. Governance - Mr. Green discussed several policies.
- E. Town Council Liaison - no report
- F. Rutherford Hall Liaison - Ms. Renaud reported that the Foundation met and are planning a Gala and Arts festival for May.
- G. Hackettstown Board of Education Representative - The Hackettstown BOE meeting is next week.
- H. PTO Liaison - Mr. Green reported on the scholastic fair, clothing drive, teacher appreciation day and that the PTO is looking for help loading trucks for the clothing drive.
- I. Rutherford Hall - Mrs. Strutin reported that the fireworks are scheduled for June 25th.

XII. SUPERINTENDENT’S REPORT

- A. HIB Report: Dr. Sabol discussed HIB investigations with zero confirmed.
- B. Suspensions: 0 in-school, 0 out of school
- C. Enrollment By Grade
- D. Dr. Sabol discussed the school calendar, graduation is scheduled for 6/13, with a rain date of 6/14.

Student Enrolment for Allamuchy Township School District										
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
PK	35	36	37	37	37	37	37	37		
K	36	37	37	37	38	38	38	38		
1	47	47	47	47	47	46	46	46		
2	29	29	28	28	29	29	29	29		
3	46	46	45	45	45	45	45	45		
4	54	54	55	55	55	55	55	55		
5	44	44	43	43	42	42	43	43		
6	54	53	53	53	53	54	54	54		
7	32	33	34	33	33	33	33	33		
8	43	43	44	44	44	44	44	44		
Total	420	422	423	422	423	423	424	424		
9th	39	40	40	42	42	42	42	41		
10th	38	39	39	40	40	40	41	41		
11th	42	42	40	41	41	41	40	40		
12th	41	42	42	42	42	42	42	42		
Total	160	163	161	165	165	165	165	164		
GT	580	585	584	587	588	588	589	588		

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.*

Mrs. Strutin discussed several revisions to the agenda:

- Appendix 7 was updated.
- Item XV.E.4. was added, AHA training for for \$250/each for J. DeCostanza and N. Serraino for instructor certification.
- The approval of grant funds in the amount of \$2,600 for upgrades to the garden and the gate was added to item 1.

Resolution made under Governance:

Ms. Prudenti made a motion to remove Stephen Bienko from the board of education. There was no second made.

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.

Ms. Fran Muhlenbruch commended the PTO, they have purchased a camera for the birds-nest and have also helped with the school garden.

Ms. Ozcan inquired about the sex-ed curriculum.

Mrs. Prudenti asked if the health curriculum books are available for review?

Dr. Sabol said that the books are available for review by request.

XV. BOARD COMMITTEE ACTION REPORTS

A. Operations

On Behalf of the Operations Committee, I hereby move resolutions 1-4

Moved by: Ms. Renaud

Seconded by: Ms. Christmann

1. Budget Adjustments (Appendix 2)
approve budget adjustments for February 2022 from funds 10 and 20
2. Bills List (Appendix 3)
 - a) approve for payment the general account bills list check from 03/29/22 to 04/25/22 in the amount of \$757,262.87
 - b) accepts the payroll registers for the month of March 2022.
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 February 28, 2022 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 February 28, 2022 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 February 28, 2022 with a total Governmental Funds Account cash balance of \$1,364,980.23
 - d) Student Activity Account (Appendix 5)
approve the Student Activity Account in the amount of \$52,592.65 as of 2/28/22
4. Standard Operating Procedures (Appendix 6)
Adopt the revised standard operating procedures
5. Proposed 2022-2023 School Budget
BE IT RESOLVED, to introduce the preliminary 2022-2023 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Warren County Office of Education for compliance and approval for advertisement in the NJ Herald as follows:

Budget Amounts:
General Fund (10,11,12) 11,081,701

Transfer to Charter School (10) 38,457
 Capital Expenditures (12) 29,456
 Special Revenue Fund (20) 171,753
 Debt Service (40) 772,000
 Total 12,025,454

Taxation Amounts (School Fiscal Year)
 General Fund 9,713,873
 Debt Service 708,841
 Total Tax Levy 10,422,714

The public hearing on the budget for the 2022-23 school year will be held at ATS on April 25, 2022 at 7:30.

6. Travel and Related Expenses

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 2021-2022 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 2022-2023 school year as \$25,000.

7. White Oak Seedling

accept the donation of the Historic White Oak Seedling from the Town of Allamuchy to be placed on the front lawn between the marquis and the original front entrance to Rutherford Hall.

Board Member	Yes	No	Abstain
Mr. Bienko			
Ms. Christmann	X		
Dr. Cusmano			
Dr. Gaddy	X		
Mr. Green	X		
Mrs. Moyer			
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 1-3

Moved by: Dr. Gaddy
 Seconded by: Mr. Green

1. Personnel

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

a. Maternity Leave	Monehr Muheisen		May 27,2022
b. Maternity Leave	Michelle Cleere		Apr 8, 2022

2. Reappointments

approve/accept the following reappointments as recommended by the superintendent: (Appendix 7)

3. Business Administrator

approve the appointment of Danielle Tarvin-Griffith as Business Administrator with salary of \$120,000, pending contract approval by the Executive County Superintendent

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

MOTION CARRIED

C. Education

On Behalf of The Education Committee I hereby move resolution 1-2

Moved by: Mr. Green

Seconded by: Dr. Gaddy

1. Workshops
approve the attendance at the following workshops

Name of Staff Member	Date of Workshop	Title of Workshop	Cost of Workshop	Milage
Megan Schmidt	4/5/22	Social Media and Youth Suicide	\$20	0 - virtual

2. Field Trips
approve the following requests for field trips

Teacher Requesting	Grade/Class	Destination	Date of Trip	Cost to students
Andrea Aussems	3rd Grade	NJ Sea Life Aquarium	5/16/22	\$10
Michelle Ricci	8th Grade	Six Flags	6/2/22	\$37.99
Michelle Ricci	8th Grade	Jenkinson's	6/6/2022	\$25.00
Anna Thomas	7th Grade G&T	Kittatinny Regional High School	5/17/2022	\$0

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

MOTION CARRIED

D. Governance

On Behalf of The Governance Committee I hereby move resolutions 1-3

Moved by: Mr. Green

Seconded by: Dr. Gaddy

1. Strauss Esmay Policy Alert 226 (Appendix 8)

approve the following policies for first reading per Strauss Esmay Alert 226

Policy/Reg	Section	Title
Policy 2622	PROGRAM	Student Assessment (M)
Regulation 2622	PROGRAM	Student Assessment (M)
Policy 3233	TEACHING STAFF MEMBERS	Political Activities
Policy 9560	COMMUNITY	Administration of School Survey (M)

2. Strauss Esmay Policy Alert 225 and 226 (Appendix 9)

approve the following policies for second reading per Strauss Esmay Alert 225 and 226

Policy/Reg	Section	Title
Policy 5541	STUDENTS	Anti-Hazing (M)
Reg. 2460.30	PROGRAM	Additional/Compensatory Special Education and Related Services (M)
P. 2415.05	PROGRAM	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M)
P. 5751	STUDENTS	Sexual Harrassment of Students (M)
R. 5751	STUDENTS	Sexual Harrassment of Students (M)
P. 8465	OPERATIONS	Bias Crimes and Bias-Related Acts (M)
Reg. 8465	OPERATIONS	Bias Crimes and Bias-Related Acts (M)

3. Bylaw: Cell Phone Use During Board Meetings

approve the following policy for second reading

The Board of Education recognizes that communicating electronically (e.g. e-

mail, social network site, text messaging, instant messaging) is an efficient and convenient way to exchange information on school matters. However, the Board of Education recognizes that the use of such electronic means to communicate during public meetings, by board members, may create the impression that board members are deliberating regarding issues that are the subject of the public meeting session, contrary to the spirit of the Open Public Meetings Act. Thus, during public board meetings, board members shall not communicate amongst themselves or with the public electronically. However, if communication is necessary, a Board member must limit communication or excuse him/herself from the dais during any such occasion.

This policy shall not be interpreted to preclude the integration of technology at board meetings to support board member participation; thus, the Board of Education encourages the use of electronic devices (including but not limited to laptop computers, iPads, tablets, and/or notebook computers) by board members at board meetings as a resource so long as board members do not utilize those devices to communicate electronically during the meeting.

Board Member	Yes	No	Abstain
Mr. Bienko			
Ms. Christmann	X		
Dr. Cusmano			
Dr. Gaddy	X		
Mr. Green	X		
Mrs. Moyer			
Mrs. Prudenti	X	Policy 8465 Reg 8465 and Res. 3	
Ms. Renaud	X		
Mrs. Strutin, President	X		

MOTION CARRIED

E. Rutherford Hall

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

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

1. Garden Project Fundraising
 Approve the following fundraising activities to support the Rutherford Hall Garden Project:
 activity at Tranquility Farms
 garden-themed cookies decorating kit fundraiser
 sponsors
 Spending of \$2,600 of grant funds for the garden and gate

2. Summer Camp Staff

Approve the following appoints as summer camp staff:

Maggie Saal	Counselor	\$15/hr
Joanne Mikalauskas	Head Counselor	\$18/hr

3. NJ Historic Preservation Attachment E Governing Body Resolution

Approve the Superintendent, Dr. Melissa Sabol, to execute a grant agreement with the State in an amount up to that awarded for the proposed project, and to seal the grant agreement; Grant No. 2021-1036; Grant Award: \$122,000.

4. AHA Training for \$250/each for Jodie DeCostanza and Nick Serraino for instructor certification.

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

MOTION CARRIED

XVI. OLD BUSINESS

Mrs. Strutin talked about prior discussions of the board regarding meetings. The public could listen to the meetings, but it was decided that the board members needed to attend the meetings in person. Ms. Renaud recalled that there was not applicable audio-visual equipment to run remote meetings. Ms. Christmann discussed the difficulty in having part of the board members virtual and part of the board members in person.

XVII. PUBLIC COMMENTS GENERAL

- Fran Muhlenbruch discussed board member removal with a hearing. Ms. Muhlenbruch also discussed technology needs of the district and the comparative needs on enhanced technology merely for having meetings on-line.
- Ms. Arcaro reported that the Green-Team is looking for green-team certification.

XVIII. FOR THE GOOD OF THE ORDER - none

XIX. EXECUTIVE SESSION

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

- Attorney-Client Privilege
- Legal Matters
- HIB
- Evaluation

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: Ms. Christmann

Seconded by: Dr. Gaddy

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 19 minutes. The matters discussed will only be disclosed to the public once the reasons for nondisclosure no longer exist.

Action will be taken.

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

Moved by: Mrs. Strutin

Seconded by: Dr. Gaddy

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

MOTION CARRIED

XX. ADJOURNMENT

Motion made at 9:20 p.m. to adjourn the meeting by Dr. Gaddy and

seconded by Ms. Christmann

MOTION CARRIED by unanimous voice vote

Respectfully submitted,

Jim Minkewicz
Board Secretary

Allamuchy Board of Education
Executive Session Meeting Minutes
April 25, 2022

The regular meeting of the Allamuchy Township Board of Education held on April 25, 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 January 11, 2022 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
 Alyssa Weinstein, Board Attorney

XIV. EXECUTIVE SESSION

Enter Executive Session at 9:00 pm:

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

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

- Attorney-Client Privilege
- Legal Matters
- Evaluation
- 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 HIB cases and not-confirmed cases.
- Ms. Weinstein discussed a settlement proposal regarding a complaint.
- Mrs. Strutin discussed the Superintendent evaluation process.

Exit Executive Session at 9:19 pm:

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

BE IT RESOLVED, that the Board of Education has been in executive session for the past 19 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 03/31/22

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	181	0	2,497,143	249,715	(78,051)	-3.1	171,663	
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	1,390	0	727,510	72,752	84,769	11.7	157,520	
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	(15,360)	-10.0	1	
29180	Tuition	11-000-100-XXX	2,835,019	14,984	0	2,850,003	285,001	(121,416)	-4.3	163,584	
29680, 30620, 41660, 42200, 43620	Attend, Soc Wrk, Heath, Guidance, CST, Library	11-000-211,213,218, 219,222	526,682	4,935	0	531,617	53,162	(53,161)	-10.0	1	
43200, 44180	Improve Inst. & Staff Training	11-000-221,223	17,300	0	0	17,300	1,730	5,154	29.8	6,884	
45300	General Administration	11-000-230-XXX	330,550	31,621	0	362,171	36,217	(36,216)	-10.0	1	72,433
46160	School Administration	11-000-240-XXX	269,074	0	0	269,074	26,908	16,425	6.1	43,332	10,482
47200, 47620	Central Svcs & Admin Info Technology	11-000-25X-XXX	166,641	0	0	166,641	16,665	16,663	10.0	33,327	1
51120	Operation & Maintenance of Plant Services	11-000-26X-XXX	811,931	4,347	0	816,278	81,628	322,326	39.5	403,954	
52480	Student Transportation Services	11-000-270-XXX	891,068	525	0	891,593	89,160	(43,490)	-4.9	45,670	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	1,679,509	28,923	0	1,708,432	170,842	(113,044)	-6.6	57,800	
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

5-20-22

Date

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

Allamuchy Board of Education Check Register from 4/26/2022 to 5/23/2022 for All Funds

<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>
33103	2/14/22	DeAngelis, Debra reimb mileage 12-21 Nature/Needs Indv w/ disabilities	Check voided on 5/17/2022 (44.80) (2,000.00)	P202200562 P202100359	11-000-100-561-000-000 11-000-291-280-000-000
Total Check Amount:			(2,044.80)		
33174	2/26/22	CPI NCI Workbook-2nd addition	Check voided on 4/27/2022 (311.88)	P202200497	11-000-223-500-000-000
33198	2/26/22	Kurtz Bros. pens & pencils Spanish supplies class supplies supplies Koerner expo dry erase markers Library supplies office supplies	Check voided on 5/3/2022 (86.20) (141.39) (24.36) (121.97) (24.08) (298.24) (293.18)	P202200317 P202200318 P202200364 P202200458 P202200306 P202200308 P202200307	11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000 11-213-100-101-000-001 11-000-222-600-000-000 11-000-230-610-000-000
Total Check Amount:			(989.42)		
33335	3/30/22	Campbell, Patricia Aid in Lieu 21-22	Check voided on 5/5/2022 (500.00)	P202200674	11-000-270-503-000-000
33418	4/27/22	Hunterdon Preparatory Center Invoice Date 5/1/2022	5,654.25	P202200245	11-000-100-562-000-000
33419	4/27/22	WageWorks, Inc. Cobra Invoice Period 2/1/22-2/28/22	57.00	P202200274	11-000-291-270-000-000
33420	4/27/22	McGraw-Hill Education	528.51	P202200692	11-190-100-610-000-000
33421	5/2/22	RK Occupational & Environmental Profl Services & Lab Analysis	642.00	P202200743	11-000-262-420-000-000
33422	5/2/22	William H. Sadlier, Inc. Ricci Grmr Wrtg	3,359.30	P202200744	11-190-100-610-000-000
33423	5/2/22	Cunningham, Steven IdentoGo	78.38	P202200747	60-990-320-610-200-000
33424	5/2/22	Delightful Bakery Decorating Class	528.00	P202200750	60-990-320-610-200-000
33425	5/2/22	ART*stitution Kid's Paint Night	168.00	P202200751	60-990-320-610-200-000
33426	5/2/22	Universal Supply Group Inc. Maint. Supplies	841.48	P202200752	11-000-261-610-000-000
33427	5/2/22	Brown, Michael Maint. Supplies	16.50	P202200753	11-000-261-610-000-000

<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>
33428	5/2/22	WIRE'S ELEC SHOP INC Electrical Repairs	914.92	P202200754	11-000-261-420-001-000
33429	5/2/22	Yellow Bus Leasing 3/30/22 to 4/30/22 Lease Rate	2,100.00	P202200755	11-000-270-890-000-000
33430	5/2/22	Sherwin-Willaims Co. painting & supplies	107.98	P202200268	11-000-262-610-000-000
33431	5/2/22	Kurtz Bros. Spanish supplies	18.76	P202200638	11-190-100-610-000-000
33432	5/2/22	RK Occupational & Environmental Asbestos Management Plan	1,200.00	P202200756	11-000-261-420-001-000
33433	5/3/22	The Spoken Path, LLC. Direct services speech	1,800.00	P202200757	11-000-216-320-000-000
		Direct services speech	1,320.00	P202200757	11-000-216-320-000-000
		Total Check Amount:	3,120.00		
33434	5/3/22	Super Heat Inc. Heating Boilers etc	1,292.56	P202200482	11-000-262-420-000-000
33435	5/3/22	VIKING TERMITE & PEST Pest controls	282.19	P202200085	11-000-262-420-000-000
33436	5/3/22	Sherwin-Willaims Co. painting & supplies	565.32	P202200268	11-000-262-610-000-000
33437	5/3/22	Kurtz Bros. supplies Koerner	121.97	P202200458	11-190-100-610-000-000
		class supplies	24.36	P202200364	11-190-100-610-000-000
		Spanish supplies	129.43	P202200318	11-190-100-610-000-000
		pens & pencils	86.20	P202200317	11-190-100-610-000-000
		expo dry erase markers	24.08	P202200306	11-213-100-101-000-001
		Library supplies	298.24	P202200308	11-000-222-600-000-000
		office supplies	293.18	P202200307	11-000-230-610-000-000
		Total Check Amount:	977.46		
33438	5/3/22	POSTMASTER-ALLAMUCHY Box J Renewal	398.00	P202200758	11-000-230-530-000-000
		Box B Renewal	332.00	P202200758	11-000-230-530-000-000
		Total Check Amount:	730.00		
33439	5/4/22	DeAngelis, Debra LDTC Certification	3,755.70	P202200765	11-000-291-280-000-000
33440	5/4/22	Tierney, Cristen FLD Supervision Internship II	1,913.85	P202200766	11-000-291-280-000-000
33441	5/4/22	Schmidt, Megan Custom Die-Cut Character	108.73	P202200767	11-190-100-890-000-000

<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>
33442	5/5/22	Campbell, Patricia Aid in Lieu 21-22	500.00	P202200674	11-000-270-503-000-000
33443	5/6/22	Critterfence School Security Grant	2,000.00	P202200763	20-256-400-720-000-000
		General Supplies - Non-Grant	676.45	P202200763	60-990-320-610-200-000
		Total Check Amount:	<u>2,676.45</u>		
33444	5/13/22	Quantum Cooling Part #ASM01895 Service Tool	570.00	P202200771	11-000-261-610-000-000
		Parts #R06750,P97420,R37200,P62520,P721120	740.00	P202200771	11-000-261-610-000-000
		Total Check Amount:	<u>1,310.00</u>		
33445	5/13/22	United Site Services Port a johns ATS & Bus yard	78.36	P202200067	11-000-261-420-001-000
33446	5/13/22	FP Mailing Solutions Postage Meter	86.85	P202200321	11-000-230-530-000-000
33447	5/13/22	Prevention Specialists, Inc. DOT Drug Testing	792.00	P202200773	11-000-270-390-000-000
33448	5/13/22	K&A Paving Contractors LLC Asphalt repair dumpster area -	3,950.00	P202200774	11-000-270-390-000-000
33449	5/13/22	Busch Law Group, LLC Legal Services	1,136.50	P202200775	11-000-230-331-000-000
33450	5/13/22	Brookaire Company	**VOIDED**	Check voided on 5/13/2022	
33451	5/13/22	Brookaire Company Filters	106.99	P202200776	11-000-262-610-000-000
33452	5/13/22	Cablevision Lightpath Inc.	**VOIDED**	Check voided on 5/13/2022	
33453	5/13/22	Cablevision Lightpath Inc. Internet provider	3,141.02	P202200078	11-000-230-339-000-000
33454	5/13/22	LICON LIGHTING CORP Plates	154.00	P202200779	11-000-261-610-000-000
33455	5/13/22	WARREN CO SPEC SVCS SC D Transportation May 2022	16,894.83	P202200780	11-000-100-561-000-000
33456	5/13/22	Saint Clare's Training Center CPR - BLS Provider Instructor Course 5/16/22	450.00	P202200781	60-990-320-339-100-000
33457	5/13/22	Shaeffer, Stephanie Speech Lang Pathology & Auditory Verbal	585.00	P202200463	11-000-216-320-000-000
33458	5/13/22	Morris County Vocational School Dist June Tuition HS Nagle	1,336.40	P202200353	11-000-100-563-000-000

<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>
33459	5/13/22	Hunterdon Preparatory Center June Tuition	3,500.25	P202200245	11-000-100-562-000-000
33460	5/13/22	Universal Supply Group Inc. Maint Supplies	101.91	P202200782	11-000-261-610-000-000
33461	5/13/22	Zonar Systems Home Base Service 5/1/22-5/31/22	231.00	P202200783	11-000-270-600-000-000
33462	5/13/22	Broadstep Academy New Jersey, Inc. Tuition spec ed	11,741.40	P202200649	20-487-200-500-000-001
33463	5/13/22	Mayberry Sales & Services, Inc. Toro repairs, oil, filters etc	455.10	P202200503	11-000-263-300-000-000
		Toro repairs, oil, filters etc	49.95	P202200503	11-000-263-300-000-000
		Toro repairs, oil, filters etc	625.10	P202200503	11-000-263-300-000-000
		Total Check Amount:	1,130.15		
33464	5/13/22	LearnWell Hospital Tutoring	384.00	P202200784	11-150-100-320-000-000
33465	5/13/22	Eurofins Environmental Testing	212.30	P202200785	11-000-262-300-000-000
33466	5/16/22	Amplified IT, LLC GOO-ETL-0001 x 1	48.00	P202200673	11-000-230-610-000-000
33467	5/16/22	IGS Solar Solar supply charge	3,569.21	P202200095	11-000-262-622-100-001
33468	5/16/22	Fuller Paper Company Custodial Supplies	172.84	P202200643	11-000-262-610-000-000
		Custodial Supplies	79.98	P202200643	11-000-262-610-000-000
		Total Check Amount:	252.82		
33469	5/16/22	Raritan Valley Community College Engineering Students in Practices- K Stiner	125.00	P202200786	11-000-223-500-000-000
33470	5/16/22	WageWorks, Inc. Cobra Invoice Period	57.00	P202200274	11-000-291-270-000-000
33471	5/16/22	Roto-Rooter Plumbing & Drain Service Floor Drain	250.00	P202200787	11-000-261-420-001-000
		Floor Drain	425.00	P202200787	11-000-261-420-001-000
		Total Check Amount:	675.00		
33472	5/16/22	Johnstone Supply Maint Supplies	119.21	P202200788	11-000-261-610-000-000
33473	5/16/22	Centenary University Clinical Teacher Residency TD	5,250.00	P202200789	11-190-100-320-000-000

<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>
33474	5/16/22	Fuller Paper Company Custodial Supplies	268.80	P202200643	11-000-262-610-000-000
33475	5/16/22	Direct Waste Services, Inc. ATS & MVS waste pickup	751.19	P202200086	11-000-261-420-001-000
33476	5/16/22	Western Psychological Services YCAT-2 Complete Kit	464.20	P202200759	11-000-219-600-000-000
33477	5/17/22	WILLOWGLEN ACADEMY INC Tuition Undercharge &	12,803.00	P202200790	11-000-100-566-000-000
33478	5/17/22	Marlin Business Bank Postage machine	20.00	P202200066	11-000-230-530-000-000
33479	5/17/22	GateHouse Media New York Holdings, Inc. NWT New Jersey Herald-Ad	307.03	P202200791	11-000-230-530-000-000
33480	5/17/22	BLUE RIDGE LUMBER Building Supplies	107.49	P202200792	11-000-263-600-000-000
33481	5/17/22	Universal Supply Group Inc. Maint Supplies	99.69	P202200794	11-000-261-610-000-000
33482	5/17/22	Rymon, Karen OT Therapy Services	3,394.50	P202200574	11-000-217-320-000-000
		OT Therapy Services	2,098.00	P202200574	11-000-217-320-000-000
		Total Check Amount:	<u>5,492.50</u>		
33483	5/18/22	DeAngelis, Debra Nature/Needs Indiv w/Disabilities	1,877.85	P202200796	11-000-100-561-000-000
		Physiological Basis Learn Disabilities	1,877.55	P202200796	11-000-100-561-000-000
		Correction Learn Disabilities	1,877.85	P202200796	11-000-100-561-000-000
		Approach Instruct for Sp.Ed.	1,877.85	P202200796	11-000-100-561-000-000
		Diagnosis Learn Disabilities	1,877.85	P202200796	11-000-100-561-000-000
		Total Check Amount:	<u>9,388.95</u>		
33484	5/18/22	DeAngelis, Debra Mileage Reimbursement	44.80	P202200797	11-000-100-561-000-000
33485	5/18/22	Tickner's Inc. Custodial Supplies	76.99	P202200795	11-000-262-610-000-000
33486	5/18/22	Tshudy, Marilou Mileage Reimbursement M. Tshudy	75.50	P202200798	11-190-100-500-000-000
33487	5/18/22	ABA Initiatives, LLC Therapy Services	3,167.50	P202200799	11-000-217-320-000-000

<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>
33488	5/18/22	Johnstone Supply			
		Maint Supplies	51.23	P202200802	11-000-261-610-000-000
		Maint Supplies	429.00	P202200802	11-000-261-610-000-000
		Total Check Amount:	480.23		
33489	5/19/22	ART*stitution			
		Adult Canvas Painting	177.60	P202200803	60-990-320-610-200-000
		Kids Easter Pallet Painting	195.00	P202200803	60-990-320-610-200-000
		Canvas Painting	213.60	P202200803	60-990-320-610-200-000
		Total Check Amount:	586.20		
33490	5/19/22	Bahl, Divya			
		Mileage Reimbursement	37.44	P202200804	11-190-100-500-000-000
33491	5/19/22	Warren County Association of School Administrat			
		Gov Ed Yr	144.00	P202200806	11-000-230-890-000-000
33492	5/19/22	JDM Group			
		CGSS 3 yr renew for NSA 3600	6,909.63	P202200807	11-190-100-340-000-000
		Monthly Serv fee	4,590.00	P202200807	11-190-100-340-000-000
		Monthly Serv fee	4,590.00	P202200807	11-190-100-340-000-000
		Cable & phone install at ATS	390.00	P202200807	11-000-261-420-001-000
		Memory,SSD's & Fans for CST Computers	278.00	P202200807	11-000-261-420-001-000
		Video Conversion Equip	125.00	P202200807	11-000-261-420-001-000
		9508 TELSET	375.00	P202200807	11-000-261-420-001-000
		Total Check Amount:	17,257.63		
33493	5/19/22	SUBURBAN PROPANE			
		propane	113.50	P202200049	11-000-262-621-000-001
33494	5/19/22	Washington Township Board of Education			
		Vehicle Maintenance Costs & Rentals	7,156.66	P202200684	11-000-270-420-000-000
33495	5/19/22	Washington Township Board of Education			
		Bus Rentals for 3/22 & 4/22	2,315.00	P202200810	11-000-270-420-000-000
33496	5/20/22	EZ Dock			
		EZ DOCK Install Delivery, Assembly, Installation	9,298.50	P202200685	20-212-100-600-000-000
33497	5/20/22	Tj's Sportwide Trophy & Awards			
		25 Superintendent's Trophies	193.75	P202200801	11-190-100-610-000-000
33498	5/20/22	Fuller Paper Company			
		Custodial Supplies	563.66	P202200643	11-000-262-610-000-000
		Custodial Supplies	371.65	P202200643	11-000-262-610-000-000
		Total Check Amount:	935.31		
33499	5/20/22	WageWorks, Inc.			
		Cobra	385.18	P202200274	11-000-291-270-000-000

<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>
33500	5/20/22	Eurofins Environmental Testing	204.43	P202200811	11-000-262-300-000-000
33501	5/20/22	Sonova USA Inc. Roger Touchscreen Mic	178.99	P202200769	11-212-100-610-000-000
33502	5/20/22	NJMVC NJ Vehicle Renewal	50.00	P202200813	11-000-270-890-000-000
33503	5/20/22	VIKING TERMITE & PEST Pest controls	58.87	P202200085	11-000-262-420-000-000
		Pest controls	308.93	P202200085	11-000-262-420-000-000
Total Check Amount:			<u>367.80</u>		
The Grand Total of all Checks from Fund 11 is:			132,955.77		
The Grand Total of all Checks from Fund 20 is:			23,039.90		
The Grand Total of all Checks from Fund 60 is:			2,487.03		
The Grand total of all checks for this period is:			158,482.70		

Interim Balance SheetASSETS AND RESOURCES

ASSETS

101 Cash in checking account	\$ 1,977,257.05	
102-106 Other cash equivalents	\$ 218,934.61	
Total cash		\$ 2,196,191.66
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
116 Capital reserve account		\$ 203,532.08
117 Maintenance reserve account		\$ 71,813.05
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 25,569.40	
141 Intergovernmental - state	\$ 70,773.52	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 336,593.87	
153 Other Accounts Receivable	\$ 145,932.61	
		\$ 578,869.40
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
181 Prepaid Expenses		\$ 0.00
199 Other current assets		\$ 1,141.00

RESOURCES

301 Estimated revenues (from adjusted budget)	\$ 10,796,737.00	
302 Less: revenues collected or accrued	\$ (9,744,620.74)	
		\$ 1,052,116.26
TOTAL ASSETS AND RESOURCES		\$ 4,103,663.45

LIABILITIES AND FUND EQUITY

LIABILITIES

401 Interfund loans payable	\$ 0.00
402 Interfund accounts payable	\$ 0.00
411 Intergovernmental accounts payable - state	\$ 2,763.10
412 Intergovernmental accounts payable - federal	\$ 48,319.61
413 Intergovernmental accounts payable - other	\$ 0.00
421 Accounts payable	\$ 3,593.68
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	\$ 4,763.87
Total liabilities	\$ 59,440.26

FUND EQUITY			
Appropriated:			
753 Reserve for encumbrances - current year		\$	1,738,944.62
754 Reserve for encumbrances - prior year		\$	23,168.54
761 Reserved fund balance Capital Reserve - July 1, 2021	\$	203,532.08	
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		\$	103,532.08
764 Reserved fund balance Maintenance Reserve - July 1, 2021	\$	71,813.05	
606 Add: Increase in maintenance reserve	\$	0.00	
310 Less: Budgeted withdrawal from maintenance reserve	\$	0.00	
Subtotal - maintenance reserve		\$	71,813.05
760 Other reserves		\$	0.00
771 Designated Fund Balance		\$	100,906.35
772 Designated Fund Balance - ARRA/SEMI		\$	0.00
601 Appropriations	\$	11,283,475.38	
602 Less: expenditures	\$	7,558,991.26	
603 Less: encumbrances	\$	1,866,464.44	
Appropriations less expenditures		\$	(9,425,455.70)
		\$	1,858,019.68
		\$	3,896,384.32
Unappropriated:			
770 Fund Balance, July 1, 2021		\$	282,033.87
303 Less: budgeted fund balance		\$	(134,195.00)
Unappropriated fund balance		\$	147,838.87
Total fund equity		\$	4,044,223.19

TOTAL LIABILITIES AND FUND EQUITY \$ 4,103,663.45

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 11,283,475.38	\$ 9,425,455.70	\$ 1,858,019.68
Less: Revenues	\$ (10,796,737.00)	\$ (9,744,620.74)	\$ (1,052,116.26)
Subtotal	\$ 486,738.38	\$ (319,165.04)	\$ 805,903.42
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	\$ (148,192.10)	\$ (148,192.10)	\$ 0.00
Total current year budgeted fund balance	\$ 134,195.00	\$ (467,357.14)	\$ 601,552.14
Add: Unappropriated fund balance			\$ 147,838.87
Total of budgeted and unappropriated fund balance			\$ 749,391.01

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	148,192.10	282,387.10	(319,165.04)	601,552.14
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	9,144,771.74	811,842.26
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	599,849.00	240,274.00
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	148,192.10	11,179,124.10	9,425,455.70	1,753,668.40

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	(67,549.31)	2,070,466.69	1,462,131.68	0.00	608,335.01	0.00
Regular Programs-Home Instruction		5,000.00	(3,813.00)	1,187.00	285.00	48.00	854.00	0.00
Regular Programs-Undistrib Instruction		353,946.00	(6,372.40)	347,573.60	270,676.50	55,020.58	21,876.52	2,821.56
Special Education-Multiply Hdcp		76,901.00	98,531.37	175,432.37	125,812.76	1,831.99	47,787.62	0.00
Special Education-Resource Room		405,605.00	(39,966.72)	365,638.28	256,205.21	0.00	109,433.07	0.00
Special Education-Prsc Hdcp/Part Time		51,311.00	(19,493.54)	31,817.46	21,987.12	0.00	9,830.34	0.00
Curricular Activities-Instruction		102,080.00	(24,982.00)	77,098.00	40,680.00	0.00	36,418.00	0.00
Athletic Programs-Instruction		11,530.00	(11,030.00)	500.00	0.00	0.00	500.00	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	(106,432.04)	2,728,586.96	1,599,114.98	1,125,291.63	4,180.35	7,996.50
Health Services		135,363.00	3,326.00	138,689.00	94,622.20	844.39	43,222.41	0.00
Other Support Svc-Related Svcs		108,514.00	(1,302.00)	107,212.00	73,336.52	3,620.00	30,255.48	0.00
Other Support Svc-Extra. Svcs		83,789.00	48,390.34	132,179.34	89,302.46	2,883.01	39,993.87	0.00
Other Support Svc-Students-Reg		102,532.00	37,275.00	139,807.00	97,877.85	0.00	41,929.15	0.00
Other Support Svc-Students-Spec		206,166.00	(71,838.99)	134,327.01	86,947.88	8,857.50	38,521.63	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(8,500.00)	1,300.00	0.00	1,300.00	0.00	0.00
Library and Educ Media		82,621.00	(16,988.00)	65,633.00	32,267.88	0.00	33,365.12	26,250.94
Inst. staff training svcs		7,500.00	13,654.00	21,154.00	7,042.38	2,339.82	11,771.80	0.00
Support svc-general admin		335,864.00	(9,908.80)	325,955.20	184,846.39	70,884.13	70,224.68	19,620.71
Support Svc-School Admin		288,275.00	(2,776.00)	285,499.00	213,477.51	329.61	71,691.88	0.00
Business and Other Support Svcs		187,674.00	(4,370.12)	183,303.88	168,866.95	0.00	14,436.93	0.00
Maintenance of Plant Services		128,849.00	174,639.48	303,488.48	204,993.57	31,155.71	67,339.20	35,411.51
Operation of Plant		610,062.00	125,779.21	735,841.21	472,185.18	70,813.73	192,842.30	0.00
Care & Upkeep of Grounds		73,020.00	26,254.00	99,274.00	79,267.24	3,856.17	16,150.59	0.00
Student Transportation Svcs		891,068.00	(42,964.75)	848,103.25	653,675.04	76,522.04	117,906.17	35,735.90
Employee Benefits		1,633,961.00	(38,707.58)	1,595,253.42	1,078,639.12	303,927.24	212,687.06	111,307.56
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	71,506.15	10,975,972.15	7,374,892.92	1,759,525.55	1,841,553.68	239,144.68

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	71,085.95	197,551.95	178,498.34	2,587.61	16,466.00	181,999.66
Grand Totals for fund 12:		126,466.00	76,685.95	203,151.95	184,098.34	2,587.61	16,466.00	181,999.66

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: 11,030,932.00 148,192.10 11,179,124.10 7,558,991.26 1,762,113.16 1,858,019.68 421,144.34

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	148,192.10	282,387.10	(319,165.04)	601,552.14
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	8,485,012.46	1,038,392.54
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	298,917.50	(174,917.50)
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	311,305.63	(84,596.63)
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	556.03	(556.03)
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	9.32	(9.32)
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	4,025.00	8,475.00
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	Srvcs 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	17,638.30	(17,638.30)
10-3121-000-000	Cat Transp Aid	277,862.00	0.00	277,862.00	194,503.40	83,358.60
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	339,367.70	145,443.30
10-3177-000-000	Cat Security Aid	37,450.00	0.00	37,450.00	25,260.90	12,189.10
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	148,192.10	11,179,124.10	9,425,455.70	1,753,668.40

Minimum Expense General Ledger Report

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App'Trnst	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	PK/KDGN SAL	329,451.00	(100,432.00)	229,019.00	162,542.66	0.00	66,476.34	0.00
11-120-100-101	3-5 TCH SAL	1,210,176.00	74,147.34	1,284,323.34	907,812.80	0.00	376,510.54	0.00
11-130-100-101	6-8 TCH SALARY	598,389.00	(41,264.65)	557,124.35	391,776.22	0.00	165,348.13	0.00
Regular Programs - Classroom Instruction		2,138,016.00	(67,549.31)	2,070,466.69	1,462,131.68	0.00	608,335.01	0.00
11-150-100-101	HOME INSTR SAL	2,000.00	(1,290.00)	710.00	240.00	0.00	470.00	0.00
11-150-100-320	OOD Dist reg ed	3,000.00	(2,523.00)	477.00	45.00	48.00	384.00	0.00
Regular Programs-Home Instruction		5,000.00	(3,813.00)	1,187.00	285.00	48.00	854.00	0.00
11-190-100-104	Substitutes Salary	36,000.00	6,910.25	42,910.25	31,823.43	0.00	11,086.82	0.00
11-190-100-320	Pur Prof Educational Serv	42,000.00	(21,000.00)	21,000.00	15,750.00	5,250.00	0.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	85,250.00	14,714.00	99,964.00	68,501.71	31,461.62	0.67	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	43,996.00	(29,412.00)	14,584.00	9,897.02	4,528.89	158.09	0.00
11-190-100-610	GEN SUPPLIES	70,600.00	(11,795.65)	58,804.35	40,895.09	7,280.07	10,629.19	2,821.56
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	3,513.00	6,613.00	6,612.02	0.00	0.98	0.00
Regular Programs-Undistrib Instruction		353,946.00	(6,372.40)	347,573.60	270,676.50	55,020.58	21,876.52	2,821.56
11-212-100-101	MD TEACH SAL	52,219.00	118,596.37	170,815.37	124,560.30	200.00	46,055.07	0.00
11-212-100-106	MH Aide Salaries	19,282.00	(19,282.00)	0.00	0.00	0.00	0.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	(4,400.00)	0.00	0.00	0.00	0.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	3,617.00	4,617.00	1,252.46	1,631.99	1,732.55	0.00
Special Education-Multiply Hdcp		76,901.00	98,531.37	175,432.37	125,812.76	1,831.99	47,787.62	0.00
11-213-100-101	RES CTR SAL	179,770.00	(21,211.98)	158,558.02	110,881.74	0.00	47,676.28	0.00
11-213-100-106	RES CTR AIDE SA	223,835.00	(17,871.74)	205,963.26	144,255.20	0.00	61,708.06	0.00
11-213-100-610	RES CTR SUPPL	2,000.00	(883.00)	1,117.00	1,068.27	0.00	48.73	0.00
Special Education-Resource Room		405,605.00	(39,966.72)	365,638.28	256,205.21	0.00	109,433.07	0.00
11-215-100-101	PSD TEACH SAL	27,414.00	4,002.46	31,416.46	21,586.20	0.00	9,830.26	0.00
11-215-100-106	PSD AIDE SAL	23,647.00	(23,647.00)	0.00	0.00	0.00	0.00	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	(19,493.54)	31,817.46	21,987.12	0.00	9,830.34	0.00
11-401-100-100	Salaries	99,980.00	(25,383.00)	74,597.00	40,680.00	0.00	33,917.00	0.00
11-401-100-600	CO-CURR SUPPLIE	2,000.00	401.00	2,401.00	0.00	0.00	2,401.00	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	(24,982.00)	77,098.00	40,680.00	0.00	36,418.00	0.00
11-402-100-100	Salaries	10,030.00	(10,030.00)	0.00	0.00	0.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00
11-402-100-610	General Supplic	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Athletic Programs-Instruction		11,530.00	(11,030.00)	500.00	0.00	0.00	500.00	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	54,288.00	2,276,614.00	1,334,009.15	942,604.40	0.45	0.00
11-000-100-562	Tuit LEA Sp Ed	117,760.00	115,412.00	233,172.00	121,821.17	109,772.83	1,578.00	5,814.00
11-000-100-563	Voc. School Dist	47,276.00	11,410.20	58,686.20	30,835.80	27,838.40	12.00	0.00
11-000-100-566	TUIT PRIV NJ	299,541.00	(295,830.24)	3,710.76	3,710.40	0.00	0.36	2,182.50
11-000-100-569	TUITION CHARTER SCHOOLS	148,116.00	8,288.00	156,404.00	108,738.46	45,076.00	2,589.54	0.00
Undistributed Expense-Instruction		2,835,019.00	(106,432.04)	2,728,586.96	1,599,114.98	1,125,291.63	4,180.35	7,996.50
11-000-213-100	Salaries	129,278.00	6,721.00	135,999.00	94,517.20	0.00	41,481.80	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	4,000.00	(3,500.00)	500.00	0.00	0.00	500.00	0.00
11-000-213-600	HLTH SUPPLIES	2,000.00	0.00	2,000.00	0.00	844.39	1,155.61	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	3,326.00	138,689.00	94,622.20	844.39	43,222.41	0.00
11-000-216-100	Salaries	96,014.00	(12,330.00)	83,684.00	57,134.10	0.00	26,549.90	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	10,715.00	22,715.00	15,390.00	3,620.00	3,705.00	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	(1,302.00)	107,212.00	73,336.52	3,620.00	30,255.48	0.00
11-000-217-106	PERSON AID	45,789.00	57,747.34	103,536.34	70,814.70	(1,619.99)	34,341.63	0.00
11-000-217-320	THERAPY SVS	38,000.00	(9,357.00)	28,643.00	18,487.76	4,503.00	5,652.24	0.00
Other Support Svc-Extra. Svcs		83,789.00	48,390.34	132,179.34	89,302.46	2,883.01	39,993.87	0.00
11-000-218-104	GUID SALARY	101,532.00	37,275.00	138,807.00	97,148.85	0.00	41,658.15	0.00
11-000-218-600	Supplies & Materials	1,000.00	0.00	1,000.00	729.00	0.00	271.00	0.00
Other Support Svc-Students-Reg		102,532.00	37,275.00	139,807.00	97,877.85	0.00	41,929.15	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App'Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-219-104	CST PROF SALARY	77,266.00	18,343.00	95,609.00	65,321.22	0.00	30,287.78	0.00
11-000-219-105	CST SECT SALARY	41,200.00	(22,648.00)	18,552.00	15,541.60	0.00	3,010.40	0.00
11-000-219-320	CST PROF SVS	85,500.00	(68,207.99)	17,292.01	3,791.25	8,357.50	5,143.26	0.00
11-000-219-600	CST SUPPLIES	2,000.00	674.00	2,674.00	2,143.81	500.00	30.19	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	(71,838.99)	134,327.01	86,947.88	8,857.50	38,521.63	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	(8,500.00)	0.00	0.00	0.00	0.00	0.00
11-000-221-320	Curriculum Services	1,300.00	0.00	1,300.00	0.00	1,300.00	0.00	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(8,500.00)	1,300.00	0.00	1,300.00	0.00	0.00
11-000-222-100	Salaries	72,821.00	3,885.00	76,706.00	52,271.10	0.00	24,434.90	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	9,500.00	(20,873.00)	(11,373.00)	(19,545.46)	0.00	8,172.46	23,895.94
11-000-222-600	LIB SUP/MAT	300.00	0.00	300.00	(457.76)	0.00	757.76	2,355.00
Library and Educ Media		82,621.00	(16,988.00)	65,633.00	32,267.88	0.00	33,365.12	26,250.94
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	13,654.00	21,154.00	7,042.38	2,339.82	11,771.80	0.00
Inst. staff training svcs		7,500.00	13,654.00	21,154.00	7,042.38	2,339.82	11,771.80	0.00
11-000-230-100	Salaries	138,000.00	(10,595.00)	127,405.00	71,666.64	0.00	55,738.36	0.00
11-000-230-270	District Admin Health Benefits	5,314.00	(5,314.00)	0.00	0.00	0.00	0.00	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	(2,818.50)	47,181.50	29,122.59	14,609.50	3,449.41	0.00
11-000-230-332	Audit Fees	18,500.00	6,500.00	25,000.00	25,000.00	0.00	0.00	0.00
11-000-230-339	ADM PROF SVS	16,000.00	46,165.00	62,165.00	26,047.48	30,642.16	5,475.36	15,163.36
11-000-230-530	Communications/Telephone	57,500.00	(50,604.00)	6,896.00	3,503.44	2,355.37	1,037.19	57.35
11-000-230-590	Other Purchased Services (400-500 Series)	20,550.00	(93.00)	20,457.00	14,206.91	6,250.00	0.09	4,400.00
11-000-230-610	GENERAL OFFICE SUPPLIES	5,000.00	(188.00)	4,812.00	3,862.64	303.40	645.96	0.00
11-000-230-890	ADM DUES,WKSHOP	25,000.00	(9,685.00)	15,315.00	11,436.69	0.00	3,878.31	0.00
Support svc-general admin		335,864.00	(9,908.80)	325,955.20	184,846.39	70,884.13	70,224.68	19,620.71
11-000-240-103	SCHOOL PRIN SAL	164,428.00	22,070.00	186,498.00	139,823.32	0.00	46,674.68	0.00
11-000-240-105	SCHOOL SECT SAL	88,546.00	(5,645.00)	82,901.00	58,829.79	0.61	24,070.60	0.00
11-000-240-270	School Admin Health Benefits	19,201.00	(19,201.00)	0.00	0.00	0.00	0.00	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	329.00	167.39	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	(2,776.00)	285,499.00	213,477.51	329.61	71,691.88	0.00
11-000-251-100	Salaries	147,486.00	11,017.88	158,503.88	145,117.56	0.00	13,386.32	0.00
11-000-251-270	Business Admin Health Benefits	21,033.00	(21,033.00)	0.00	0.00	0.00	0.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	18,455.00	5,645.00	24,100.00	23,749.39	0.00	350.61	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	(4,370.12)	183,303.88	168,866.95	0.00	14,436.93	0.00
11-000-261-100	Salaries	43,619.00	57,649.00	101,268.00	69,087.43	0.00	32,180.57	0.00
11-000-261-420	MAINT SVS	70,000.00	95,120.48	165,120.48	115,240.41	27,331.21	22,548.86	35,411.51
11-000-261-610	MAINT SUPPL	14,230.00	19,979.00	34,209.00	18,277.74	3,610.50	12,320.76	0.00
11-000-261-800	Maintenance Prog	1,000.00	1,891.00	2,891.00	2,387.99	214.00	289.01	0.00
Maintenance of Plant Services		128,849.00	174,639.48	303,488.48	204,993.57	31,155.71	67,339.20	35,411.51
11-000-262-100	Salaries	239,862.00	(36,802.00)	203,060.00	149,538.56	0.00	53,521.44	0.00
11-000-262-300	Purch Prof SVS	20,000.00	(5,000.00)	15,000.00	10,837.13	1,474.77	2,688.10	0.00
11-000-262-420	PLNT CUST SVS	40,000.00	140,592.21	180,592.21	47,163.26	11,775.22	121,653.73	0.00
11-000-262-490	PLT WATER SVS	15,000.00	298.00	15,298.00	8,937.06	6,360.09	0.85	0.00
11-000-262-520	INSURANCES	40,000.00	(5,287.00)	34,713.00	34,712.41	0.00	0.59	0.00
11-000-262-610	PLNT SUPPLIES	60,000.00	(13,000.00)	47,000.00	38,696.39	5,092.23	3,211.38	0.00
11-000-262-621	Energy - Propane - Villa	5,000.00	0.00	5,000.00	3,054.07	1,945.93	0.00	0.00
11-000-262-622	Energy - Electric - Villa	98,000.00	17,944.00	115,944.00	68,943.29	35,798.74	11,201.97	0.00
11-000-262-624	Energy - Htg Fuel - Villa	91,200.00	27,034.00	118,234.00	109,866.01	8,366.75	1.24	0.00
11-000-262-800	PLNT OTHER	1,000.00	0.00	1,000.00	437.00	0.00	563.00	0.00
Operation of Plant		610,062.00	125,779.21	735,841.21	472,185.18	70,813.73	192,842.30	0.00
11-000-263-100	Grounds	58,020.00	3,411.00	61,431.00	46,139.96	0.00	15,291.04	0.00
11-000-263-300	Purchased Prof Svcs	13,000.00	22,368.00	35,368.00	31,048.50	3,469.10	850.40	0.00
11-000-263-600	Grounds supplies	2,000.00	475.00	2,475.00	2,078.78	387.07	9.15	0.00
Care & Upkeep of Grounds		73,020.00	26,254.00	99,274.00	79,267.24	3,856.17	16,150.59	0.00

Fund 11 (Current Expense Fund)

Table with 9 columns: Expend. Account #, Account Title, Original Bgt, New App/Tmsf, Revised Bgt, Expenditures, Encumbrances, Avail Balance, Refunds. Rows include various transportation and maintenance expenses, ending with Grand Totals for fund 11.

Fund 12 (Capital Outlay Fund)

Table with 9 columns: Expend. Account #, Account Title, Original Bgt, New App/Tmsf, Revised Bgt, Expenditures, Encumbrances, Avail Balance, Refunds. Rows include equipment and school buses, ending with Grand Totals for fund 12.

Fund 13 (Special Schools Fund)

Table with 9 columns: Expend. Account #, Account Title, Original Bgt, New App/Tmsf, Revised Bgt, Expenditures, Encumbrances, Avail Balance, Refunds. Row: Grand Totals for fund 13.

Fund 18 (Educational Jobs Fund)

Table with 9 columns: Expend. Account #, Account Title, Original Bgt, New App/Tmsf, Revised Bgt, Expenditures, Encumbrances, Avail Balance, Refunds. Row: Grand Totals for fund 18.

Grand Totals for all Subfunds of Fund 10: 11,030,932.00 148,192.10 11,179,124.10 7,558,991.26 1,762,113.16 1,858,019.68 421,144.34

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).

Handwritten signature of Jim Minkewicz

Handwritten date: 5-20-22

Jim Minkewicz, Business Administrator

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account		\$ (318,294.36)	
102-106 Other cash equivalents		\$ 0.00	
Total cash			\$ (318,294.36)
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		\$ 71,065.71	
143 Intergovernmental - other		\$ 0.00	
153 Other Accounts Receivable		\$ 0.00	
			\$ 46,259.71
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)		\$ 799,490.55	
302 Less: revenues collected or accrued		\$ (218,303.00)	
			\$ 581,187.55
TOTAL ASSETS AND RESOURCES			<u>\$ 309,152.90</u>

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			\$ 5,810.47
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			\$ 6,450.35
Total liabilities			<u>\$ 12,260.82</u>

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	154,963.13	
754 Reserve for encumbrances - prior year			\$	0.00	
760 Other reserves			\$	0.00	
771 Designated Fund Balance			\$	0.00	
601 Appropriations		\$	800,707.54		
602 Less: expenditures	\$	504,748.18			
603 Less: encumbrances	\$	154,963.13	\$	(659,711.31)	\$
Appropriations less expenditures				<u>140,996.23</u>	\$
					295,959.36

Unappropriated:

770 Fund Balance, July 1, 2021			\$	0.00	
303 Less: budgeted fund balance			\$	<u>932.72</u>	
Unappropriated fund balance					\$
					932.72
Total fund equity					<u>\$</u>
					296,892.08

TOTAL LIABILITIES AND FUND EQUITY

\$ 309,152.90

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	(45,404.72)	46,621.71	1,216.99	441,408.31	(440,191.32)
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	240.00	5,351.55
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	233,731.00	537,915.00	771,646.00	218,063.00	553,583.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		193,158.83	607,548.71	800,707.54	659,711.31	140,996.23

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	330,283.77	134,746.14	147,071.64	0.00
Local Projects		0.00	0.00	0.00	(5,500.00)	18,597.00	(13,097.00)	5,500.00
Title I		30,000.28	(4,630.00)	25,370.28	19,525.12	0.00	5,845.16	0.00
IDEA Part B		99,067.00	(4,083.00)	94,984.00	91,045.73	1,619.99	2,318.28	0.00
IDEA (Prog. 251)		0.00	5,566.00	5,566.00	5,164.00	0.00	402.00	0.00
Title II Part A		7,500.00	(503.00)	6,997.00	6,997.00	0.00	0.00	0.00
Title IV		9,000.00	1,216.71	10,216.71	12,623.18	0.00	(2,406.47)	0.00
Title IV		1,000.00	0.00	1,000.00	200.00	0.00	800.00	0.00
R.E.A.P. GRANT		0.00	44,472.00	44,472.00	44,409.38	0.00	62.62	0.00
Grand Totals for fund 20:		193,158.83	607,548.71	800,707.54	504,748.18	154,963.13	140,996.23	5,500.00

Revenues Summary

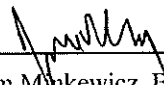
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	(45,404.72)	46,621.71	1,216.99	441,408.31	(440,191.32)
20-1920-212-000	Sustainability/Outdoor Ed/HU	0.00	0.00	0.00	240.00	(240.00)
20-1921-454-000	RH Steiveson Grant	5,591.55	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	30,719.00	(4,630.00)	26,089.00	25,370.00	719.00
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	18,489.00	0.00
20-4421-250-000	IDEA Basic	100,000.00	(5,016.00)	94,984.00	92,320.00	2,664.00
20-4423-251-000	IDEA-Preschool	0.00	5,566.00	5,566.00	5,566.00	0.00
20-4451-270-000	Title II A	7,500.00	(503.00)	6,997.00	6,997.00	0.00
20-4451-270-001	Title IIA C/O	40.00	0.00	40.00	0.00	40.00
20-4471-280-000	Title IV Part A	10,000.00	0.00	10,000.00	8,935.00	1,065.00
20-4502-451-000	REAP	44,472.00	0.00	44,472.00	0.00	44,472.00
20-4530-477-000	ESSER I 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	459.00	44,541.00
20-4540-487-000	ARP-ESSER	0.00	395,375.00	395,375.00	0.00	395,375.00
Grand Totals		193,158.83	607,548.71	800,707.54	659,711.31	140,996.23

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App'Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-223-100-500	ARP IDEA BASIC	0.00	18,489.00	18,489.00	11,092.50	7,396.50	0.00	0.00
20-224-200-300	ARP IDEA PS	0.00	1,578.00	1,578.00	1,578.00	0.00	0.00	0.00
20-256-400-720	School Security Grant	0.00	23,012.00	23,012.00	13,397.82	2,024.80	7,589.38	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	34,634.83	63,421.17	0.00	0.00
20-484-200-500	CRRSA - Learning Accel. Grant	0.00	25,000.00	25,000.00	19,640.00	5,360.00	0.00	0.00
20-485-200-500	CRRSA - Mental Health Grant	0.00	45,000.00	45,000.00	45,000.00	0.00	0.00	0.00
20-487-200-500	ARP-ESSER Grant Program	0.00	395,375.00	395,375.00	192,726.84	63,165.90	139,482.26	0.00
Ungrouped Accounts		46,591.55	565,510.00	612,101.55	330,283.77	134,746.14	147,071.64	0.00
20-212-100-600	Local projects	0.00	0.00	0.00	(5,500.00)	18,597.00	(13,097.00)	5,500.00
Local Projects		0.00	0.00	0.00	(5,500.00)	18,597.00	(13,097.00)	5,500.00
20-231-100-100	Personal Services - Salaries	30,000.28	(4,869.00)	25,131.28	19,286.12	0.00	5,845.16	0.00
20-231-100-600	General Supplies	0.00	239.00	239.00	239.00	0.00	0.00	0.00
Title I		30,000.28	(4,630.00)	25,370.28	19,525.12	0.00	5,845.16	0.00
20-250-100-300	IDEA ED SVS	0.00	47,492.00	47,492.00	47,492.00	0.00	0.00	0.00
20-250-100-600	IDEA SUPPL	1,754.10	1,030.90	2,785.00	2,785.00	0.00	0.00	0.00
20-250-200-300	IDEA NON PUBLIC	97,312.90	(52,605.90)	44,707.00	40,768.73	1,619.99	2,318.28	0.00
IDEA Part B		99,067.00	(4,083.00)	94,984.00	91,045.73	1,619.99	2,318.28	0.00
20-251-200-300	IDEA PS PROF & TECH SVC	0.00	5,566.00	5,566.00	5,164.00	0.00	402.00	0.00
IDEA (Prog. 251)		0.00	5,566.00	5,566.00	5,164.00	0.00	402.00	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	(503.00)	6,997.00	6,997.00	0.00	0.00	0.00
20-280-100-600	Instructional Supplies	9,000.00	1,216.71	10,216.71	12,623.18	0.00	(2,406.47)	0.00
Title IV		9,000.00	1,216.71	10,216.71	12,623.18	0.00	(2,406.47)	0.00
20-280-200-300	Prof Tech Services-Support	1,000.00	0.00	1,000.00	200.00	0.00	800.00	0.00
Title IV		1,000.00	0.00	1,000.00	200.00	0.00	800.00	0.00
20-451-100-600	SUPP/MAT	0.00	22,082.40	22,082.40	22,082.40	0.00	0.00	0.00
20-451-200-600	OTHER SUP/MAT	0.00	22,389.60	22,389.60	22,326.98	0.00	62.62	0.00
R.E.A.P. GRANT		0.00	44,472.00	44,472.00	44,409.38	0.00	62.62	0.00
Grand Totals for fund 20:		193,158.83	607,548.71	800,707.54	504,748.18	154,963.13	140,996.23	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

5-20-22
 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ (562,506.49)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (562,506.49)
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 0.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 0.00
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (208,694.00)	
		\$ (208,694.00)
TOTAL ASSETS AND RESOURCES		\$ (771,200.49)

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable		\$ 0.00
402 Interfund accounts payable		\$ 0.00
411 Intergovernmental accounts payable - state		\$ 0.00
412 Intergovernmental accounts payable - federal		\$ 0.00
413 Intergovernmental accounts payable - other		\$ 0.00
421 Accounts payable		\$ 0.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 0.00
499 Other current liabilities		\$ 0.00
Total liabilities		<u>\$ 0.00</u>

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			\$	0.00
754 Reserve for encumbrances - prior year			\$	0.00
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	0.00
601 Appropriations		\$	0.00	
602 Less: expenditures	\$	771,200.00		
603 Less: encumbrances	\$	0.00	\$	(771,200.00)
Appropriations less expenditures				\$ (771,200.00)
Unappropriated:				
770 Fund Balance, July 1, 2021			\$	(0.49)
303 Less: budgeted fund balance			\$	0.00
Unappropriated fund balance				\$ (0.49)
Total fund equity				\$ (771,200.49)
TOTAL LIABILITIES AND FUND EQUITY				\$ (771,200.49)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 0.00	\$ 771,200.00	\$ (771,200.00)
Less: Revenues	\$ 0.00	\$ (208,694.00)	\$ 208,694.00
Subtotal	\$ 0.00	\$ 562,506.00	\$ (562,506.00)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 562,506.00	\$ (562,506.00)
Add: Unappropriated fund balance			\$ (0.49)
Total of budgeted and unappropriated fund balance			\$ (562,506.49)

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	562,506.00	(562,506.00)
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	63,094.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	0.00	0.00	771,200.00	(771,200.00)

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	771,200.00	0.00	0.00	0.00
Grand Totals for fund 40:		771,200.00	0.00	771,200.00	771,200.00	0.00	0.00	0.00

Revenues Summary

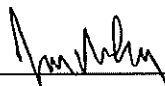
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	562,506.00	(562,506.00)
40-5200-000-000	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40-1210-000-000	TAX LEVY D.S.	708,106.00	0.00	708,106.00	145,600.00	562,506.00
40-3160-000-000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

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	291,200.00	0.00	0.00	0.00
40-701-510-910	BOND PRINC	480,000.00	0.00	480,000.00	480,000.00	0.00	0.00	0.00
Debt service-regular		771,200.00	0.00	771,200.00	771,200.00	0.00	0.00	0.00
Grand Totals for fund 40:		771,200.00	0.00	771,200.00	771,200.00	0.00	0.00	0.00

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



 Jim Minkewicz, Business Administrator

5-20-22

 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ (214,348.01)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (214,348.01)
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	\$ (120,514.31)	
		\$ (120,514.31)
TOTAL ASSETS AND RESOURCES		\$ (306,864.07)

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		\$ 17,765.00
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 19,990.00

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	10,897.71	
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	\$	93,219.53			
603 Less: encumbrances	\$	10,897.71	\$	(104,117.24)	\$
Appropriations less expenditures					(103,930.59)
					\$ (93,032.88)

Unappropriated:

770 Fund Balance, July 1, 2021			\$	(235,321.19)	
303 Less: budgeted fund balance			\$	0.00	
Unappropriated fund balance					\$ (235,321.19)
Total fund equity					\$ (328,354.07)

TOTAL LIABILITIES AND FUND EQUITY \$ (308,364.07)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 186.65	\$ 104,117.24	\$ (103,930.59)
Less: Revenues	\$ 0.00	\$ (120,514.31)	\$ 120,514.31
Subtotal	\$ 186.65	\$ (16,397.07)	\$ 16,583.72
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (186.65)	\$ (186.65)	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ (16,583.72)	\$ 16,583.72
Add: Unappropriated fund balance			\$ (235,321.19)
Total of budgeted and unappropriated fund balance			\$ (218,737.47)

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	(16,397.07)	16,583.72
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	120,514.31	(120,514.31)
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	104,117.24	(103,930.59)

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	59,316.01	189.50	(59,505.51)	0.00
Administrative Costs		0.00	0.00	0.00	7,390.80	1,185.18	(8,575.98)	0.00
Purchased Services		0.00	0.00	0.00	575.00	3,234.00	(3,809.00)	0.00
Supplies		0.00	0.00	0.00	17,056.70	4,953.81	(22,010.51)	0.00
Other Expenses		0.00	186.65	186.65	8,881.02	1,335.22	(10,029.59)	0.00
Grand Totals for fund 60:		0.00	186.65	186.65	93,219.53	10,897.71	(103,930.59)	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	(16,397.07)	16,583.72
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	1,031.00	(1,031.00)
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 1	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	103,633.20	(103,633.20)
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

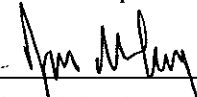
60-1911-000-000 School - Mt. Villa Rentals	0.00	0.00	0.00	0.00	0.00
60-1920-000-000 Private Contribs & Donations	0.00	0.00	0.00	0.00	0.00
60-1920-000-100 Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00
60-1920-100-000 Donations for Fireworks	0.00	0.00	0.00	0.00	0.00
60-1920-102-000 Fireworks Parking 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	104,117.24	(103,930.59)

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	23,053.47	189.50	(23,242.97)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	20,693.62	0.00	(20,693.62)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	15,568.92	0.00	(15,568.92)	0.00
Salaries		0.00	0.00	0.00	59,316.01	189.50	(59,505.51)	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	5,071.80	1,185.18	(6,256.98)	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	7,390.80	1,185.18	(8,575.98)	0.00
60-990-320-420	Cleaning & Repair Services	0.00	0.00	0.00	575.00	3,234.00	(3,809.00)	0.00
Purchased Services		0.00	0.00	0.00	575.00	3,234.00	(3,809.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	408.50	3,665.68	(4,074.18)	0.00
60-990-320-611	Function Supplies	0.00	0.00	0.00	16,205.50	1,288.13	(17,493.63)	0.00
60-990-320-622	RH Electricity	0.00	0.00	0.00	442.70	0.00	(442.70)	0.00
Supplies		0.00	0.00	0.00	17,056.70	4,953.81	(22,010.51)	0.00
60-990-320-890	Miscellaneous Expense	0.00	186.65	186.65	2,278.34	538.27	(2,629.96)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	1,894.82	796.95	(2,691.77)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	4,707.86	0.00	(4,707.86)	0.00
Other Expenses		0.00	186.65	186.65	8,881.02	1,335.22	(10,029.59)	0.00
Grand Totals for fund 60:		0.00	186.65	186.65	93,219.53	10,897.71	(103,930.59)	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

5-20-22

 Date

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION
District of Allamuchy
All Governmental Funds
31-Mar-22

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(5) Ending Cash Balance
Fund 10 - General Fund	1,128,133.04	1,808,212.98	959,088.97	1,977,257.05
Prior Period Void Cks		-	-	
Fund 10 - TOTAL	1,085,343.47	1,808,212.98	959,088.97	1,977,257.05
Capital Reserve	208,532.08	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	121,813.05
Fund 20 - Special Revenue	(50,203.21)	240.00	268,331.15	(318,294.36)
Fund 30 - Capital Projects Fund	-	-	-	-
Fund 40 - Debt Service Fund	11,911.51	51,182.00	625,600.00	(562,506.49)
Total Government Funds	1,364,980.23	1,859,634.98	1,853,020.12	1,426,801.33
Fund 60 - Rutherford Hall	(230,581.49)	25,860.85	9,627.37	(214,348.01)
TOTAL ALL FUNDS	\$ 1,134,398.74	\$ 1,885,495.83	\$ 1,862,647.49	\$ 1,212,453.32



Business Administrator/Treasurer

3/31/2022

Date

STUDENT ACTIVITY ACCOUNT

2021-22 SCHOOL YEAR	OPENING	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022	2022	2022
	BALANCE	7	8	9	10	11	12	1	2	3	4	5	6
<u>Active Accounts:</u>													
ATS Class of 2023	-	-	-	-	-	985.50	985.50	1,448.95	1,331.95	3,272.95			
ATS Class of 2022	2,152.06	2,152.06	2,152.06	2,152.06	2,152.06	2,934.06	2,934.06	2,669.28	2,850.06	2,850.06			
ATS Class of 2021	2,414.42	2,414.42	2,414.42	2,414.42	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	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	3,180.22	3,180.22	3,180.22	3,180.22			
Drama	354.40	354.40	354.40	354.40	354.40	354.40	354.40	341.40	341.40	341.40			
Wolf Pack K-2	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	2,100.46	2,100.46	2,100.46	2,100.46			
Student Council	787.71	787.71	787.71	787.71	787.71	1,316.46	1,316.46	1,599.96	1,599.96	1,599.96			
Lego	884.50	884.50	884.50	884.50	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	3,577.52	3,577.52	3,577.52	3,577.52			
Field Trips	-	-	-	-	172.00	122.00	122.00	122.00	122.00	122.00			
Miscellaneous	17,125.84	17,570.63	17,516.67	17,516.71	17,426.93	17,426.97	17,261.34	17,093.88	16,807.88	16,807.93			
	35,931.33	37,283.37	37,229.41	37,229.45	37,311.67	39,522.01	39,533.13	39,834.84	39,612.62	41,553.67	-	-	-
<u>Other Accounts:</u>													
Surfers way	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00			
Steam	842.05	842.05	842.05	842.05	842.05	1,448.05	1,448.05	1,448.05	1,448.05	1,448.05			
Stop Hungry Now	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00			
Grade 3	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00			
Wolfpack 3-5	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01			
Wolfpack 6-8	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09			
Special Ed / Alex's Lemonade	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87			
	2,452.02	2,452.02	2,452.02	2,452.02	2,452.02	3,058.02	3,058.02	3,058.02	3,058.02	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	5,791.80	5,791.80	5,791.80	5,791.80			
Healthy U	4,310.21	4,310.21	4,310.21	4,310.21	4,310.21	4,310.21	4,415.21	4,130.21	4,130.21	4,130.21			
	10,499.78	10,632.38	10,632.38	10,632.38	10,632.38	10,102.01	10,207.01	9,922.01	9,922.01	9,922.01	-	-	-
TOTAL	48,883.13	50,367.77	50,313.81	50,313.85	50,396.07	52,682.04	52,798.16	52,814.87	52,592.65	54,533.70	-	-	-
Balance per bank	55,291.40	53,011.19	52,568.08	52,568.12	52,509.38	54,550.35	54,616.47	55,350.47	55,044.25	56,985.30			
Less: Outstanding chks	(6,408.27)	(4,085.42)	(2,254.27)	(2,254.27)	(2,113.31)	(1,868.31)	(1,818.31)	(2,535.60)	(2,451.60)	(2,451.60)			
Plus: DIT		-	-	-	-	-	-	-	-	-	-	-	-
Balance per books	48,883.13	50,367.77	50,313.81	50,313.85	50,396.07	52,682.04	52,798.16	52,814.87	52,592.65	54,533.70	-	-	-

(0.00) (0.00)



ARCHITECTURE
ENGINEERING
CONSTRUCTION

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20 April 2022
7046-11978

Hand Delivered

Dr. Melissa Sabol
School Superintendent
Allamuchy Township Board of Education
20 Johnsonburg Road
Allamuchy, NJ 07820

**Subject: Proposal for Professional Architectural and Engineering Services
Long Range Facilities Plan Update**

Dear Dr. Sabol,

Thank you for inviting EI Associates to prepare this proposal to provide professional planning services covering a District-Wide Facilities Assessment and Long Range Facility Plan (LRFP) update for the two District schools. Based on our discussions we clearly understand the objectives of your District.

EI Associates (EI) has been providing professional design services to the K-12 educational community for 78 years. We have a highly experienced and professional in-house staff of educational planners, architects and engineers of all disciplines to support all of your facility and program needs. EI currently serves as the District Architect/Engineer for many school districts in New Jersey including Newton, High Point Regional, Kittatinny Regional, Denville, Summit, the Township of Union, Hillsborough Township, Piscataway, Mendham Township, Metuchen, Demarest and Hasbrouck Heights, many of whom we have assisted with facility assessments and Long Range Facilities Plan Updates. Our team is well qualified to execute this assignment on your behalf.

We are prepared to commence work promptly on this assignment following receipt of your Board Resolution referencing approval of this proposal. Thank you for this opportunity to be of service to the Allamuchy Board of Education.

PROJECT DESCRIPTION

As requested by the District this proposal covers preparation of an update of the District's Long Range Facility Plan (LRFP) for the following two District schools:

- Allamuchy Township School
- Mountain Villa School

EI Associates offers the following three LRFP Update scope options:

Option 1 – Basic LRFP Update

LRFP Update will be based on facility deficiency information provided by the District and discussed with school personnel, followed by a targeted assessment of the subject facilities to confirm the District information.

Option 2 – Comprehensive Facility Assessment and LRFP Update

LRFP Update will be based on facility deficiencies identified by EI's team of architects and multi-disciplinary engineers during a comprehensive assessment of the District facilities.

Option 3 – Comprehensive Facility & Educational Program Assessment and LRFP Update

LRFP Update will be based on facility deficiencies identified by EI's team of architects, multi-disciplinary engineers and educational program specialists during a comprehensive assessment of the District facilities.

For each of the three options EI will provide recommendations and budgetary construction cost estimates to address the identified deficiencies. EI will update the existing LRFP to include the identified recommendations and costs and input the updated LRFP information on the NJDOE website.

SCOPE OF PROFESSIONAL SERVICES

EI Associates (EI) proposes to provide professional services as follows:

Option 1 – Basic LRFP Update

1. Attend a kick-off meeting with the District. Confirm the scope of work, our deliverables and schedule requirements. Obtain from the District copies of architectural, structural, mechanical, electrical and plumbing drawings for each of the facilities to assist in the facility evaluation process.
2. Obtain a copy of the District's most recent LRFP.
3. Through discussions with the District, identify issues and concerns subsequent to the prior LRFP.
4. Review the information provided by the District.
5. With District maintenance personnel, perform a targeted walk-through of the District facilities to confirm existing conditions and confirm deficiencies.
6. Prepare recommendations to address each of the identified deficiencies.
7. Prepare budgetary cost estimates and priority ranking for identified deficiencies.
8. Amend the existing District LRFP on the NJDOE website.

Option 2 – Comprehensive Facility Assessment and LRFP Update

1. Attend a kick-off meeting with the District. Confirm the scope of work, our deliverables and schedule requirements. Obtain from the District copies of architectural, structural, mechanical, electrical and plumbing drawings for each of the facilities to assist in the facility evaluation process.
2. Obtain a copy of the District's most recent LRFP.
3. Obtain a copy of available District maintenance records.
4. Through discussions with District personnel, identify issues and concerns subsequent to the prior LRFP.
5. Review the information provided by the District.
6. With District maintenance personnel, perform a field visit of the District facilities to confirm existing conditions and identify physical deficiencies. EI's architects and engineers will perform the field visits and will obtain information based upon visual observations of the facilities. Document our visits with field notes and digital photographs. Destructive testing is excluded.
7. Prioritize the identified deficiencies according to immediate, short term and long-term requirements.
8. Prepare photographic evidence for each noted deficiency.
9. Prepare recommendations to address each of the identified deficiencies.
10. Prepare budgetary cost estimates and priorities to execute each of the proposed recommendations.
11. Assemble the above information into 8 ½" x 11" report format for each of the District facilities. The Facility Assessment Report will be organized by facility and will cover the following information:
 - a. General Facility Description

- b. Facility Assessment Executive Summary
 - c. Assessment Information, organized into categories, identifying:
 - 1) Deficiency and Description
 - 2) Reference Photos for each Deficiency
 - 3) Deficiency Priority Rank
 - 4) Recommendations
 - 5) Budgetary Cost Estimate Information
12. Review a draft of the LRFP Assessment information with the District. Incorporate District comments.
13. Provide the District with three copies of the LRFP Assessment information.
14. Amend the existing District LRFP on the NJDOE website.

Option 3 – Comprehensive Facility & Educational Program Assessment and LRFP Update

- 1. Attend a kick-off meeting with the District. Confirm the scope of work, our deliverables and schedule requirements. Obtain from the District copies of architectural, structural, mechanical, electrical and plumbing drawings for each of the District facilities to assist in the facility evaluation process. Obtain a copy of the District's most recent LRFP information.
- 2. Obtain a copy of available District maintenance records.
- 3. Through discussions with District personnel, identify issues and concerns subsequent to the prior LRFP.
- 4. Review the information provided by the District.
- 5. With District maintenance personnel, perform a field visit of the District facilities to confirm existing conditions and identify physical deficiencies. EI's architects and engineers will perform the field visits and obtain information based upon visual observations of the facilities. Document our visits with field notes and digital photographs. Destructive testing is excluded.
- 6. EI's educationalist specialist will meet with District identified staff (Superintendent/CSA, curriculum coordinator, Child Study Team, supervisors and classroom teachers) for the purpose of identifying specific program initiatives and goals for future consideration and the types of facilities needed to support these initiatives.
- 7. Prioritize the identified deficiencies according to immediate, short term and long term requirements.
- 8. Prepare photographic evidence for each noted deficiency.
- 9. Prepare conceptual diagrams illustrating proposed Educational Adequacy Program improvements.
- 10. Prepare recommendations to address each of the identified deficiencies.
- 11. Prepare budgetary cost estimates and priorities to execute each of the proposed recommendations.
- 12. Assemble the above information into 8 ½" x 11" report format for each of the District facilities. The Facility Assessment Report shall be organized by facility and will cover the following information:
 - a. General Facility Description
 - b. Facility Assessment Executive Summary
 - c. Assessment Information, organized into Categories, identifying:
 - (1) Deficiency and Description
 - (2) Reference Photos for each Deficiency
 - (3) Educational Adequacy Program Improvement Diagrams
 - (4) Deficiency Priority Rank
 - (5) Recommendations
 - (6) Budgetary Cost Estimate Information
- 13. Review a draft of the Comprehensive Facility Assessment Report information with the District. Incorporate District comments.
- 14. Provide the District with 3 copies of the Comprehensive Facility Assessment Report.
- 15. Amend the existing District LRFP on the NJDOE website.

WORK SCOPE NOTES

Our proposal is based upon the following assumptions and qualifications:

1. The assessment will be based on the existing information available (site plans, drawings, audits, etc.) and visual data collected during our on-site visits. Our on-site investigation will be limited to information visible without destructive testing and/or exploratory measures. These services, if required, will be provided and paid for by the Board of Education or will be provided by EI as an additional service for an additional fee as authorized by the Board of Education.
2. EI's assessment scope of work and fee does not include identification, testing and cost estimating services associated with hazardous materials, such as asbestos.
3. Preparation of renderings is excluded.
4. Demographic projection services are excluded.

COMPENSATION

EI Associates proposes to provide professional services described above in accordance with the following fee schedule:

- **Option 1 – Basic LRFP Update**
Seven Thousand (\$7,000) Dollars
- **Option 2 – Comprehensive Facility Assessment and LRFP Update**
Eleven Thousand (\$11,000) Dollars
- **Option 3 – Comprehensive Facility & Educational Program Assessment and LRFP Update**
Sixteen Thousand (\$16,000) Dollars

Invoices will be submitted monthly and will be due and payable within 30 days. The attached EI Business Terms shall apply to this assignment.

Our staff is available to execute this project promptly following receipt of your Board Resolution referencing approval of this proposal. Should you require any additional information, please contact us and we will respond promptly.

Thank you for this opportunity to assist Allamuchy Public Schools.

Very truly yours,

EI ASSOCIATES
Architects &
Engineers, PA



Michael J. Wozny, AIA, LEEDAP
Vice President, Educational Projects



Brian T. Donnelly
Director, Business Development

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Cc: EI Distribution
Att: EI K-12 Business Terms
EI Associates Reimbursable Expenses Schedule

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EI ASSOCIATES
BUSINESS TERMS FOR K-12 PROJECTS

1. **PROPOSAL DURATION**
Proposals presented by EI will remain effective for a period of 30 days. EI is always willing to discuss a mutually agreeable time extension.

2. **DELAYS**
Should any project be delayed by no fault of EI Associates, then there shall be an equitable fee adjustment to cover EI Associate's unanticipated extra costs.

3. **INVOICES**
 - a. **Invoices submitted monthly will be due and payable within 30 days.**
 - b. Any invoices not paid within 30 days of receipt, will be subject to interest charged at 1-1/2% per month of the unpaid balance.
 - c. If payments are not received within 60 days of receipt, our fee will be increased by 2%. In addition, EI Associates also reserves the right to suspend services under the contract and EI Associates will not be held responsible for resulting damages. The client will be responsible for the additional costs to demobilize and remobilize.

4. **LIMITATIONS OF LIABILITY**
EI Associates and its consultants will not be responsible for the correctness or accuracy of any information supplied by parties other than EI and its consultants. The aggregate EI Associates liability for damages resulting from its errors, omissions, or other causes, shall not be in excess of its fee. EI shall not render services relating to asbestos. Owner shall indemnify EI against all liability for damages arising out of handling of asbestos and any other hazardous materials.

5. **OWNERSHIP OF DOCUMENTS**
Owner agrees not to reuse documentation prepared by EI Associates beyond the agreed upon scope of work without the written consent of EI Associates.

6. **EXPERT WITNESS TESTIMONY**
EI Associates will provide expert witness testimony services at the rate of \$800 per half day and \$1,400 per full day, plus reimbursable expenses as outlined above.

EI ASSOCIATES
CHARGES FOR REIMBURSABLE EXPENSES

Expenses incurred in the interest of the project are charged at the following rates, or if not shown, at cost plus 15%.

1. Reproduction expenses as follows:

Digital Bond First Copy – 30 x 42	\$7.98 each
Digital Bond Print – 30 x 42	\$3.50 each
Digital Bond First Copy – 24 x 36	\$5.35 each
Digital Bond Print – 24 x 36	\$2.50 each
Photocopy – 8.5 x 11	\$0.18 per sheet
Photocopy – 11 x 17	\$0.35 per sheet
Color Copy – 8.5 x 11	\$2.00 each
Color Copy – 11 x 17	\$3.00 each
CAD Color Plot – 30 x 42	\$27.00 each
CAD Color Plot – 24 x 36	\$18.00 each
CAD Check Plot – 8.5 x 11	\$2.50 per plot
CAD Check Plot – 11 x 17	\$2.75 per plot
CAD Check Plot – 15 x 21	\$3.00 per plot
Staple Prints	\$1.50 per set
Wire or GBC Punch & Bind	\$11.55 set
Acco Punch & Bind	\$8.60 per set
Acetate 8.5 x 11	\$0.75 each
Scan to Disc	\$18.00 per dwg.

2. Downward conversion of latest version of AutoCAD to earlier version @ \$75 per drawing. Retrieval of archived information: base fee \$250.
3. Bind, purge, audit and publish AutoCAD files @ \$25 per drawing.
4. Fax at \$.50 per Page.
5. Automobile travel at \$0.585 per mile. Travel involving airplanes, rental cars, hotels, etc. at cost + 15%.
6. Messenger and overnight delivery charges at cost + 15%.
7. Subconsultants such as geotechnical, surveying, asbestos remediation, and specialty consultants at cost + 25%.

ADMINISTRATION

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Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

Apr 22

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[See **POLICY ALERT No. 227**]

1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS
IN SCHOOL BUILDINGS – COVID-19

The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). The ETS and this Policy are only applicable for employees working in the school nurse’s office and any adjoining clinical areas in the school building.

For the purpose of this Policy, “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. 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.

For the purpose of this Policy, “healthcare setting” means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. 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.

The school district will retain all versions of Policy 1648.14 – Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.

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ADMINISTRATION

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Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

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. 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.

The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. 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. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.

By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and 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.

29 CFR §1910.502(q)

Adopted:

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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

Jan 22

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[See POLICY ALERT Nos. 190, 194, 197, and 226]

2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).

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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.

The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step “Return to Play Progression” recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the “Return to Play Progression” recommendations.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

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Prevention and Treatment of Sports-Related

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Concussions and Head Injuries

This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

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REGULATION

[See POLICY ALERT Nos. 194, 197, and 226]

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.

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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
 3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.
- C. Signs or Symptoms of Concussion or Other Head Injury
1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
 - a. Appearing dazed, stunned, or disoriented;
 - b. Forgetting plays or demonstrating short-term memory difficulty;
 - c. Exhibiting difficulties with balance or coordination;
 - d. Answering questions slowly or inaccurately; and/or
 - e. Losing consciousness.
 2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:
 - a. Headache;
 - b. Nausea/vomiting;

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Concussions and Head Injuries

- c. Balance problems or dizziness;
- d. Double vision or changes in vision;
- e. Sensitivity to light or sound/noise;
- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.

a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.

(1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.

(2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.

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Prevention and Treatment of Sports-Related Concussions and Head Injuries

2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
 - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.
- E. Medical Examination and Written Medical Clearance
 1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
 - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
 - b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and
 - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
 2. The student's written medical clearance from a physician must indicate a medical examination has determined:
 - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
 - b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and

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Concussions and Head Injuries

when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.

3. The student's written medical clearance must be reviewed and approved by the school physician.
4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.
5. A written medical clearance not in compliance with the provisions of E. will not be accepted.

F. Graduated Return to Athletic Competition and Practice Protocol

1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.

a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

b. Light Aerobic Activity

Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

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c. Moderate Activity

Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.

3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school physician.

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G. Temporary Accommodations for Students Participating in Athletic Competition with Sports-Related Head Injuries

1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:
 - a. Take rest breaks as needed;
 - b. Spend fewer hours at school;
 - c. Be given more time to take tests or complete assignments (all courses should be considered);
 - d. Receive help with schoolwork;
 - e. Reduce time spent on the computer, reading, and writing; and/or
 - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted:

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[See **POLICY ALERT Nos. 189, 191, 221, 224, and 227**]

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of

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N.J.A.C. 6A:16-5.1. New employees

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shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:**

- 1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;**
- 2. Does not expose students to content or imaging that is not developmentally or age-appropriate;**

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3. **Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;**

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4. **Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;**
5. **Does not require a student to role play as a victim, but may include first aid training in which students participate; and**
6. **Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.**

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. **The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.**

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.

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Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; **18A:41-7a.**

N.J.A.C. 6A:16-5.1; ~~6A:27-11.2~~

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Cooperation with Law Enforcement Agencies

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[See **POLICY ALERT No. 227**]

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

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[See POLICY ALERT No. 227]

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
 2. Reviewed and approved by the Executive County Superintendent;
 3. Made available annually to all school district staff, students, and parents;
 4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
 5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
 2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;

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3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.

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- d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
 - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
 7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
 - a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.

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authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.

- c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
 9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
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10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
 11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic

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steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;

12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA.

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C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;

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- b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);
 - c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);
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- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and

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- g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

Adopted:

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Appendix 9

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Student Assessment

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[See POLICY ALERT Nos. 197, 205, 209, 211, 220, and 226]

2622 STUDENT ASSESSMENT

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments are utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as the Commissioner deems appropriate. The system and related schedule of Statewide assessments shall be approved by the New Jersey State Board of Education. The school district shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments pursuant to N.J.A.C. 6A:8-4.1(c) and (d).

Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. The school district will provide accommodations or modifications to the Statewide assessment system in accordance with the provisions of N.J.A.C. 6A:8-4.1(d).

Students with disabilities as defined in N.J.A.C. 6A:14-1.3 shall participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10. The school district shall administer the alternative State assessment for students with disabilities in accordance with the provisions of N.J.A.C. 6A:8-4.1(d)3.

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The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.

The school district shall maintain an accurate record of each student's performance on Statewide assessments and maintain for every student a ninth grade through graduation transcript in accordance with the provisions of N.J.A.C. 6A:8-4.2(d). The Superintendent shall report assessment results to the public and provide educators, parents, and students with assessment results in accordance with the provisions of N.J.A.C. 6A:8-4.3.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-2; 18A:7E-3

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10

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Student Assessment

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REGULATION

[See POLICY ALERT No. 226]

R 2622 STUDENT ASSESSMENT

- A. Statewide Assessment System – N.J.A.C. 6A:8-4.1
1. The school district shall, according to a schedule prescribed by the Commissioner of Education, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school assessment component; and the alternative State assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.
 2. Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner of Education pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled.
 - a. The school district shall provide all appropriate accommodations or modifications to the Statewide assessment system as specified by the New Jersey Department of Education (NJDOE) for English language learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as specified in a student's Individualized Education Program (IEP) or 504 plan in accordance with N.J.A.C. 6A:8-4.1(d)1.
 - (1) The school district may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English.

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(2) The school district shall have the option for a first-year ELL of substituting a NJDOE-approved language proficiency test only for the English language arts component of the Statewide assessment, when the student has entered the United States after June 1 of the calendar year prior to the test administration.

b. The school district shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

c. At specific times prescribed by the Commissioner of Education, the school district shall administer the alternative State assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities in accordance with N.J.A.C. 6A:8-4.1(d)3.

d. The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.

3. Test Administration Procedures and Security Measures

a. The school district shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district.

b. All Statewide assessments shall be administered in accordance with the NJDOE's required test administration procedures and security measures.

c. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

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R 2622/Student Assessment

B. Documentation of Student Achievement – N.J.A.C. 6A:8-4.2

1. After each test administration, the NJDOE shall provide the Superintendent the following:

- a. Rosters of student performance in each content area;
- b. Individual student reports; and
- c. School and school district summary data, including school and school district means, numbers tested, and percent achieving at each performance level.

(1) The school district summary data shall be aggregated and disaggregated, and school summary data shall be disaggregated, for students with disabilities as defined in N.J.A.C. 6A:14-1.3 and for ELLs.

2. The school district shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

3. The school district shall maintain an accurate record of each student's performance on Statewide assessments.

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4. The school district shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:

a. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth at N.J.A.C. 6A:8-5.1(a)6;

b. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);

c. Evidence of instructional experience and performance in the New Jersey Student Learning Standards (NJSLs);

d. Evidence of technological literacy;

e. Evidence of career education instructional experiences and career development activities;

f. Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in NJDOE-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and

g. Any other information deemed appropriate by the school district.

C. Accountability – N.J.A.C. 6A:8-4.3

1. The Superintendent shall report final results of annual assessments to the Board and members of the public at a public meeting within sixty days of receipt of the information from the NJDOE.

2. The Superintendent shall provide educators, parents, and students with results of annual assessments as required under N.J.A.C. 6A:8-4.2(a) and B.1. above, within thirty days of receipt of information from the NJDOE.

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3. The school district shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on the Statewide or local assessments.

4. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

D. Annual Review and Evaluation of School Districts – N.J.A.C. 6A:8-4.4

1. The NJDOE shall review the performance of schools and school districts by using a percent of students performing at the proficient level as one measure of annual measurable objective (AMO) and incorporating a progress criterion indicative of systemic reform.

a. The review shall include the performance of all students, including students with disabilities as defined by N.J.A.C. 6A:14-1.3, students from major racial and ethnic groups, economically disadvantaged students, and ELLs.

b. The review shall take place at each grade level in which Statewide assessments are administered, using the AMO targets.

E. Public Reporting – N.J.A.C. 6A:8-4.5

1. In accordance with the requirements of N.J.A.C. 6A:8-4.5, the NJDOE shall report annually to the New Jersey State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the NJDOE's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5.

2. After each test administration, the NJDOE shall report to the Board on the performance of all students and of student subgroups.

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F. Parental Notification

Parents shall be informed of the school district assessment system and of any special tests that are to be administered to their children.

Adopted:

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TEACHING STAFF MEMBERS

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Political Activities

Jan 22

[See **POLICY ALERT No. 226**]

3233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. **However,** ~~t~~The Board prohibits the use of school **grounds premises** and school time, ~~however,~~ for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school **grounds premises** unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school **grounds premises** nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school **grounds premises**;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day **on in a school grounds facility** that **are is** used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of students while on school **grounds property**, which **activity** is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

In accordance with N.J.S.A. 18A:6-8.1., a ~~A teaching certificated~~ staff member employed by this district who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school district duties, without loss of pay, during the periods of **the teaching staff member's his/her** attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.

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TEACHING STAFF MEMBERS

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Political Activities

In accordance with N.J.S.A. 18A:6-8.2., a teaching certified staff member employed by this district who is a member of the Board of **County Commissioners** ~~Chosen Freeholders~~ of any county of New Jersey shall be entitled to time off from **the teaching staff member's his/her** duties, without pay, during the periods of **the teaching staff member's his/her** attendance at regular or special meetings of the Board of **County Commissioners** and of any committee thereof and at such other times as **the teaching staff member he/she** shall be engaged in performing the necessary functions and duties of **the teaching staff member's his/her** office as a member of the Board of **County Commissioners**.

No other teaching staff member who holds elective or appointive office is ~~so~~ entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this ~~P~~policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of student elections, or the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a **teaching** staff member or a student.

~~N.J.S.A. 11:17-2~~

N.J.S.A. 18A:6-8.1.; 18A:6-8.2.; 18A:6-8.4.; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division

A-2528-98T5

Adopted:

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Administration of School Surveys

Jan 22

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[See **POLICY ALERT No. 226**]

9560 ADMINISTRATION OF SCHOOL SURVEYS

The Board of Education believes the administration of school surveys may be necessary and valuable to the educational program in the school district. The Board recognizes certain student information is personal and some students or parents may not want this information shared with the school district. Therefore, the Board shall ensure school surveys are administered in accordance with N.J.S.A. 18A:36-34 and 18A:36-34.1 and this Policy.

A. School Surveys, Certain, Parental Consent Required Before Administration –
N.J.S.A. 18A:36-34

1. Unless the school district receives prior written informed consent from a student's parent and provides for a copy of the document to be available for viewing at convenient locations and time periods, the school district shall not administer to a student any academic or nonacademic survey, assessment, analysis, or evaluation which reveals information concerning:

a. Political affiliations;

b. Mental and psychological problems potentially embarrassing to the student or the student's family;

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- c. Sexual behavior and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom a respondent has a close family relationship;
- f. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
- g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program; or
- h. Social security number.

2. The school district shall request prior written informed consent at least two weeks prior to the administration of the survey, assessment, analysis, or evaluation.

3. A student shall not participate in any survey, assessment, analysis, or evaluation that concerns the issues listed in A.1. above and N.J.S.A. 18A:36-34.a. unless the school district has obtained prior written informed consent from the student's parent.

B. Voluntary Survey for Students with Prior Parental Written Notification – N.J.S.A. 18A:36-34.1

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1. In accordance with N.J.S.A. 18A:36-34.1 and notwithstanding, N.J.S.A. 18A:36-34 and A. above, or any other law, rule, or regulation to the contrary, if the school district sends prior written notification to the parent of the student, the school district may administer an anonymous, voluntary survey, assessment, analysis, or evaluation to the student which reveals information concerning any of the following issues:

- a. Use of alcohol, tobacco, drugs, and vaping;
- b. Sexual behavior and attitudes;
- c. Behaviors that may contribute to intentional or unintentional injuries or violence; or
- d. Physical activity and nutrition-related behaviors.

2. Written notification provided by the school district to the parent of the student shall be delivered to the parent by regular mail, electronic mail, or a written acknowledgement form to be delivered by the student at least two weeks prior to administration of the survey, assessment, analysis, or evaluation. Written notification shall contain, at minimum, the following information:

- a. A description of the survey, assessment, analysis, or evaluation;
- b. The purpose for which the survey, assessment, analysis, or evaluation is needed;
- c. The entities and persons that will have access to the information generated by the survey, assessment, analysis, or evaluation;

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d. Specific instruction as to when and where the survey, assessment, analysis, or evaluation will be available for parental review prior to its administration;

e. The method by which the parent can deny permission to administer the survey, assessment, analysis, or evaluation to the student; a form specifically providing for such denial shall be included with this notice;

f. The names and contact information of persons to whom questions can be directed; and

g. A statement advising that failure to respond indicates approval of participation in the survey, assessment, analysis, or evaluation.

3. Information obtained through a survey, assessment, analysis, or evaluation administered to a student in accordance with N.J.S.A. 18A:36-34.1 and B. above, shall be submitted to the New Jersey Department of Education and the New Jersey Department of Health. Information may be used to develop public health initiatives and prevention programs. Information shall not be used for marketing or other commercial purposes that are not related to student health.

C. Violations – N.J.S.A. 18A:36-34.d.

A violation by the school district of N.J.S.A. 18A:36-34; 18A:36-34.1, and this Policy shall be subject to such monetary penalties as determined by the New Jersey Commissioner of Education.

D. Compliance with Federal Law

POLICY GUIDE

In addition to compliance with the provisions of N.J.S.A. 18A:36-34, 18A:36-34.1, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment before students are required to participate in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or part by a program of the United States Department of Education that concerns one or more of the areas outlined in Policy 2415.05.

N.J.S.A. 18A:36-34; 18A:36-34.1

Adopted:

POLICY

ALLAMUCHY BOARD OF EDUCATION

Administration

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SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

1648.14 SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

M

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.

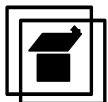
The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.

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.

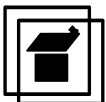
- (1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.

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



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

- (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.
- C. Hazard Assessment and Worker Protections



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

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.
 - b. Standard and Transmission-Based Precautions



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

- (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. Changes to be made as NJDOH guidance is updated or altered.
 - 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



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

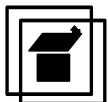
- a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to 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



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

who can certify that the HVAC system(s) are operating in 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.



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

6. Medical Removal Protection Benefits
 - 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.



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

2. The school district will not discharge or in any manner discriminate against any employee for exercising their right to the 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.



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

4. By the end of the next business day after a request, the school district will provide, for examination and copying:
 - 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.

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:

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.



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



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



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

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

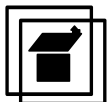
Appendix 8 – Physical Barriers:

[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



SAFETY PLANS FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

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.

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:

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. <i>(e.g., Maintenance employee, HVAC service contractor(s))</i>	
<i>Name/Contact Information:</i> Peter DeMary	<i>Location:</i> Mountain Villa School
<i>Name/Contact Information:</i> Super Heat	<i>Location:</i> Pennsylvania Office

[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.



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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 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 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;



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- (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.
- 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;
 - 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



POLICY

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changed, or there is an indication that the employee has not retained the necessary understanding or skill.

