



Allamuchy Township School District

Promoting The Allamuchy Learner



Board of Education Regular Meeting Minutes October 25, 2021

I. CALL TO ORDER

- A. The regular meeting of the Allamuchy Township Board of Education held on October 25, 2021 was called to order at 7:30 p.m. by Lisa Stutin.
- B. Statement of Compliance with Open Public Meetings Act - read by Mrs. Strutin
 - 1. The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, The Allamuchy Township Board of Education has caused adequate and electronic notice of this meeting and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald, Express Times, and Township Clerk. Notices were prominently posted on the bulletin board of the offices of each school, on the district website and on the district marquee. Please be advised that this meeting is being recorded; the recording will be made available on the District website as soon as possible, but no later than one week after the meeting has concluded.

II. ROLL CALL

Board Member	Present	Absent
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
 Chrissie Aulenbach, Assistant to the Superintendent
 James Minkewicz, Board Secretary
 Jonathan Busch, Atty

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 as amended of the regular board meeting held on September 27, 2021, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on September 27, 2021, be approved. (Appendix 1B *confidential*)

Motion Made By: Mr. Bienko
 Seconded By: Ms. Christmann

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

MOTION CARRIED

VI. CORRESPONDENCE - Mrs. Strutin discussed comments regarding virtual learning expectations.

VII. STUDENT REPRESENTATIVE REPORT - Four student council members were introduced.

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

Grade	Name Pillar of Character
Pre-K	Minna Eisner Responsibility
K	Alexander (Sasha) Krasikova Responsibility
1	Raphael Calzada Responsibility
2	Liv Foster Respect
3	Christian Beachem Citizenship
4	Gregory McGee Caring
5	Paige Nicholls Caring
6	Milania Bonfiglio Respect and Caring
7	Ethan Thomas Respect
8	Keira Clark Respect
Staff Member of the Month: Mrs. Michelle Ricci	

IX. PRESIDENT’S REPORT - Mrs. Strutin spoke about the students and the success of the book fair and thanked the PTO for their work and support.

X. COMMITTEE REPORTS

- A. Operations - Ms. Renaud reported on the downspouts at Rutherford Hall, which will be completed soon.
- B. Human Resources - Mrs. Moyer discussed the personnel agenda items for this evening.
- C. Education - Nothing to report.
- D. Governance - Ms. Renaud discussed the policies on the agenda that are up for second reading.
- E. Town Council Liaison - Nothing to report.
- F. Rutherford Hall Liaison - Ms. Christmann reported that the Rutherford Hall Foundation is doing a capital campaign for air conditioning.

G. Hackettstown Board of Education - Mrs. Moyer reported that on November 22nd there will be a curriculum focus at the High School, December 4th will be Candy-Cane-Lane and Election Day will be a virtual day at the school.

XI. SUPERINTENDENT’S REPORT

- A. HIB Report - There were two investigations and no findings.
- B. Suspensions - There were no out-of-school suspensions and two in-school suspensions.
- C. Other Items - Dr. Sabol spoke about the Student Council. Dr. Sabol reported that in October there will be three weeks of support, (1) Week of Respect, (2) Violence Prevention Week and (3) Red Ribbon Week.
- D. Enrollment by Grade:

	SEPT	OCT	NOV	DEC	JAN
PK	35	36			
K	36	37			
1	47	47			
2	29	29			
3	46	46			
4	54	54			
5	44	44			
6	54	53			
7	32	33			
8	43	43			
Total	420	422			
9th	39	39			
10th	38	38			
11th	42	42			
12th	41	41			
Total	160	160			

XII. 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 reported that two checks will be added to the bills list, item XV.A.7 will be tabled for further discussion, item XV.B.1.d. will include the wording “not to exceed 20 hours” and the tuition amounts for item XV.C.2.a and b. were clarified as \$82,652 and \$73,290, respectively.

XIV. PUBLIC COMMENT ON AGENDA ITEMS ONLY

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

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

The Board uses the public comment period as an opportunity to listen to citizen concerns. Please understand that public comment portions of our agenda are not structured as question and answer sessions, but rather they are offered as opportunities to share your thoughts with the Board. The Board may or may not respond to public comments. However, all comments are considered and will be investigated and addressed as appropriate. The Board may respond to comments tonight, or at subsequent meetings under “Old Business”. Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

Mr. Francis Gavin: Discussed Policy 0167 and the time duration for public comment. Mr. Gavin commented on the need to have a Rutherford Hall Committee.

Ms. Rosemary Touhy: Discussed *The Road Forward* and asked if it was mandated by the State. Mr. Busch discussed the mandate and explained that the district is required to formally adopt the mandate. Ms. Touhy asked about the Comprehensive Equity Statement of Assurance. Dr. Sabol explained that the district is complying with the

State's civil rights laws, special education laws, disability laws and other comprehensive requirements.

XV. BOARD COMMITTEE ACTION REPORTS

A. Operations

On Behalf of the Operations Committee, I hereby move resolutions 1-6 and 8-10.

Moved by: Ms. Renaud

Seconded by: Mr. Bienko

1. Budget Adjustments (Appendix 2)

approve budget adjustments made from 8/1/21-8/30/21 from funds 10 and 20

2. Bills List (Appendix 3)

approve for payment the general account bills list check for the period 9/28/21 to 10/25/21 in the amount of \$437,594.89

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 7/31/21 and 08/31/21 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 for July and August 2021, certify that as of 7/31/21 and 8/31/21 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 8/31/21 with a total Governmental Funds Account cash balance of \$949,906.54.

4. Student Activity Account (Appendix 5)

approve the Student Activity Account in the amount of \$50,313.81 at Investor's Bank as of 08/31/21

5. Tuition Contracts (Appendix 6)

a. approve the 2021-2022 Tuition Contracts with Hackettstown School District as follows: Comprehensive HS, Gr. 9-12 Level Program - \$2,222,326; Resource & In Class Support Services - \$117,760

b. approve the 2021-2022 Tuition Contract with Sussex County Vocational School as follows: Regular and Special Educational Services - \$11,564 per pupil

c. Approve the 2021-2022 regular and special education tuition contracts with Morris County Vocational School District at estimated annual costs of \$13,364 and \$13,751.20 respectively for full-time students and \$6,630 and \$6,876 respectively for part-time students.

6. Acceptance of Funds

approve the application for and acceptance of funds of the following:
Federal Grants for the period 07/01/21-09/30/22:

ARP IDEA Basic \$18,489

ARP IDEA Preschool \$1,578

8. Comprehensive Maintenance Plan and M-1 Report (Appendix 7)

approve the Comprehensive Maintenance Plan and the M-1 report as mandated by statute.

9. Submission of Capital Projects Documents to the NJDOE

a. RH Toilet Room Alterations

b. RH Structural Repairs

c. approve and authorize SSP, the District's architect firm, to submit the above projects to the NJDOE for approval on the District's behalf, and

d. approve that the above project as "other capital projects" as defined in the N.J.A.C. 6A:26-the District will not seek State funding for the above project, and

e. approve that amendments to the Long-Range Facilities Plan (if necessary) be made by SSP Architectural Group, to incorporate the above projects

10. Sale of Buses

Accept the payment of \$2075 and \$2980 for buses 21 and 5, respectively.

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

MOTION CARRIED

B. Human Resources

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the of the Human Resources Committee, I hereby move the following resolution 1:

Motion Made by: Mrs. Moyer

Seconded by: Mrs. Prudenti

1. Personnel

approve/accept the following appointments and/or resignations as recommended by the superintendent:

POSITION	NAME	PAYMENT	AMOUNT
a. Substitutes	Robin Scheffler Larry Bennett	Daily	\$95/day, after 10 days \$100/day
b. AMP Instructor	Sam Greco	Hourly	\$50/hour
c. AMP ESL Instructor	Lauren Boden	Hourly	\$50/hour
d. Full Time Para	Monerh Muheisen	Salary - prorated to reflect Nov. 1 start date	\$19,364
e. Curriculum Writer	Mariah Adams	Hourly - not to exceed 20 hours	\$35/hour
f. Mentor	Tish Cassa	Up to 10 hours per month	\$40/hour
g. Resignation	Cheryl Forbes		
h. Leave Replacement	Karen Rizzolo	Step 3	\$56,603 - prorated

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

MOTION CARRIED

C. Education

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

Motion Made by: Mr. Green

Seconded by: Mr. Bienko

Staff Member	Date	Workshop Name	Costs		
			Fee	Miles /Cost	Total
1a. Emily Delaney	02/11/22	Help Your Students Who Struggle with Mathematics: Practical, Successful Strategies (Grades 6-12)	\$279	0	\$279
1b. Anna Thomas	12/14/21	Develop Growth Mindset in MATHEMATICS to Increase Students' Perseverance, Engagement and Success (Grades K-6)	\$279	0	\$279
1c. Sam Greco	02/11/21	Help Your Students Who Struggle with Mathematics: Practical, Successful Strategies (Grades 6-12)	\$279	0	\$279
1.d. Deb DeAngelis	10/13/21	CST Series #1 - Welcome to the CST - Now What?	\$100	80 - \$28	\$128
	11/03/21	Child Study Team Training Series #2 - Challenges Related to Working as a Member of a CST Team	\$100	80 - \$28	\$128

	12/15/21 CST Series #3-Difficulties and Disputes	\$28	80-\$28	\$128
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2. Out of District Students

- a. Approve student 0208 to attend Calais at a tuition of \$82,652
- b. Approve student 1007 to attend Morris ESC at a tuition of \$73,290

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

MOTION CARRIED

D. Governance

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

Motion Made by: Mr. Green

Seconded by: Mrs. Prudenti

- 1. Comprehensive Equity Plan Statement of Assurance
Approve the Comprehensive Equity Plan Statement of Assurance
- 3. Rutherford Hall Standing Committee
Approve the following updated policy, 1st reading, to create a Rutherford Hall standing committee;
0155 Board Committees

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

MOTION CARRIED

2(a) ●n Behalf of The Governance Committee I hereby move resolution 2(a.).

Motion Made by: Ms. Christmann

Seconded by: Mr. Green

2(a). New, Mandated, and Updated Policies for **Second Reading** (Appendix 10)

To approve the following new and mandated policy:

Policy/Regulation	Title Notes
P. 1648.11	The Road Forward - COVID-19 Health and Safety NEW and Mandated Policy

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

Mrs. Prudenti		X	
Ms. Renaud	X		
Mrs. Strutin, President	X		

MOTION CARRIED 5 to 2

2(b.). On Behalf of The Governance Committee I hereby move resolution 2(b.).

Motion Made by: Mr. Green

Seconded by: Ms. Christmann

2(b). New, Mandated, and Updated Policies for Second Reading (Appendix 10)

To approve the following new and mandated policy:

Policy/Regulation	Title Notes	
P.1648.13	School Employee Vaccination Requirements	NEW and Mandated Policy

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

MOTION NOT CARRIED 3 to 4

2(c.). On Behalf of The Governance Committee I hereby move resolution 2(c.).

Motion Made by: Mr. Green

Seconded by: Ms. Christmann

2(c). New, Mandated, and Updated Policies for **Second Reading** (Appendix 10)

To approve the following new and mandated policy:

Policy/Regulation	Title Notes	
P. 6511.01	Federal Awards/Funds Internal Controls - Allowability of Costs	NEW and Mandated Policy

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

MOTION CARRIED

2(d). On Behalf of The Governance Committee I hereby move resolution 2(d).

Motion Made by: Mr. Green

Seconded by: Ms. Christmann

2(d). New, Mandated, and Updated Policies for **Second Reading** (Appendix 10)

To approve the following new and mandated policy:

Policy/Regulation	Title Notes	
P. 6511.02	Federal Awards/Funds Internal Controls - Mandatory Disclosures	NEW and Mandated Policy

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

MOTION CARRIED

2(e.). On Behalf of The Governance Committee I hereby move resolution 2(e.).

Motion Made by: Mr. Bienko

Seconded by: Mr. Green

2(e). New, Mandated, and Updated Policies for **Second Reading** (Appendix 10)

To approve the following new and mandated policy:

Policy/Regulation	Title Notes	
P. 6115.03	Federal Awards/Funds Internal Controls - Conflict of Interest	NEW and Mandated Policy

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

Mrs. Prudenti	X		
Ms. Renaud	X		
Mrs. Strutin, President	X		

MOTION CARRIED

2(f.). On Behalf of The Governance Committee I hereby move resolution 2(f.).

Motion Made by: Mr. Bienko

Seconded by: Mr. Green

2(f). New, Mandated, and Updated Policies for **Second Reading** (Appendix 10)

To approve the following new and mandated policy:

Policy/Regulation	Title Notes
P. 0167	Public Participation in meetings Update

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

MOTION CARRIED 6 to 1

XVI. OLD BUSINESS - None

XVII. PUBLIC COMMENTS GENERAL

Mr. Francis Gavin discussed agenda item D.2.b. under Policy. Mr. Gavin then discussed legal fees, budgeted and spent and the maintenance of a log of legal requests.

Mr. Rich Sharon gave an update on the PTO. The membership drive raised over \$1,500, catalog sales were more than \$9,000, candidate night was very successful, the picnic-and-paddle was successful, the book fair is under way and there are more than 400 registered for trunk-or-treat.

XVIII. FOR THE GOOD OF THE ORDER

Mr. Green thanked the PTO for all of their efforts.

Mrs. Strutin asked for a liaison to the PTO. Mr. Green said that he will assist.

XIX. EXECUTIVE SESSION

BE IT RESOLVED, WHEREAS, the Board of Education will discuss subjects concerning:

- Attorney-Client Privilege
- Legal Matters
- Contract
- HIB

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

Moved by: Ms. Renaud

Seconded by: Mr. Bienko

MOTION CARRIED by unanimous voice vote

Executive Session

- A. BE IT RESOLVED, that the Board of Education has been in executive session for the past 35 minutes. The matters discussed will only be disclosed to the public once the reasons for nondisclosure no longer exist.
- B. Action Item(s) from Executive Session Discussion:
1. Resolved for the Superintendent to uphold, deny, or modify the findings of the HIB investigation.

Moved by: Ms. Renaud

Seconded by: Mr. Green

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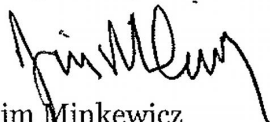
Mr. Bienko	x		
Mr. Christmann	x		
Dr. Cusmano			
Dr. Gaddy			
Mr. Green	x		
Mrs. Moyer	x		
Mrs. Prudenti	x		
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

ADJOURNMENT

Motion made at 9:40 p.m. by: Ms. Christmann
 Seconded by: Ms. Renaud
MOTION CARRIED by unanimous voice vote

Respectfully submitted,



Jim Minkewicz
 Board Secretary

**Allamuchy Board of Education
Executive Session Meeting Minutes
October 25, 2021**

The regular meeting of the Allamuchy Township Board of Education held on October 25, 2021 was called to order at 7:30 p.m. by Lisa Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

ROLL CALL

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

Also Present: Dr. Melissa Sabol, Superintendent of Schools
 Chrissie Aulenbach, Assistant to the Superintendent
 James Minkewicz, Board Secretary
 Jonathan Busch, Board Attorney

XIV. EXECUTIVE SESSION

Enter Executive Session at 9:00 pm:

Moved by Mrs. Renaud and seconded by Mr. Bienko,

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

- Attorney-Client Privilege
- Legal Matters
- Contract
- 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.

Mr. Busch discussed a legal question and discussed the district legal policy.

Mr. Busch discussed a legal matter regarding the board meeting.

Dr. Sabol discussed an HIB case and Mr. Busch commented on the case.

Dr. Sabol discussed the MOA with The Rutherford Hall Foundation. The board attorney has reviewed the wording in the agreement. Mrs. Strutin discussed the Foundation and committee. Dr. Sabol discussed the draft of the resolution regarding the MOA. Mr. Busch discussed the Board directing the Superintendent to amend the MOA.

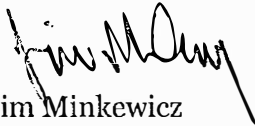
Exit Executive Session at 9:35 pm:

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 35 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,

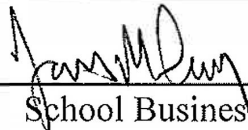


Jim Minkewicz
Board Secretary

Allamuchy Board of Education Minimum Expense Transfer Report

FY2022 Data is Posted to 09/30/21

Line(s)	Budget Category	Account	Orig Budget	Prior Encs.	Revs. Allowed	Basis of 10%	Max X-fers	YTD Xfers to(from)	% X-Fered	Remaining Xfers From	Remaining Xfers To
3200	Regular Programs - Instruction	11-1XX-100-XXX	2,496,962	58,018	0	2,554,980	255,497	45,821	1.8	301,319	
10300, 11160, 12160, 40580, 41080	Sp Ed, BS/Rem, BiLing, Speech/OT/PT & Ext Svcs	11-2XX-100-XXX, 11-000-216,217	726,120	23,815	0	749,935	74,993	313	0.0	75,307	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Co/Extra-Curr. Activities, Athletics, Other Pgms	11-4XX-X00-XXX	153,610	0	0	153,610	15,361	20,652	13.4	36,013	
29180	Tuition	11-000-100-XXX	2,835,019	14,984	0	2,850,003	285,001	(117,588)	-4.1	167,412	
29680, 30620, 41660, 42200, 43620	Attend, Soc Wrk, Health, Guidance, CST, Library	11-000-211,213,218,219,222	526,682	15,706	0	542,388	54,238	0	0.0	54,239	
43200, 44180	Improve Inst. & Staff Training	11-000-221,223	17,300	0	0	17,300	1,730	0	0.0	1,730	
45300	General Administration	11-000-230-XXX	330,550	31,621	0	362,171	36,217	18,342	5.1	54,559	17,875
46160	School Administration	11-000-240-XXX	269,074	0	0	269,074	26,908	0	0.0	26,907	26,907
47200, 47620	Central Svcs & Admin Info Technology	11-000-25X-XXX	166,641	0	0	166,641	16,665	0	0.0	16,664	16,664
51120	Operation & Maintenance of Plant Services	11-000-26X-XXX	811,931	11,376	0	823,307	82,331	109,719	13.3	192,050	
52480	Student Transportation Services	11-000-270-XXX	891,068	6,814	0	897,882	89,789	(54,151)	-6.0	35,637	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	1,679,509	28,923	0	1,708,432	170,842	(23,108)	-1.4	147,735	
75880	Equipment	12-xxx-xxx-73x	0	0	0	0	0	0	----	0	
76260	Facilities Acquisition & Construction	12-000-4xx-xxx	101,366	61,286	0	162,652	16,266	0	0.0	16,265	
83080	Total Special Schools	13-xxx-xxx-xxx	0	0	0	0	0	0	----	0	



School Business Administrator Signature

12-1-21

Date

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

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32496	7/20/21	MRA International HP Chrombooks + lic	Check voided on 11/17/2021 (12,250.00)	P202200030	20-484-200-500-000-000
N0746	10/27/21	QUILL CORPORATION supplies supplies	99.05 69.92	P202200167 P202200167	11-000-230-610-000-000 11-000-230-610-000-000
Total Check Amount:			168.97		
32824	10/29/21	Riddlesbrood Inc. Dinner Theatre 10-29-21	1,557.00	P202200367	60-990-320-335-000-000
N0747	11/1/21	WEX Bank Fuel for buses and trucks	4,908.47	P202200129	11-000-270-600-000-000
N0748	11/1/21	WEX Bank Fuel for buses and trucks	6,360.37	P202200129	11-000-270-600-000-000
32825	11/2/21	Mama's & Cafe Baci Murder Mysteries Catering	2,574.00	P202200376	60-990-320-611-100-000
N0749	11/3/21	VAR Technology Finance Teg SMART Board LED Displays	13,158.84	P202200377	20-451-200-600-000-000
32826	11/4/21	BILL'S SERVICE CENTER Towing bus 4 and bus 3	950.00	P202200373	11-190-100-610-000-000
N0750	11/8/21	FedEx Express mailings	96.50	P202200379	11-000-230-530-000-000
32827	11/11/21	Goksu Construction, LLC RH Toilet Room Alterations	8,561.71	P202100534	12-000-400-710-000-000
32828	11/11/21	Morris County Vocational School Dist Tuition HS Nagle Tuition HS Nagle	1,336.40 1,336.40	P202200353 P202200353	11-000-100-563-000-000 11-000-100-563-000-000
Total Check Amount:			2,672.80		
32829	11/16/21	Amazon Capital Services General Supplie General Supplie Maint Supplies Maint Supplies Maint Supplies Maint Supplies Maint Supplies	(59.99) (17.99) 146.88 735.20 184.00 516.81 244.75	P202200344 P202200344 P202200344 P202200344 P202200344 P202200344 P202200344	11-190-100-610-000-000 11-190-100-610-000-000 11-000-261-610-000-000 11-000-261-610-000-000 11-000-261-610-000-000 11-000-261-610-000-000 11-000-261-610-000-000
Total Check Amount:			1,749.66		
32830	11/16/21	Rutherford Hall Foundation Foundation 6-21	1,875.00	P202200392	60-990-320-890-100-000
32831	11/16/21	Rymon, Karen IDEA PS	2,044.00	P202200258	20-251-200-300-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32832	11/16/21	Surveillance-247, LLC			
		Camera for bus 16 & 10	3,190.00	P202200297	20-256-400-720-000-000
		Bus cameras for 1 & 25	3,190.00	P202200315	20-256-400-720-000-000
		Total Check Amount:	6,380.00		
32833	11/17/21	MRA International			
		HP Chrombooks + lic	12,250.00	P202200030	20-484-200-500-000-000
32834	11/17/21	Morris County Vocational School Dist			
		Tuition HS Nagle	1,336.40	P202200353	11-000-100-563-000-000
32835	11/17/21	Perfection Learning Corp.			
		Reading novels	14.54	P202200125	11-190-100-610-000-000
			37.50	P202200001	60-990-320-181-100-000
		Total Check Amount:	52.04		
32836	11/17/21	United Site Services			
		Port a johns ATS & Bus yard	284.95	P202200067	11-000-261-420-001-000
		Port a johns ATS & Bus yard	251.06	P202200067	11-000-261-420-001-000
		Port a johns ATS & Bus yard	284.95	P202200067	11-000-261-420-001-000
		Port a john MVS	537.20	P202200067	11-000-261-420-002-000
		Port a john MVS	283.85	P202200067	11-000-261-420-002-000
		Total Check Amount:	1,642.01		
32837	11/17/21	Marlin Business Bank			
		Postage machine	39.83	P202200066	11-000-230-530-000-000
32838	11/17/21	CDW Government			
		Rail systems - reinst of equipment	1,667.04	P202200382	20-483-200-500-000-001
32839	11/17/21	Morris Union Jointure Commission			
		workshop	100.00	P202200330	11-000-223-500-000-000
32840	11/17/21	MGL Printing Solutions			
		print checks, envelopes etc	196.50	P202200328	11-000-230-610-000-000
32841	11/17/21	Allied Oil Company			
		Heating oil ATS	8,957.20	P202200065	11-000-262-624-000-001
		Heating oil ATS	965.32	P202200065	11-000-262-624-000-001
		Total Check Amount:	9,922.52		
32842	11/19/21	Hackettstown Board of Education			
		High School Tuition	222,232.60	P202200280	11-000-100-561-000-000
		High School Resource & in Class serv	9,927.10	P202200280	11-000-100-562-000-000
		ARP IDEA	1,848.90	P202200280	20-223-100-500-000-000
		Total Check Amount:	234,008.60		
32843	11/19/21	Trainello, Donna			
		Lively Letters for PSD	250.92	P202200301	11-215-100-610-000-002

<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>
N0751	11/19/21	NJ HEALTH BEN FUND Local Retired Employer	683.40	P202200019	11-000-291-270-000-000
32844	11/21/21	Busch Law Group, LLC Legal services	4,080.00	P202200261	11-000-230-331-000-000
32845	11/21/21	Eurofins Environmental Testing	151.35	P202200161	11-000-262-300-000-000
32846	11/21/21	Fuller Paper Company custodial supplies	559.48	P202200102	11-000-262-610-000-000
		custodial supplies	824.61	P202200102	11-000-262-610-000-000
		Total Check Amount:	<u>1,384.09</u>		
32847	11/21/21	Accurate Tank Testing LLC tech services	195.00	P202200401	11-000-261-420-002-000
32848	11/21/21	IGS Solar Solar supply charge	3,235.60	P202200095	11-000-262-622-100-001
		Solar supply charge	2,163.49	P202200095	11-000-262-622-100-001
		Total Check Amount:	<u>5,399.09</u>		
32849	11/21/21	Hibrett Puratex Methanol 55 gallon drum	1,835.00	P202200402	11-000-261-610-000-000
32850	11/21/21	Roto-Rooter Plumbing & Drain Service floor drain	133.28	P202200403	11-000-261-420-001-000
32851	11/21/21	WIRE'S ELEC SHOP INC electric, wire etc repairs	150.00	P202200356	11-000-261-420-001-000
		electric, wire etc repairs	558.99	P202200356	11-000-261-420-001-000
		Total Check Amount:	<u>708.99</u>		
32852	11/21/21	Super Heat Inc. Heating services, repairs	5,712.00	P202200404	11-000-262-420-000-000
		Heating services, repairs	215.32	P202200404	11-000-262-420-000-000
		Heating services, repairs	2,340.43	P202200404	11-000-262-420-000-000
		Heating services, repairs	1,061.84	P202200404	11-000-262-420-000-000
		Heating services, repairs	238.32	P202200404	11-000-262-420-000-000
		Heating services, repairs	3,300.00	P202200404	11-000-262-420-000-000
		Heating services, repairs	521.32	P202200404	11-000-262-420-000-000
		Heating services, repairs	827.32	P202200404	11-000-262-420-000-000
		Heating services, repairs	2,444.44	P202200404	11-000-262-420-000-000
		Heating services, repairs	856.00	P202200404	11-000-262-420-000-000
		Total Check Amount:	<u>17,516.99</u>		
N0752	11/21/21	Horizon BCBSNJ Medical and Prescription	77,452.82	P202200046	11-000-291-270-000-000
		Medical and Prescription	25,850.05	P202200046	11-000-291-270-000-000
		Medical and Prescription	1,623.85	P202200046	11-000-291-270-000-000
		Total Check Amount:	<u>104,926.72</u>		


<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
N0753	11/21/21	Jersey Central Power & Light			
		Electric ATS & Bus Yard	2.89	P202200047	11-000-262-622-000-001
		Electric ATS & Bus Yard	3.72	P202200047	11-000-262-622-000-001
		electric MVS	47.17	P202200047	11-000-262-622-000-002
		Total Check Amount:	<u>53.78</u>		
N0754	11/21/21	DELTA DENTAL			
		Dental Ins	5,525.87	P202200106	11-000-291-270-000-000
		Dental Ins	88.08	P202200106	11-000-291-270-000-000
		Total Check Amount:	<u>5,613.95</u>		
32853	11/23/21	POSTMASTER-ALLAMUCHY postage for stamps	100.00	P202200409	11-000-230-530-000-000
32854	11/23/21	POSTMASTER-ALLAMUCHY Postage for large envelopes	50.00	P202200410	11-000-230-530-000-000
32855	11/24/21	Delightful Bakery supplies for event	300.00	P202200412	60-990-320-611-200-000
32856	11/27/21	Washington Township Board of Education 2009 International Bus	5,600.00	P202200398	12-000-270-443-000-000
32857	11/27/21	Mikalionas, Sarah Foundations of childhood development EC5403	875.00	P202200133	11-000-291-280-000-000
32858	11/27/21	Municipal Capital Corp. Copiers at ATS & MVS	1,372.00	P202200025	11-190-100-340-000-000
32859	11/27/21	RMR Elevator Company, Inc. vane not secure	920.00	P202200266	11-000-261-420-001-000
32860	11/27/21	Kurtz Bros. Gym supplies class supplies class supplies reading specialist	71.78 17.40 561.58	P202200148 P202200149 P202200150	11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000
		Total Check Amount:	<u>650.76</u>		
32861	11/27/21	Treasurer, State of New Jersey No Idling signs	57.50	P202200394	11-000-262-800-000-000
32862	11/27/21	Yudichak, Kenneth Wastewater Treatment Plant Services	700.00	P202200097	11-000-262-300-000-000
N0755	11/27/21	UNUM LIFE INS CO. Disability short & Long term	2,247.95	P202200081	11-000-291-270-000-000
32863	11/28/21	Snyder Bus Service, Inc. Repeater Two-Way Radio Service Oct 21	210.00	P202200396	11-000-270-390-000-000

Check#	Date	Vendor (Payee)/Check Line Comments	Amount	P or Bal Sht	Exp. Acct. or Balance Sheet Title
32864	11/28/21	Washington Township Board of Education Vehicle Maintenance	28,653.17	P202200370	11-000-270-420-000-000
32865	11/28/21	BLUE RIDGE LUMBER lumber for air conditioners lumber for air conditioners	43.41 43.51	P202200371 P202200371	11-000-263-600-000-000 11-000-263-600-000-000
Total Check Amount:			86.92		
32866	11/28/21	Fleetwash, Inc. wash and disinfect all buses	293.46	P202200155	11-000-270-420-000-000
32867	11/28/21	Let's Think Wireless, LLC Restored ethernet cable	568.75	P202200368	11-000-100-561-000-000
32868	11/28/21	QUILL CORPORATION chair and supplies chair and supplies chair and supplies chair and supplies supplies	156.57 36.74 7.60 64.32 424.54	P202200348 P202200348 P202200348 P202200348 P202200329	11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000 11-000-261-100-000-000
Total Check Amount:			689.77		
32869	11/28/21	Treasurer - State of NJ Air Quality Permitting Prog Air Quality Permitting 000000230847800	190.00 885.00	P202200374 P202200375	11-000-262-420-000-000 11-000-262-420-000-000
Total Check Amount:			1,075.00		
32870	11/28/21	Washington Township Board of Education Vehicle Maintenance Bus 10, 12, 13, 14, 22 Vehicle rental 10-21	11,624.97 5,875.00	P202200415 P202200163	11-000-270-420-000-000 11-000-270-420-000-000
Total Check Amount:			17,499.97		
32871	11/28/21	WageWorks, Inc. FSA Health Care FSA Health Care	91.20 91.20	P202200275 P202200275	11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			182.40		
32872	11/28/21	WageWorks, Inc. Cobra	171.00	P202200274	11-000-291-270-000-000
32874	11/30/21	Warren County Technical School Tuition Tuition Transportation	3,680.00 (792.40) 800.00	P202200343 P202200343 P202200343	11-000-100-563-000-000 11-000-100-563-000-000 11-000-270-518-000-000
Total Check Amount:			3,687.60		
32875	11/30/21	BER 50 Best Strategies, Patterson and Ricci 12-15-21	558.00	P202200390	11-000-223-500-000-000

<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>
32876	11/30/21	Zonar Systems Home base service	231.00	P202200089	11-000-270-600-000-000
32877	11/30/21	CDW Government Chromebooks etc	14,931.40	P202200313	20-451-100-600-000-000
32878	11/30/21	New Jersey Schools Insurance Group Workers comp ins	4,179.52	P202200204	11-000-291-260-000-000
		Workers comp ins	4,179.52	P202200204	11-000-291-260-000-000
		Total Check Amount:	8,359.04		
32879	11/30/21	Municipal Capital Corp. Copiers at ATS & MVS	1,372.00	P202200025	11-190-100-340-000-000
32880	11/30/21	SUBURBAN PROPANE propane	483.48	P202200049	11-000-262-621-000-001
32881	11/30/21	NJ Advance Media Public Notices	9.34	P202200419	11-000-230-530-000-000
32882	11/30/21	SUBURBAN PROPANE propane	235.02	P202200049	11-000-262-621-000-001
32883	11/30/21	QUILL CORPORATION office supplies	57.70	P202200393	11-190-100-610-000-000
32884	11/30/21	Jewel Construction LLC repair RH door	225.00	P202200420	60-990-320-420-000-000
		repair RH door	350.00	P202200420	60-990-320-420-000-000
		Total Check Amount:	575.00		
32885	11/30/21	IXL Learning Site License (Year 3 of 3)	2,953.00	P202200422	11-190-100-340-000-000
32886	11/30/21	CDW Government Ergotron LearnFit Adj Sit-Stand Mobile Desk	1,952.40	P202200324	20-280-100-600-000-000
32887	11/30/21	Hoover Truck Centers Bus repairs	3,018.09	P202200400	11-000-270-420-000-000
The Grand Total of all Checks from Fund 11 is:			482,618.75		
The Grand Total of all Checks from Fund 12 is:			14,161.71		
The Grand Total of all Checks from Fund 20 is:			41,982.58		
The Grand Total of all Checks from Fund 60 is:			6,918.50		
The Grand total of all checks for this period is:			545,681.54		

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

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	961,101.43	963,165.93	869,701.68	-	1,054,565.68
Tuition Reserve	-	-	-	-	-
Fund 10 - TOTAL	961,101.43	963,165.93	869,701.68	-	1,054,565.68
Capital Reserve	208,532.08	-	-	-	208,532.08
Maintenance Reserve	121,813.05	-	-	-	121,813.05
Fund 20 - Special Revenue	(85,753.15)	-	28,026.98	-	(113,780.13)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	(0.49)	157,512.00	145,600.00	-	11,911.51
Total Government Funds	1,205,692.92	1,120,677.93	1,043,328.66	-	1,283,042.19
Fund 60 - Rutherford Hall	(240,305.23)	8,935.00	8,427.80	-	(239,798.03)
TOTAL ALL FUNDS	\$ 965,387.69	\$ 1,129,612.93	\$ 1,051,756.46	\$ -	\$ 1,043,244.16


 Business Administrator/Treasurer

September 30, 2021
 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS	
101 Cash in checking account	\$ 1,054,565.68
102-106 Other cash equivalents	\$ 25,081.30
Total cash	\$ 1,079,646.98
111 Investments	\$ 0.00
114 Investment interest receivable	\$ 0.00
116 Capital reserve account	\$ 208,532.08
117 Maintenance reserve account	\$ 121,813.05
121 Tax levy receivable	\$ 0.00
Accounts receivable	
132 Interfund	\$ 9,543.52
141 Intergovernmental - state	\$ 86,775.93
142 Intergovernmental - federal	\$ 0.00
143 Intergovernmental - other	\$ 167,683.10
153 Other Accounts Receivable	\$ 218,532.61
	\$ 482,535.16
Loans receivable	
131 Interfund	\$ 0.00
151 Other Loans Receivable	\$ 0.00
	\$ 0.00
181 Prepaid Expenses	\$ 0.00
199 Other current assets	\$ 5,731.00
RESOURCES	
301 Estimated revenues (from adjusted budget)	\$ 10,796,737.00
302 Less: revenues collected or accrued	\$ (2,748,313.92)
	\$ 8,048,423.08
TOTAL ASSETS AND RESOURCES	\$ 9,946,681.35

LIABILITIES AND FUND EQUITY

LIABILITIES	
401 Interfund loans payable	\$ 0.00
402 Interfund accounts payable	\$ 0.00
411 Intergovernmental accounts payable - state	\$ 2,323.45
412 Intergovernmental accounts payable - federal	\$ 12,229.28
413 Intergovernmental accounts payable - other	\$ 0.00
421 Accounts payable	\$ 9,317.35
422 Judgments payable	\$ 0.00
430 Compensated absences payable	\$ 0.00
431 Contracts payable	\$ 0.00
451 Loans payable	\$ 0.00
481 Deferred revenues	\$ 0.00
499 Other current liabilities	\$ 5,048.67
Total liabilities	\$ 28,918.75

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$ 7,652,016.68	
754 Reserve for encumbrances - prior year			\$ 152,860.73	
761 Reserved fund balance Capital Reserve - July 1, 2021		\$ 208,532.08		
604 Add: Increase in capital reserve		\$ 0.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs		\$ 0.00		
309 Less: Budgeted withdrawal from capital reserve - excess costs		\$ (100,000.00)		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc		\$ 0.00		
Subtotal - capital reserve			\$ 108,532.08	
764 Reserved fund balance Maintenance Reserve - July 1, 2021		\$ 121,813.05		
606 Add: Increase in maintenance reserve		\$ 0.00		
310 Less: Budgeted withdrawal from maintenance reserve		\$ 0.00		
Subtotal - maintenance reserve			\$ 121,813.05	
760 Other reserves			\$ 0.00	
771 Designated Fund Balance			\$ 99,931.00	
772 Designated Fund Balance - ARRA/SEMI			\$ 0.00	
601 Appropriations		\$ 11,283,475.38		
602 Less: expenditures	\$ 1,916,659.22			
603 Less: encumbrances	\$ 7,804,877.41	\$ (9,721,536.63)	\$ 1,561,938.75	
Appropriations less expenditures				\$ 9,697,092.29
Unappropriated:				
770 Fund Balance, July 1, 2021			\$ 354,865.31	
303 Less: budgeted fund balance			\$ (134,195.00)	
Unappropriated fund balance				\$ 220,670.31
Total fund equity				\$ 9,917,762.60
TOTAL LIABILITIES AND FUND EQUITY				\$ 9,946,681.35

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 11,283,475.38	\$ 9,721,536.63	\$ 1,561,938.75
Less: Revenues	\$ (10,796,737.00)	\$ (2,748,313.92)	\$ (8,048,423.08)
Subtotal	\$ 486,738.38	\$ 6,973,222.71	\$ (6,486,484.33)
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ (100,000.00)	\$ 0.00	\$ (100,000.00)
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (252,543.38)	\$ (252,543.38)	\$ 0.00
Total current year budgeted fund balance	\$ 134,195.00	\$ 6,720,679.33	\$ (6,586,484.33)
Add: Unappropriated fund balance			\$ 220,670.31
Total of budgeted and unappropriated fund balance			\$ (6,365,814.02)

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	134,195.00	252,543.38	386,738.38	6,973,222.71	(6,586,484.33)
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	2,627,720.92	7,328,893.08
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	120,593.00	719,530.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		11,030,932.00	252,543.38	11,283,475.38	9,721,536.63	1,561,938.75

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	57,876.60	2,195,892.60	186,630.50	1,878,592.09	130,670.01	0.00
Regular Programs-Home Instruction		5,000.00	0.00	5,000.00	45.00	2,000.00	2,955.00	0.00
Regular Programs-Undistrib Instruction		353,946.00	45,962.49	399,908.49	160,900.89	87,297.80	151,709.80	0.00
Special Education-Multiply Hdec		76,901.00	3,750.51	80,651.51	10,134.18	43,984.23	26,533.10	0.00
Special Education-Resource Room		405,605.00	13,009.53	418,614.53	45,678.32	357,175.15	15,761.06	0.00
Special Education-Prse Hdec/Part Time		51,311.00	1,658.22	52,969.22	2,734.06	40,444.77	9,790.39	0.00
Curricular Activities-Instruction		102,080.00	0.00	102,080.00	0.00	72,679.08	29,400.92	0.00
Athletic Programs-Instruction		11,530.00	0.00	11,530.00	0.00	0.00	11,530.00	0.00
Extended School Year		40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
Undistributed Expense-Instruction		2,835,019.00	(102,604.04)	2,732,414.96	42,074.45	2,512,143.51	178,197.00	0.00
Health Services		135,363.00	3,761.00	139,124.00	12,290.70	115,764.44	11,068.86	0.00
Other Support Svc-Related Svcs		108,514.00	3,374.53	111,888.53	8,707.52	86,962.35	16,218.66	0.00
Other Support Svc-Extra. Svcs		83,789.00	2,335.50	86,124.50	15,685.00	34,604.50	35,835.00	0.00
Other Support Svc-Students-Reg		102,532.00	2,871.20	105,403.20	12,983.85	91,182.71	1,236.64	0.00
Other Support Svc-Students-Spec		206,166.00	7,014.94	213,180.94	20,206.28	78,910.85	114,063.81	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	0.00	9,800.00	0.00	0.00	9,800.00	0.00
Library and Educ Media		82,621.00	2,059.00	84,680.00	(3,753.36)	65,208.72	23,224.64	14,967.94
Inst. staff training svcs		7,500.00	0.00	7,500.00	4,015.00	2,005.00	1,480.00	0.00
Support svc-general admin		335,864.00	67,963.20	403,827.20	79,799.25	99,273.59	224,754.36	0.00
Support Svc-School Admin		288,275.00	0.00	288,275.00	87,322.79	175,362.60	25,589.61	0.00
Business and Other Support Svcs		187,674.00	0.00	187,674.00	62,293.26	101,133.41	24,247.33	0.00
Maintenance of Plant Services		128,849.00	2,373.93	131,222.93	44,153.77	58,544.72	28,524.44	0.00
Operation of Plant		610,062.00	116,929.62	726,991.62	244,675.13	361,597.87	120,718.62	0.00
Care & Upkeep of Grounds		73,020.00	1,791.61	74,811.61	26,105.15	46,519.85	2,186.61	0.00
Student Transportation Svcs		891,068.00	(47,337.10)	843,730.90	205,313.88	475,687.60	162,729.42	0.00
Employee Benefits		1,633,961.00	(12,185.31)	1,621,775.69	375,660.16	886,218.43	359,897.10	16,076.77
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	191,257.43	11,095,723.43	1,704,307.28	7,673,293.27	1,718,122.88	31,044.71

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
Fund transfers		126,466.00	61,285.95	187,751.95	212,351.94	131,584.14	(156,184.13)	0.00
Grand Totals for fund 12:		126,466.00	61,285.95	187,751.95	212,351.94	131,584.14	(156,184.13)	0.00

Fund 13 (Special Schools Fund)

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

Fund 18 (Educational Jobs Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Grand Totals for fund 18:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for all Subfunds of Fund 10: 11,030,932.00 252,543.38 11,283,475.38 1,916,659.22 7,804,877.41 1,561,938.75 31,044.71

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	134,195.00	252,543.38	386,738.38	6,973,222.71	(6,586,484.33)
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	2,380,852.00	7,142,553.00
10-1300-000-000	TUITION	0.00	0.00	0.00	0.00	0.00
10-1310-000-000	Tuition From Individuals	124,000.00	0.00	124,000.00	161,161.00	(37,161.00)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	0.00	0.00
10-1330-000-000	Summer School Tuition	0.00	0.00	0.00	0.00	0.00
10-1420-000-000	Transportation fee other lea	226,709.00	0.00	226,709.00	77,550.00	149,159.00
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	0.00	0.00
10-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
10-1510-000-000	Interest From Investments	0.00	0.00	0.00	2.62	(2.62)
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	0.00	12,500.00
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	6,205.30	(6,205.30)
10-3121-000-000	Cat Transp Aid	277,862.00	0.00	277,862.00	27,786.20	250,075.80
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	48,481.10	436,329.90
10-3177-000-000	Cat Security Aid	37,450.00	0.00	37,450.00	3,608.70	33,841.30
10-3178-000-000	Adjustment Aid	0.00	0.00	0.00	0.00	0.00
10-3190-000-000	Other State Aid	0.00	0.00	0.00	0.00	0.00
10-3256-000-000	School Security Grant	0.00	0.00	0.00	0.00	0.00
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		11,030,932.00	252,543.38	11,283,475.38	9,721,536.63	1,561,938.75

Minimum Expense General Ledger Report

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	PK/KDGN SAL	329,451.00	8,412.18	337,863.18	20,987.54	254,944.17	61,931.47	0.00
11-120-100-101	3-5 TCH SAL	1,210,176.00	33,795.95	1,243,971.95	110,893.66	1,086,130.87	46,947.42	0.00
11-130-100-101	6-8 TCH SALARY	598,389.00	15,668.47	614,057.47	54,749.30	537,517.05	21,791.12	0.00
Regular Programs - Classroom Instruction		2,138,016.00	57,876.60	2,195,892.60	186,630.50	1,878,592.09	130,670.01	0.00
11-150-100-101	HOME INSTR SAL	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	0.00
11-150-100-320	OOD Dist reg ed	3,000.00	0.00	3,000.00	45.00	0.00	2,955.00	0.00
Regular Programs-Home Instruction		5,000.00	0.00	5,000.00	45.00	2,000.00	2,955.00	0.00
11-190-100-104	Substitutes Salary	36,000.00	0.00	36,000.00	1,406.25	12,467.45	22,126.30	0.00
11-190-100-320	Pur Prof Educational Serv	42,000.00	0.00	42,000.00	10,500.00	0.00	31,500.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	85,250.00	0.00	85,250.00	31,077.71	49,297.99	4,874.30	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	43,996.00	0.00	43,996.00	0.00	0.00	43,996.00	0.00
11-190-100-610	GEN SUPPLIES	70,600.00	18,141.49	88,741.49	22,880.94	17,940.08	47,920.47	0.00
11-190-100-640	TEXTBOOKS	73,000.00	24,198.00	97,198.00	94,321.91	2,875.32	0.77	0.00
11-190-100-890	Other Objects	3,100.00	3,623.00	6,723.00	714.08	4,716.96	1,291.96	0.00
Regular Programs-Undistrib Instruction		353,946.00	45,962.49	399,908.49	160,900.89	87,297.80	151,709.80	0.00
11-212-100-101	MD TEACH SAL	52,219.00	3,030.51	55,249.51	9,971.70	43,264.23	2,013.58	0.00
11-212-100-106	MH Aide Salaries	19,282.00	720.00	20,002.00	0.00	720.00	19,282.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	0.00	4,400.00	0.00	0.00	4,400.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	0.00	1,000.00	162.48	0.00	837.52	0.00
Special Education-Multiply Hdcp		76,901.00	3,750.51	80,651.51	10,134.18	43,984.23	26,533.10	0.00
11-213-100-101	RES CTR SAL	179,770.00	5,085.54	184,855.54	17,564.30	160,114.85	7,176.39	0.00
11-213-100-106	RES CTR AIDE SA	223,835.00	7,923.99	231,758.99	27,045.75	196,781.34	7,931.90	0.00
11-213-100-610	RES CTR SUPPL	2,000.00	0.00	2,000.00	1,068.27	278.96	652.77	0.00
Special Education-Resource Room		405,605.00	13,009.53	418,614.53	45,678.32	357,175.15	15,761.06	0.00
11-215-100-101	PSD TEACH SAL	27,414.00	775.22	28,189.22	2,584.06	21,548.57	4,056.59	0.00
11-215-100-106	PSD AIDE SAL	23,647.00	883.00	24,530.00	0.00	18,896.20	5,633.80	0.00
11-215-100-610	PSD GEN SUPPL	250.00	0.00	250.00	150.00	0.00	100.00	0.00
Special Education-Prsc Hdcp/Part Time		51,311.00	1,658.22	52,969.22	2,734.06	40,444.77	9,790.39	0.00
11-401-100-100	Salaries	99,980.00	0.00	99,980.00	0.00	72,679.08	27,300.92	0.00
11-401-100-600	CO-CURR SUPPLIE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
11-401-100-800	CO-CURR OTHER	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Curricular Activities-Instruction		102,080.00	0.00	102,080.00	0.00	72,679.08	29,400.92	0.00
11-402-100-100	Salaries	10,030.00	0.00	10,030.00	0.00	0.00	10,030.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-402-100-610	General Supplie	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Athletic Programs-Instruction		11,530.00	0.00	11,530.00	0.00	0.00	11,530.00	0.00
11-422-100-100	ESY Salaries	40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
Extended School Year		40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
11-000-100-561	Tuit LEA NJ Reg	2,222,326.00	53,674.00	2,276,000.00	0.00	2,276,000.00	0.00	0.00
11-000-100-562	Tuit LEA Sp Ed	117,760.00	127,738.00	245,498.00	14,731.75	142,081.75	88,684.50	0.00
11-000-100-563	Voc. School Dist	47,276.00	3,910.20	51,186.20	3,910.20	0.00	47,276.00	0.00
11-000-100-566	TUIT PRIV NJ	299,541.00	(294,038.24)	5,502.76	0.00	4,961.76	541.00	0.00
11-000-100-569	TUITION CHARTER SCHOOLS	148,116.00	6,112.00	154,228.00	23,432.50	89,100.00	41,695.50	0.00
Undistributed Expense-Instruction		2,835,019.00	(102,604.04)	2,732,414.96	42,074.45	2,512,143.51	178,197.00	0.00
11-000-213-100	Salaries	129,278.00	3,656.00	132,934.00	12,185.70	115,764.44	4,983.86	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	0.00
11-000-213-600	HLTH SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
11-000-213-800	HLTH OTH OBJ	85.00	105.00	190.00	105.00	0.00	85.00	0.00
Health Services		135,363.00	3,761.00	139,124.00	12,290.70	115,764.44	11,068.86	0.00
11-000-216-100	Salaries	96,014.00	2,251.53	98,265.53	7,505.10	86,542.35	4,218.08	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	810.00	12,810.00	390.00	420.00	12,000.00	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	3,374.53	111,888.53	8,707.52	86,962.35	16,218.66	0.00
11-000-217-106	PERSON AID	45,789.00	1,755.50	47,544.50	10,705.00	34,604.50	2,235.00	0.00
11-000-217-320	THERAPY SVS	38,000.00	580.00	38,580.00	4,980.00	0.00	33,600.00	0.00
Other Support Svc-Extra. Svcs		83,789.00	2,335.50	86,124.50	15,685.00	34,604.50	35,835.00	0.00
11-000-218-104	GUID SALARY	101,532.00	2,871.20	104,403.20	12,983.85	91,182.71	236.64	0.00
11-000-218-600	Supplies & Materials	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Other Support Svc-Students-Reg		102,532.00	2,871.20	105,403.20	12,983.85	91,182.71	1,236.64	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-219-104	CST PROF SALARY	77,266.00	2,184.93	79,450.93	10,586.66	65,885.89	2,978.38	0.00
11-000-219-105	CST SECT SALARY	41,200.00	0.00	41,200.00	1,854.16	4,967.46	34,378.38	0.00
11-000-219-320	CST PROF SVS	85,500.00	4,830.01	90,330.01	6,316.25	8,057.50	75,956.26	0.00
11-000-219-600	CST SUPPLIES	2,000.00	0.00	2,000.00	1,299.21	0.00	700.79	0.00
11-000-219-890	Membership Dues Fees	200.00	0.00	200.00	150.00	0.00	50.00	0.00
Other Support Svc-Students-Spec		206,166.00	7,014.94	213,180.94	20,206.28	78,910.85	114,063.81	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00	0.00
11-000-221-320	Curriculum Services	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	0.00	9,800.00	0.00	0.00	9,800.00	0.00
11-000-222-100	Salaries	72,821.00	2,059.00	74,880.00	6,864.10	65,208.72	2,807.18	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	9,500.00	0.00	9,500.00	(10,617.46)	0.00	20,117.46	14,967.94
11-000-222-600	LIB SUP/MAT	300.00	0.00	300.00	0.00	0.00	300.00	0.00
Library and Educ Media		82,621.00	2,059.00	84,680.00	(3,753.36)	65,208.72	23,224.64	14,967.94
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	0.00	7,500.00	4,015.00	2,005.00	1,480.00	0.00
Inst. staff training svcs		7,500.00	0.00	7,500.00	4,015.00	2,005.00	1,480.00	0.00
11-000-230-100	Salaries	138,000.00	12,000.00	150,000.00	18,124.98	0.00	131,875.02	0.00
11-000-230-270	District Admin Health Benefits	5,314.00	18,000.00	23,314.00	0.00	0.00	23,314.00	0.00
11-000-230-320	Shared services CSA	0.00	16,723.70	16,723.70	0.00	16,723.70	0.00	0.00
11-000-230-331	ADM LEGAL SV	50,000.00	(12,773.50)	37,226.50	18,976.00	14,778.50	3,472.00	0.00
11-000-230-332	Audit Fees	18,500.00	0.00	18,500.00	0.00	0.00	18,500.00	0.00
11-000-230-339	ADM PROF SVS	16,000.00	53,713.00	69,713.00	13,974.32	55,738.68	0.00	0.00
11-000-230-530	Communications/Telephone	57,500.00	(25,000.00)	32,500.00	923.43	2,932.71	28,643.86	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	20,550.00	6,250.00	26,800.00	18,606.91	6,250.00	1,943.09	0.00
11-000-230-610	GENERAL OFFICE SUPPLIES	5,000.00	(1,000.00)	4,000.00	798.96	750.00	2,451.04	0.00
11-000-230-890	ADM DUES,WKSHOP	25,000.00	50.00	25,050.00	8,394.65	2,100.00	14,555.35	0.00
Support svc-general admin		335,864.00	67,963.20	403,827.20	79,799.25	99,273.59	224,754.36	0.00
11-000-240-103	SCHOOL PRIN SAL	164,428.00	0.00	164,428.00	46,873.36	114,288.53	3,266.11	0.00
11-000-240-105	SCHOOL SECT SAL	88,546.00	0.00	88,546.00	25,625.03	61,074.07	1,846.90	0.00
11-000-240-270	School Admin Health Benefits	19,201.00	0.00	19,201.00	0.00	0.00	19,201.00	0.00
11-000-240-300	Purchased Professional & Tech Services	15,000.00	0.00	15,000.00	14,320.79	0.00	679.21	0.00
11-000-240-600	SCHOOL OFF SUPP	1,000.00	0.00	1,000.00	503.61	0.00	496.39	0.00
11-000-240-800	Other Objects	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Support Svc-School Admin		288,275.00	0.00	288,275.00	87,322.79	175,362.60	25,589.61	0.00
11-000-251-100	Salaries	147,486.00	0.00	147,486.00	45,908.87	101,133.41	443.72	0.00
11-000-251-270	Business Admin Health Benefits	21,033.00	0.00	21,033.00	0.00	0.00	21,033.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	18,455.00	0.00	18,455.00	16,384.39	0.00	2,070.61	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	500.00	0.00	500.00	0.00	0.00	500.00	0.00
11-000-251-610	SUPPLIES & MATERIALS	200.00	0.00	200.00	0.00	0.00	200.00	0.00
Business and Other Support Svcs		187,674.00	0.00	187,674.00	62,293.26	101,133.41	24,247.33	0.00
11-000-261-100	Salaries	43,619.00	1,233.45	44,852.45	11,470.79	31,699.84	1,681.82	0.00
11-000-261-420	MAINT SVS	70,000.00	515.48	70,515.48	30,223.53	25,869.88	14,422.07	0.00
11-000-261-610	MAINT SUPPL	14,230.00	625.00	14,855.00	2,459.45	975.00	11,420.55	0.00
11-000-261-800	Maintenance Prog	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Maintenance of Plant Services		128,849.00	2,373.93	131,222.93	44,153.77	58,544.72	28,524.44	0.00
11-000-262-100	Salaries	239,862.00	4,337.41	244,199.41	51,137.54	161,477.04	31,584.83	0.00
11-000-262-300	Purch Prof Svcs	20,000.00	(5,000.00)	15,000.00	3,418.45	6,575.05	5,006.50	0.00
11-000-262-420	PLNT CUST SVS	40,000.00	121,592.21	161,592.21	99,024.45	32,265.24	30,302.52	0.00
11-000-262-490	PLT WATER SVS	15,000.00	0.00	15,000.00	2,871.17	7,128.83	5,000.00	0.00
11-000-262-520	INSURANCES	40,000.00	0.00	40,000.00	34,712.41	0.00	5,287.59	0.00
11-000-262-610	PLNT SUPPLIES	60,000.00	(13,000.00)	47,000.00	19,910.47	17,627.35	9,462.18	0.00
11-000-262-621	Energy - Propane - Villa	5,000.00	0.00	5,000.00	282.00	4,718.00	0.00	0.00
11-000-262-622	Energy - Electric - Villa	98,000.00	(15,000.00)	83,000.00	23,044.12	59,955.88	0.00	0.00
11-000-262-624	Energy - Htg Fuel - Villa	91,200.00	24,000.00	115,200.00	10,149.52	71,850.48	33,200.00	0.00
11-000-262-800	PLNT OTHER	1,000.00	0.00	1,000.00	125.00	0.00	875.00	0.00
Operation of Plant		610,062.00	116,929.62	726,991.62	244,675.13	361,597.87	120,718.62	0.00
11-000-263-100	Grounds	58,020.00	1,458.61	59,478.61	14,880.00	44,275.06	323.55	0.00
11-000-263-300	Purchased Prof Svcs	13,000.00	333.00	13,333.00	10,438.21	2,244.79	650.00	0.00
11-000-263-600	Grounds supplies	2,000.00	0.00	2,000.00	786.94	0.00	1,213.06	0.00
Care & Upkeep of Grounds		73,020.00	1,791.61	74,811.61	26,105.15	46,519.85	2,186.61	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-270-105	Transportation Secretary	52,825.00	0.00	52,825.00	0.00	52,811.72	13.28	0.00
11-000-270-160	Sal Pupil Trans home to school	251,799.00	6,288.65	258,087.65	32,289.42	221,134.37	4,663.86	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	75,000.00	0.00	75,000.00	11,862.84	18,862.50	44,274.66	0.00
11-000-270-162	Salary - Pupil Transportation	16,000.00	0.00	16,000.00	1,100.00	7,722.98	7,177.02	0.00
11-000-270-390	Communication Services	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-270-420	TRNS REP/MAINT	100,000.00	0.00	100,000.00	19,412.37	17,908.58	62,679.05	0.00
11-000-270-443	Lease Purchase Pymt	85,744.00	0.25	85,744.25	85,744.24	0.00	0.01	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	0.00	50,000.00	0.00	50,000.00	0.00	0.00
11-000-270-511	TRNS CONT REG	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00	0.00
11-000-270-514	Contract (spec ed) Vendors	15,000.00	(15,000.00)	0.00	0.00	0.00	0.00	0.00
11-000-270-515	TRNS SP ED JNT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	(39,475.00)	100,525.00	20,918.23	78,606.77	1,000.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	25,000.00	849.00	25,849.00	23,981.60	1,866.57	0.83	0.00
11-000-270-600	TRNS SUP/MAT	56,500.00	0.00	56,500.00	9,462.69	26,686.61	20,350.70	0.00
11-000-270-890	Misc Expenses	3,200.00	0.00	3,200.00	542.49	87.50	2,570.01	0.00
Student Transportation Svcs		891,068.00	(47,337.10)	843,730.90	205,313.88	475,687.60	162,729.42	0.00
11-000-291-220	PERS FICA	130,000.00	0.00	130,000.00	27,519.28	0.00	102,480.72	0.00
11-000-291-232	TPAF ERIP CONT	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-291-241	PERS CONTR	135,000.00	0.00	135,000.00	0.00	0.00	135,000.00	0.00
11-000-291-249	DCRP Employer Contribution	5,000.00	0.00	5,000.00	374.49	0.00	4,625.51	0.00
11-000-291-250	Unemployment Comp	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-291-260	WORKMENS COMPESA	65,000.00	0.00	65,000.00	10,553.27	53,330.44	1,116.29	0.00
11-000-291-270	EMPL HLTH BENEF	1,257,961.00	(49,838.31)	1,208,122.69	327,462.24	829,005.49	51,654.96	44.04
11-000-291-280	TUITION REIMB	20,000.00	12,000.00	32,000.00	0.00	2,868.00	29,132.00	0.00
11-000-291-290	Employee Benefits	1,000.00	0.00	1,000.00	(15,901.65)	1,014.50	15,887.15	16,032.73
11-000-291-299	Unused Sick Prmt to Ret Staff	10,000.00	15,653.00	25,653.00	25,652.53	0.00	0.47	0.00
Employee Benefits		1,633,961.00	(12,185.31)	1,621,775.69	375,660.16	886,218.43	359,897.10	16,076.77
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	191,257.43	11,095,723.43	1,704,307.28	7,673,293.27	1,718,122.88	31,044.71

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
12-001-604-000	Increase in Capital Reserve	25,100.00	0.00	25,100.00	0.00	0.00	25,100.00	0.00
12-000-400-710	FAC/PROP IMP	100,000.00	61,285.95	161,285.95	212,351.94	131,584.14	(182,650.13)	0.00
12-000-400-896	Assess Debt Srvc SDA Funding	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00	0.00
Fund transfers		126,466.00	61,285.95	187,751.95	212,351.94	131,584.14	(156,184.13)	0.00
Grand Totals for fund 12:		126,466.00	61,285.95	187,751.95	212,351.94	131,584.14	(156,184.13)	0.00

Fund 13 (Special Schools Fund)


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

Fund 18 (Educational Jobs Fund)

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

Grand Totals for all Subfunds of Fund 10: 11,030,932.00 252,543.38 11,283,475.38 1,916,659.22 7,804,877.41 1,561,938.75 31,044.71

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 Mankewicz, Business Administrator

11-30-21

 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS	
101 Cash in checking account	\$ (113,780.13)
102-106 Other cash equivalents	\$ 0.00
Total cash	\$ (113,780.13)
111 Investments	\$ 0.00
114 Investment interest receivable	\$ 0.00
121 Tax levy receivable	\$ 0.00
Accounts receivable	
132 Interfund	\$ 0.00
141 Intergovernmental - state	\$ (24,806.00)
142 Intergovernmental - federal	\$ 70,348.03
143 Intergovernmental - other	\$ 0.00
153 Other Accounts Receivable	\$ 10,855.57
	\$ 56,397.60
Loans receivable	
131 Interfund	\$ 0.00
151 Other Loans Receivable	\$ 0.00
	\$ 0.00
199 Other current assets	\$ 0.00
RESOURCES	
301 Estimated revenues (from adjusted budget)	\$ 843,962.55
302 Less: revenues collected or accrued	\$ 0.00
	\$ 843,962.55
TOTAL ASSETS AND RESOURCES	\$ 786,580.02

LIABILITIES AND FUND EQUITY

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

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			\$	158,847.68
754 Reserve for encumbrances - prior year			\$	758.72
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	0.00
601 Appropriations		\$	802,398.98	
602 Less: expenditures	\$	72,135.28		
603 Less: encumbrances	\$	159,606.40	\$	(231,741.68)
Appropriations less expenditures			\$	570,657.30
				\$ 730,263.70
Unappropriated:				
770 Fund Balance, July 1, 2021			\$	(17,372.47)
303 Less: budgeted fund balance			\$	44,472.00
Unappropriated fund balance				\$ 27,099.53
Total fund equity				\$ 757,363.23
TOTAL LIABILITIES AND FUND EQUITY				\$ 786,580.02

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	(44,472.00)	2,908.43	(41,563.57)	231,741.68	(273,305.25)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	5,591.55	0.00	5,591.55	0.00	5,591.55
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	23,012.00	23,012.00	0.00	23,012.00
4xxx	From Federal Sources	232,972.00	582,387.00	815,359.00	0.00	815,359.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		194,091.55	608,307.43	802,398.98	231,741.68	570,657.30

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	24,463.78	62,733.52	524,904.25	0.00
Title I		30,000.00	(3,911.28)	26,088.72	2,635.06	22,762.47	691.19	0.00
IDEA Part B		100,000.00	(4,083.00)	95,917.00	27,816.02	67,070.08	1,030.90	0.00
IDEA (Prog. 251)		0.00	5,566.00	5,566.00	3,120.00	2,446.00	0.00	0.00
Title II Part A		7,500.00	(463.00)	7,037.00	6,997.00	40.00	0.00	0.00
Title IV		10,000.00	216.71	10,216.71	1,243.42	0.00	8,973.29	0.00
Title IV		0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
R.E.A.P. GRANT		0.00	44,472.00	44,472.00	5,860.00	4,554.33	34,057.67	0.00
Grand Totals for fund 20:		194,091.55	608,307.43	802,398.98	72,135.28	159,606.40	570,657.30	0.00

Revenues Summary

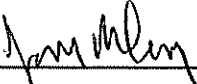
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	(44,472.00)	2,908.43	(41,563.57)	231,741.68	(273,305.25)
20-1920-212-000	Rutherford Foundation	0.00	0.00	0.00	0.00	0.00
20-1921-454-000	RH Steiveson Grant	5,591.55	0.00	5,591.55	0.00	5,591.55
20-3256-256-000	School Security Grant	0.00	23,012.00	23,012.00	0.00	23,012.00
20-4409-224-000	ARP IDEA PS	0.00	1,578.00	1,578.00	0.00	1,578.00
20-4411-231-000	Title I	30,000.00	(4,630.00)	25,370.00	0.00	25,370.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4419-223-000	ARP IDEA BASIC	0.00	18,489.00	18,489.00	0.00	18,489.00
20-4421-250-000	IDEA Basic	100,000.00	(5,016.00)	94,984.00	0.00	94,984.00
20-4423-251-000	IDEA-Preschool	0.00	5,566.00	5,566.00	0.00	5,566.00
20-4451-270-000	Title II A	7,500.00	(503.00)	6,997.00	0.00	6,997.00
20-4471-280-000	Title IV Part A	10,000.00	0.00	10,000.00	0.00	10,000.00
20-4502-451-000	REAP	44,472.00	44,472.00	88,944.00	0.00	88,944.00
20-4530-477-000	ESSER 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	0.00	98,056.00
20-4535-484-000	ESSER II Learning Acceleration	0.00	25,000.00	25,000.00	0.00	25,000.00
20-4536-485-000	ESSER II Mental Health Grant	0.00	45,000.00	45,000.00	0.00	45,000.00
20-4540-487-000	ARP-ESSER	0.00	395,375.00	395,375.00	0.00	395,375.00
Grand Totals		194,091.55	608,307.43	802,398.98	231,741.68	570,657.30

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-223-100-500	ARP IDEA BASIC	0.00	18,489.00	18,489.00	0.00	18,489.00	0.00	0.00
20-224-200-300	ARP IDEA PS	0.00	1,578.00	1,578.00	0.00	0.00	1,578.00	0.00
20-256-400-720	School Security Grant	0.00	23,012.00	23,012.00	0.00	3,190.00	19,822.00	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	0.00	47,676.75	50,379.25	0.00
20-484-200-500	CRRSA - Learning Accel. Grant	0.00	25,000.00	25,000.00	12,250.00	0.00	12,750.00	0.00
20-485-200-500	CRRSA - Mental Health Grant	0.00	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00
20-487-200-500	ARP-ESSER Grant Program	0.00	395,375.00	395,375.00	0.00	0.00	395,375.00	0.00
Ungrouped Accounts		46,591.55	565,510.00	612,101.55	24,463.78	62,733.52	524,904.25	0.00
20-231-100-100	Personal Services - Salaries	30,000.00	(4,150.28)	25,849.72	2,396.06	22,762.47	691.19	0.00
20-231-100-600	General Supplies	0.00	239.00	239.00	239.00	0.00	0.00	0.00
Title I		30,000.00	(3,911.28)	26,088.72	2,635.06	22,762.47	691.19	0.00
20-250-100-300	IDEA ED SVS	0.00	47,492.00	47,492.00	26,976.02	20,515.98	0.00	0.00
20-250-100-600	IDEA SUPPL	0.00	1,030.90	1,030.90	0.00	0.00	1,030.90	0.00
20-250-200-300	IDEA NON PUBLIC	100,000.00	(52,605.90)	47,394.10	840.00	46,554.10	0.00	0.00
IDEA Part B		100,000.00	(4,083.00)	95,917.00	27,816.02	67,070.08	1,030.90	0.00
20-251-200-300	IDEA PS PROF & TECH SVC	0.00	5,566.00	5,566.00	3,120.00	2,446.00	0.00	0.00
IDEA (Prog. 251)		0.00	5,566.00	5,566.00	3,120.00	2,446.00	0.00	0.00
20-270-100-600	General Supplies	0.00	40.00	40.00	0.00	40.00	0.00	0.00
20-270-200-300	Pur Prof Tec Serv	7,500.00	(503.00)	6,997.00	6,997.00	0.00	0.00	0.00
Title II Part A		7,500.00	(463.00)	7,037.00	6,997.00	40.00	0.00	0.00
20-280-100-600	Instructional Supplies	10,000.00	216.71	10,216.71	1,243.42	0.00	8,973.29	0.00
Title IV		10,000.00	216.71	10,216.71	1,243.42	0.00	8,973.29	0.00
20-280-200-300	Prof Tech Services-Support	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Title IV		0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
20-451-100-600	SUPP/MAT	0.00	44,472.00	44,472.00	5,860.00	1,291.00	37,321.00	0.00
20-451-200-600	OTHER SUP/MAT	0.00	0.00	0.00	0.00	3,263.33	(3,263.33)	0.00
R.E.A.P. GRANT		0.00	44,472.00	44,472.00	5,860.00	4,554.33	34,057.67	0.00
Grand Totals for fund 20:		194,091.55	608,307.43	802,398.98	72,135.28	159,606.40	570,657.30	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

11-30-21

 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS	
101 Cash in checking account	\$ 11,911.51
102-106 Other cash equivalents	\$ 0.00
Total cash	\$ 11,911.51
111 Investments	\$ 0.00
114 Investment interest receivable	\$ 0.00
121 Tax levy receivable	\$ 0.00
Accounts receivable	
132 Interfund	\$ 0.00
141 Intergovernmental - state	\$ 0.00
142 Intergovernmental - federal	\$ 0.00
143 Intergovernmental - other	\$ 0.00
153 Other Accounts Receivable	\$ 0.00
	\$ 0.00
Loans receivable	
131 Interfund	\$ 0.00
151 Other Loans Receivable	\$ 0.00
	\$ 0.00
199 Other current assets	\$ 0.00
RESOURCES	
301 Estimated revenues (from adjusted budget)	\$ 771,200.00
302 Less: revenues collected or accrued	\$ (157,512.00)
	\$ 613,688.00
TOTAL ASSETS AND RESOURCES	\$ 625,599.51

LIABILITIES AND FUND EQUITY

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

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

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

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

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	133,688.00	(133,688.00)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	708,106.00	0.00	708,106.00	145,600.00	562,506.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	63,094.00	0.00	63,094.00	11,912.00	51,182.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		771,200.00	0.00	771,200.00	291,200.00	480,000.00

Fund 40 (Debt Service Fund)

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

Revenues Summary

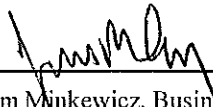
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	133,688.00	(133,688.00)
40-5200-000-000	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40-1210-000-000	TAX LEVY D.S.	708,106.00	0.00	708,106.00	145,600.00	562,506.00
40-3160-000-000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

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

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

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



 Jim Minkewicz, Business Administrator

11-30-21

 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS	
101 Cash in checking account	\$ (239,798.03)
102-106 Other cash equivalents	\$ 337.50
Total cash	<u>\$ (239,460.53)</u>
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	<u>\$ 2,600.00</u>
	\$ 27,998.25
Loans receivable	
131 Interfund	\$ 0.00
151 Other Loans Receivable	<u>\$ 0.00</u>
	\$ 0.00
199 Other current assets	\$ 0.00
RESOURCES	
301 Estimated revenues (from adjusted budget)	\$ 0.00
302 Less: revenues collected or accrued	<u>\$ (32,783.00)</u>
	<u>\$ (32,783.00)</u>
TOTAL ASSETS AND RESOURCES	
	<u>\$ (244,245.28)</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	\$ 0.00
413 Intergovernmental accounts payable - other	\$ 0.00
421 Accounts payable	\$ 2,225.00
422 Judgments payable	\$ 0.00
430 Compensated absences payable	\$ 0.00
431 Contracts payable	\$ 0.00
451 Loans payable	\$ 0.00
481 Deferred revenues	\$ 8,540.00
499 Other current liabilities	\$ 0.00
Total liabilities	<u>\$ 10,765.00</u>

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	1,785.04	
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	\$	30,938.24			
603 Less: encumbrances	\$	1,785.04	\$	(32,723.28)	\$
Appropriations less expenditures				<u>(32,536.63)</u>	\$
					(30,751.59)

Unappropriated:

770 Fund Balance, July 1, 2021			\$	(225,758.69)	
303 Less: budgeted fund balance			\$	0.00	
Unappropriated fund balance					\$
Total fund equity					<u>(225,758.69)</u>
					<u>(256,510.28)</u>

TOTAL LIABILITIES AND FUND EQUITY

\$ (245,745.28)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 186.65	\$ 32,723.28	\$ (32,536.63)
Less: Revenues	\$ 0.00	\$ (32,783.00)	\$ 32,783.00
Subtotal	\$ 186.65	\$ (59.72)	\$ 246.37
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (186.65)	\$ (186.65)	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ (246.37)	\$ 246.37
Add: Unappropriated fund balance			\$ (225,758.69)
Total of budgeted and unappropriated fund balance			<u>\$ (225,512.32)</u>

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	186.65	186.65	(59.72)	246.37
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	32,783.00	(32,783.00)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	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	32,723.28	(32,536.63)

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	23,103.93	0.00	(23,103.93)	0.00
Administrative Costs		0.00	0.00	0.00	4,548.00	80.00	(4,628.00)	0.00
Supplies		0.00	0.00	0.00	408.50	0.00	(408.50)	0.00
Other Expenses		0.00	186.65	186.65	2,877.81	1,705.04	(4,396.20)	0.00
Grand Totals for fund 60:		0.00	186.65	186.65	30,938.24	1,785.04	(32,536.63)	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	(59.72)	246.37
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	1,205.00	(1,205.00)
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	140.00	(140.00)
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	23,425.00	(23,425.00)
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 Contris & 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 Contris & Donations	0.00	0.00	0.00	2,530.00	(2,530.00)
60-1921-100-000 Earmarked Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-101 Donations E.M Under Priv Camp	0.00	0.00	0.00	0.00	0.00
60-1922-000-000 NJ Historical TRUST Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-000 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-100 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1980-000-000 Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
60-1990-000-000 Miscellaneous Revenues	0.00	0.00	0.00	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	32,723.28	(32,536.63)

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	993.00	0.00	(993.00)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	10,423.43	0.00	(10,423.43)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	11,687.50	0.00	(11,687.50)	0.00
Salaries		0.00	0.00	0.00	23,103.93	0.00	(23,103.93)	0.00
60-990-320-335	Haunted Hall Costs	0.00	0.00	0.00	532.00	0.00	(532.00)	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	3,866.00	0.00	(3,866.00)	0.00
60-990-320-340	Purchased Technical Services	0.00	0.00	0.00	150.00	80.00	(230.00)	0.00
Administrative Costs		0.00	0.00	0.00	4,548.00	80.00	(4,628.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	408.50	0.00	(408.50)	0.00
Supplies		0.00	0.00	0.00	408.50	0.00	(408.50)	0.00
60-990-320-890	Miscellaneous Expense	0.00	186.65	186.65	156.61	0.00	30.04	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	591.24	1,628.76	(2,220.00)	0.00
60-990-320-892	Tix, Inc. Ticket Cgs - Grant	0.00	0.00	0.00	2,129.96	76.28	(2,206.24)	0.00
Other Expenses		0.00	186.65	186.65	2,877.81	1,705.04	(4,396.20)	0.00
Grand Totals for fund 60:		0.00	186.65	186.65	30,938.24	1,785.04	(32,536.63)	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

11/30/21

 Date

Stale Dated Checks

As of October 2021

11/17/2017	28371	1,194.00	Serraino, Nicholas	7439 tuition reimb ee5210 ee522	1,194.00
11/17/2017	28359	24.64	Gleason, Caitlyn	7497 reimb	24.64
12/15/2017	28459	101.35	Tickner's Inc.	6417 9088521894	101.35
12/15/2017	28437	85.71	Home Towne Hardware, LLC	3159 001-030418	85.71
1/19/2018	28548	500.00	LaPooh, Bryan & Meg	7351 aid in lieu	500.00
1/19/2018	28544	1,000.00	Kim, Un Jin	6855 aid in lieu	1,000.00
1/24/2018	28609	85.71	Home Towne Hardware, LLC	3159 30148	85.71
3/1/2018	28711	1,000.00	Wilson, Maryann & Phillip	7204 aid in lieu	1,000.00
5/18/2018	28997	1,000.00	Wilson, Maryann & Phillip	7204 aid in lieu	1,000.00
5/18/2018	28990	500.00	Tierney, Steve	6273 aid in lieu	500.00
5/18/2018	28973	1,000.00	Pasquali, Jennifer	7188 aid in lieu	1,000.00
5/18/2018	28961	1,000.00	Lennon, Mary	7530 aid in lieu	1,000.00
5/18/2018	28963	500.00	LaPooh, Bryan & Meg	7351 aid in lieu	500.00
5/18/2018	28957	1,500.00	Kreider, Jeffrey & Rebecca	6635 aid in lieu	1,500.00
5/18/2018	28959	1,000.00	Kim, Un Jin	6855 aid in lieu	1,000.00
5/18/2018	28946	500.00	Gibbs, Shaquenia	7348 aid in lieu	500.00
5/18/2018	28940	1,500.00	Espinal, Gabriel & Maria	7382 aid in lieu	1,500.00
6/22/2018	29144	20.77	Serraino, Nicholas	7439 reimburse mileage	20.77
6/22/2018	29133	340.00	NATIONAL DRUG SCREEN, INC	1368 15010	340.00
6/22/2018	29109	20.77	Brady, Scott	3596 mileage reimb	20.77
6/22/2018	29048	830.07	Abcode Security, Inc.	215 r23847	830.07
6/30/2018	N0539	4,019.21	WEX Bank	6952 fuel for bus/trucks	4,019.21
6/30/2018	N0540	449.41	NJ HEALTH BEN FUND	117 81300	449.41
6/30/2018	29173	1,611.13	AssistiveTek, LLC	6435 replace voided check 27927	1,611.13
9/1/2018	n0737	898.82	NJ HEALTH BEN FUND	117 81300	898.82
9/19/2018	29476	195.00	Music Express Magazine	3237 premium plus package	195.00
9/19/2018	29486	60.00	Accetturo, Angela	7578 summer camp	60.00
10/18/2018	29583	44.00	Tickner's Inc.	6417 645716	44.00
1/23/2019	29808	1,000.00	Bisbing, Jaime	7199 aid in lieu	1,000.00
1/23/2019	29801	500.00	Adjekum, Ruth	7514 aid in lieu	500.00
1/24/2019	29861	170.00	NJMEA	7073 feb19097	170.00
3/21/2019	30037	13.99	Schlessinger, James	7336 reimb	13.99
5/28/2019	30188	1,000.00	Bisbing, Jaime	7199 aid in lieu	1,000.00
5/28/2019	30194	1,000.00	Ayhan, Melahat	6871 aid in lieu	1,000.00
8/23/2019	30517	151.35	JDM Group	7184 1985479	151.35
12/2/2019	30844	4.20	Koerner, Marsha	2999 reimb	4.20
1/21/2020	30952	3,343.90	NJ Dept of the Treasury	7694 payment	3,343.90
1/22/2020	31035	500.00	Kim, Un Jin	6855 aid in lieu	500.00
2/20/2020	31118	100.00	NJASSW	2662 workshop	100.00
4/18/2020	30532	315.00	Zonar Systems	7644 Home base services	315.00
4/20/2020	31264	60.00	NCS Pearson Inc.	6246 3843137	60.00
6/21/2020	31366	334.00	Lukacs, Crystal	6862 aid in lieu	334.00
6/21/2020	31374	167.00	Kim, Un Jin	6855 aid in lieu	167.00
6/30/2020	N0619	318.87	WEX Bank	6952 66243066	318.87
6/30/2020	31425-A	116.71	Amazon Capital Services	7714 amazon	116.71

30,200.61

State of New Jersey - Department of Education
Student Transportation Contract - School Related Activities Contract

Board of Education of:	Blairstown Township
In the County of:	Warren
Multicontract or Trip #:	AT-1
Contract Term:	September 2021 to June 2022
Contractor:	Allamuchy Township Board of Edcation
Terminal Location:	Allamuchy Township
Contractor Code:	0030
Bid Number:	Quote
For bonding purposes only, the estimated annual amount of this contract is:	\$8,344.26

1. The transportation contractor shall transport students to and from school related activities as set forth in the bid specifications.
2. If the transportation contractor fully performs the services required by the specifications and this contract, the local board shall pay the contractor for the actual transportation provided.
3. The transportation contractor shall transport students not to exceed in number the capacity of the vehicle designated by the local board as set forth in the bid specifications; and comply with all applicable New Jersey statutes, regulations and procedures and with the rules of the local board governing student transportation.
4. The transportation contractor shall ensure that the driver of each vehicle shall be a reliable person of a good character who shall possess all State school bus driver qualifications and licenses and shall comply with all statutes, regulations and procedures of the State of New Jersey and the rules and specifications of the local board. If, in the judgment of the local board, any driver of a vehicle operated under contract to transport students shall be deemed unsuitable to drive a school vehicle because of lack of driving skills, inability to control students, failure to comply with all applicable rules and regulations, incapacity, unbecoming conduct, or other good cause; the local board may request that transportation contractor to replace said driver. If the transportation contractor shall fail to comply with the aforesaid request, the local board may require the transportation contractor to show cause why such failure to comply with the request shall be deemed to constitute a breach of contract and may set aside and annul this contract.
5. The transportation contractor shall only transport student(s) and adults designated by the board of education and the specifications. Vehicle(s) shall arrive and/or depart the assigned locations no earlier or later as so indicated.

Board of Education of:	Blairstown Township
In the County of:	Warren
Multicontract or Trip #:	AT-1
Contract Term:	September 2021 to June 2022

6. The transportation contractor agrees to furnish automobile liability insurance covering the operation of every vehicle transporting pupils and drivers thereof in the amount specified in the bid specifications but not less than \$1,000,000 combined single limit coverage per occurrence. The aforesaid insurance shall cover the local board as an additional named insured. The insurance company is to be one admitted under the insurance laws of this State to write the line of insurance to be provided. The transportation contractor further agrees to file the policy or certificate of such insurance with the secretary of the local board. In lieu of the aforesaid policy or certificate of insurance, self-insuring transportation contractors shall file with the secretary of the local board the certificate prescribed in N.J.S.A. 48:4-12 and 13. The local board must be given 30 days notice if the insurance is to be cancelled for any reason.

7. The transportation contractor will defend and indemnify the local board and any given agent, officer, or employee thereof and save harmless from and against any and all claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising from or out of actions of the transportation contractor occasioned wholly or in part by any act or omission to act of the transportation contractor, its agent, its subcontractor, or its employees in the performance of this contract.

8. The transportation contractor shall provide a suitable surety bond as prescribed in the bid specifications. If the transportation contractor fails to perform the services agreed upon herein, the local board may utilize such bonding to purchase equivalent services from an alternate provider.

9. The failure of one party to this contract to comply with the provisions hereof shall constitute good cause for its termination by the other party to it.

10. It is understood and agreed by the parties hereto that this agreement shall be without force or effect until it shall have been approved by the County Superintendent of Schools.

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

Board of Education of:	Blairstown Township
In the County of:	Warren
Multicontract or Trip #:	AT-1
Contract Term:	September 2021 to June 2022

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27 5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

Board of Education of:	Blairstown Township
In the County of:	Warren
Multicontract or Trip #:	AT-1
Contract Term:	September 2021 to June 2022

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

State of New Jersey - Department of Education

Request for Approval of Transportation Contract - PT2

TO: Executive County Superintendent of Schools
FROM: School Business Administrator/Board Secretary
Blairstown Township
DATE: October 7, 2021
SUBJECT: Student Transportation Contract Approval
School Related Activities Contract

The following student transportation school related activities contract and related documents are being submitted for your approval:



Signature - School Business Administrator/Board Secretary

Contractor Name: Allamuchy Township Board of Education

**Multi Contract or
Trip Number**

Estimated Annual Contract Amount

AT-1

\$8,344.26

For County Office Use:

Approved

Disapproved



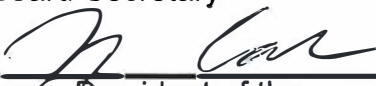

The above listed student transportation school related activities contract and related documents have been reviewed as to form and are approved/disapproved as noted. Please note that disapproved contracts may not be renewed.

Date

Executive County Superintendent of Schools

Board of Education of:	Blairstown Township
In the County of:	Warren
Multicontract or Trip #:	AT-1
Contract Term:	September 2021 to June 2022

In witness whereof, the parties hereto have duly signed this contract.

 Signature - <u>School Business</u> Administrator/ Board Secretary	 Date
 Signature - President of the Local Board	 Date

Notary to the Contractor - Subscribed and sworn before me

Date	Notary Public Name
amuchy Township Board of Education	Notary Public Signature
Company or Trade Name	Notary's Commission Expiration Date
Company Representative Authorized Signature	Notary's Commission Expiration Date

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION
Student Transportation Unit
School Related Activities Transportation Contract

Board of Education of: Blairstown Township		Multi Contract Number: AT-1		Bid Number: Quote					
Contractor Name: Allamuchy Township Board of Education		Terminal Location: Allamuchy Township							
Contract Term: September 2021 to June 2022		Contractor Code: 0030							
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		
Identification Number	Destination	Departure/Return Time	Basis of the Bid Per Bus	Basis of the Bid Cost Per Bus	Basis of the Adjustment	Basis of the Adjustment Cost	Aide Cost	Aide Cost Per Hour	Aide Cost Per Trip
A-1	Camp Mason	9:00 AM to 2:30 PM	2 54 Passenger Buses for entire trip	\$647.16	NA			NA	NA
A-2	Waterloo Village	9:00 AM to 2:00 PM	2 54 Passenger Buses for entire trip	\$600.88	NA			NA	NA
A-3	Da Vinci Science Center	9:00 AM to 2:30 PM	2 54 Passenger Buses for entire trip	\$647.16	NA			NA	NA
A-4	Somerset County Environmental Education Center	8:45 AM to 3:00 PM	2 54 Passenger Buses for entire trip	\$647.16	NA			NA	NA
A-5	Fairview Lake YMCA Camp	9:30 AM to 2:30 PM	2 54 Passenger Buses for entire trip	\$600.88	NA			NA	NA
A-6	Centenary University	9:00 AM to 2:00 PM	2 54 Passenger Buses for entire trip	\$600.88	NA			NA	NA
A-7	Foot Hill Castle and Mercer Museum	8:30 AM to 4:00 PM	1 54 Passenger Bus for entire trip	\$393.16	NA			NA	NA
A-8	The Hydrogen House Project	9:00 AM to 2:30 PM	1 54 Passenger Bus for entire trip	\$323.58	NA			NA	NA
A-9	NJ Sea Consortium	8:00 AM to 5:30 PM	2 54 Passenger Buses for entire trip	\$1,017.46	NA			NA	NA
A-10	The Crayola Experience	9:15 AM to 2:45 PM	2 54 Passenger Buses for entire trip	\$647.16	NA			NA	NA
A-11	Lehigh Valley Zoo	9:00 AM to 2:30 PM	2 54 Passenger Buses for entire trip	\$647.16	NA			NA	NA
A-12	Sterling Hill Mines and Museum	10:00 AM to 2:00 PM	2 54 Passenger Buses for entire trip	\$508.30	NA			NA	NA
A-13	North Warren Regional HS	9:30 AM to 2:30 PM	2 54 Passenger Buses for entire trip	\$600.88	NA			NA	NA

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION
Student Transportation Unit
School Related Activities Transportation Contract

Board of Education of: **Blairstown Township**

Multi Contract Number: **AT-1**

Bid Number: **Quote**

Contractor Name: **Allamuchy Township Board of Edcation**

Terminal Location: **Allamuchy Township**

Contract Term: **September 2021 to June 2022**

Contractor Code: **0030**

(A) Identification Number	(B) Destination	(C) Departure/ Return Time	(D) Basis of the Bid Per Bus	(E) Basis of the Bid Cost Per Bus	(F) Basis of the Adjustment	(G) Basis of the Adjustment Cost	(H) Aide Cost	Aide Cost Per Ho	Aide Cost Per Trip
A-14	Liberty Science Center	8:25 AM to 5:00 PM	2 54 Passenger Buses for entire trip	\$462.44	NA			NA	NA

LIMITED ONLINE ACCESS PROGRAM

MEMORANDUM OF AGREEMENT

BETWEEN

NEW JERSEY MOTOR VEHICLE COMMISSION

AND

JC INVESTIGATIONS, INC.

THIS MEMORANDUM OF AGREEMENT (“MOA”) is made and entered into by and between the New Jersey Motor Vehicle Commission, (hereinafter known as the “Commission” or the “MVC”), acting through the Chief Administrator, located at 225 East State Street, Trenton, New Jersey 08666 and JC INVESTIGATIONS, INC. , located at PO BOX 7274, FREEHOLD, NJ 07728, hereinafter referred to as the “Program Participant” or collectively as “the Parties.”

WHEREAS, the Commission makes, maintains or keeps on file as required by law certain driver license, vehicle, and vessel records of individuals licensed and vehicles and vessels registered in this State; and

WHEREAS, the Commission also maintains, as an administrative convenience, a computer record of the aforementioned records, hereinafter called the "database"; and

WHEREAS, the database and the information contained in it do not constitute public records and the information in the database is not required to be released under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 *et seq.*, but may be released at the discretion of the Commission in such manner as may be determined by the Commission to be administratively appropriate and in accordance with applicable laws and regulations; and

WHEREAS, the Program Participant has requested from the MVC, Driver History Abstract, Registration Inquiry, Title Inquiry and is within the guidelines of permitted uses according to the federal and New Jersey Drivers’ Privacy Protection Act, 18 U.S.C. 2721 to 2725, and N.J.S.A. 39:2-3.3 to 3.6 (“Federal DPPA” and “New Jersey DPPA”), respectively; and

WHEREAS, the Commission in its discretion has established a Limited Online Access Program, hereinafter called the "Online Program" or “LOAP,” to provide certain information contained in the database, via electronic communications, to businesses or public entities that demonstrate a beneficial interest in and legitimate business use of the database information; and

WHEREAS, the Program Participant, in its application for participation in the Online Program, has demonstrated a beneficial interest in and legitimate business use of the database information; and

WHEREAS, the provision of such information via electronic communications to the Program Participant is consistent with the laws of the State and with the Commission’s policy to balance the needs of the business community with the privacy needs of the public when providing information from the Commission’s database;

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED by and between the Commission and the Program Participant that for and in mutual consideration of the covenants herein and pursuant to all federal and State laws and regulations:

A. GENERAL PROVISIONS

1. The WHEREAS clauses of this MOA are incorporated into this paragraph as though set forth verbatim.

2. The attached "Application for Online Access to Motor Vehicle Records," signed by the authorized representative of the Program Participant on June 3, 2021 containing handwritten notations and the initials of the authorized representative of the MVC's Business and Government Services, hereinafter referred to as the "Application," is incorporated in and specifically made a part of this MOA.

3. The Program Participant certifies that all statements made and information provided in the Application is true to the best of its knowledge.

4. If any of the information contained in the Application changes during the course of this MOA, the Program Participant shall notify the Commission (MVC, Business and Government Services, PO Box 122, Trenton, NJ 08666-0122) within ten (10) days of such changes, in writing.

5. The Program Participant, including each of its employees, shall use the information provided by the Commission pursuant to this MOA only for the purposes explicitly set forth by the Program Participant that have been accepted by the authorized representative of the Commission, hereinafter referred to as "the Permitted Purposes." If providing any Personal Information and or personally identifiable information to another party/end user, the Program Participant shall require the third-parties/end-users to represent in writing to the Program Participant that they agree to only use the information provided by the Commission pursuant to the Permitted Purposes.

***Personal information** means information that identifies an individual, including an individual's photograph; social security number; driver identification number; name; address other than the five-digit zip code; telephone number; and medical or disability information, but does not include information on transaction date, vehicular accidents, driving violations, and driver's status.

***Personally identifiable information** means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other Personal or Identifying Information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

6. The Program Participant may apply for approval of additional uses of the information provided under this MOA by submitting a new Application form setting forth all intended uses, including those already approved and those for which approval is sought.

7. The initial account deposit for the Online Program is five hundred dollars (\$500.00) and is payable by check to the Commission when the MOA is executed.

8. Upon the Commission's processing of the fully executed MOA and initial account deposit, the Program Participant will be entitled to establish, at its sole cost and expense, electronic communications with the Commission, and thereafter to receive from the Commission, via electronic communications, information contained in the database within the scope of Permitted Purposes and uses as defined in the MOA.

9. The cost of receiving information from the Commission through the Online Program for those record types defined in the New Jersey Administrative Code is set forth in N.J.A.C.

13:18-11.4 and is subject to change. Any additional record types provided by the Commission under this MOA are noted below along with their cost, which is subject to change upon written notice.

Type of Information	Cost Per Record Look Up
a. Registration (License Plate)	\$12.00
b. Title Inquiry (VIN)	\$12.00
c. Ownership/title history (reserved for insurance companies and those investigative organizations that are duly authorized to perform auto insurance fraud investigations on behalf of insurance companies)	\$12.00
d. Driver Records	\$12.00
e. Driver Status	\$ 2.00

10. The Program Participant is not entitled to receive, and the Commission shall not provide, social security numbers, insurance information, or medical information that may be contained in the Commission’s database.

11. If any part, term or provision of this MOA is held by a court of competent jurisdiction to be illegal or in conflict with any law of the State of New Jersey or the United States, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the MOA did not contain the particular part, term or provision held to be invalid.

12. This MOA shall be governed by the laws of the State of New Jersey, both as to interpretation and performance, and any action at law, suit in equity or judicial proceeding for the enforcement or breach of this MOA or any provision thereof shall be instituted and maintained in any court of competent jurisdiction in the County of Mercer, State of New Jersey. Any agreement or arrangement signed and entered into on behalf of the State of New Jersey by a State official or employee shall be subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 to 12-3, and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 to -10, and the availability of appropriations.

13. Neither this MOA nor any interest in this MOA may be assigned or transferred.

14. The terms of this MOA shall be effective upon the signing of the MOA by an authorized representative of each party and shall continue in force and effect for five (5) years from the date of the signature by the Commission’s Chief Administrator, or until cancelled or amended pursuant to the terms within section “D,” Agreement Modification and Termination, whichever occurs earlier. Thirty days (30) prior to the expiration of the MOA, the Program Participant must submit a new Application and pertinent supporting documentation for approval in order to have their account status maintained.

15. This MOA does not create in any individual or entity the status of third-party beneficiary, and this MOA shall not be construed to create such status. The rights, duties, and

obligations contained in this MOA shall operate only between the Parties and shall inure solely to the benefit of the Parties. The provisions of this MOA are intended only to assist the Parties in determining and performing their obligations under this MOA. The Parties intend and expressly agree that only the Parties shall have any legal or equitable right to seek to enforce this MOA, to seek any remedy arising out of a Party's performance or failure to perform any term or condition of this MOA, or to bring any action for breach of this MOA.

16. This MOA represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

17. By execution of this MOA, the Parties represent that they are duly authorized and empowered to enter into this MOA and to perform all duties and responsibilities established in this MOA.

18. The MVC and Program Participant will accept and submit scanned copies of signatures in connection with the execution of this MOA. Both parties acknowledge the right to opt-out of this arrangement and can request hard copies of the applicable documents to sign and review upon thirty (30) days written notice to the other party. The Program Participant agrees that the MVC reserves the right to refuse to conduct other transactions by means of scanned copies of signatures.

B. PROGRAM PARTICIPANT'S OBLIGATIONS

1. In accordance with the public policy of the State of New Jersey, as set forth in N.J.A.C. 13:18-11.3(c) and N.J.A.C. 13:18-11.4(f)1, the Program Participant shall only use the information in accordance with this MOA and shall not use the information provided by the Commission pursuant to this MOA for the purpose of commercial solicitation or marketing, political canvassing or campaigning or any similar purpose or objective, and shall not provide such information to any person or entity which seeks to use such information for any of these purposes. If such efforts occur, the Commission may terminate this MOA immediately. If reselling the information provided by the Commission, the Program Participant shall require the third-parties/end-users to represent in writing to the Program Participant that they agree to not use the information provided by the Commission for the purpose of commercial solicitation or marketing, political canvassing or campaigning or any similar purpose or objective, and shall not provide such information to any person or entity which seeks to use such information for any of such purposes and shall only use such information in accordance with the Federal and New Jersey DPPA.

2. The Program Participant shall strictly adhere to both the Federal DPPA and the New Jersey DPPA incorporated herein by reference. A person who knowingly obtains or discloses personal information and/or personally identifiable information from a motor vehicle record for any use not permitted under the Federal DPPA or New Jersey DPPA is guilty of a crime of the fourth degree and shall be liable to the individual to whom the information pertains, who may bring a civil action in the Superior Court.

3. Unless required by law or regulation, the Program Participant shall not accumulate, store or build a file from records obtained from the Commission, and shall, if reselling the data and/or information, provide the records obtained from the Commission pursuant to this MOA only to third-parties, who must be the end users of such records, that represent in writing to the Program Participant

that unless required by law or regulation, they will not accumulate, store or build a file or database from the records and only the third-parties/end-users that represent in writing to the Program Participant that they will use the information only for those permitted purposes. Once an MVC record is captured through LOAP it can only be used to satisfy a single request. However, data and information regarding the records requested must be retained by the Program Participant for a minimum of five (5) years and be accessible to the MVC upon request. This data and/or information must include but not be limited to: the user id of the requester, the date of the request, the date the record was received, the unique identifier used to identify the record, the reason for the request, the name of each person to whom the Program Participant resold or re-disclosed data and/or information and the permitted purpose for which the information was used.

4. The Program Participant shall not merge a Commission record with any other document gleaned from any other source in order to sell or provide the information to another party as an official Commission record. If reselling the data and/or information, the Program Participant shall require the third-parties/end-users to represent in writing to the Program Participant that they agree to not merge a Commission record with any other document gleaned from any other source in order to sell or provide the information to another party as an official Commission record. The Program Participant also shall not copy any part of the entire original data file to sell to another entity or engage in the re-sale of the records to entities that would otherwise be required to purchase the records from the Commission.

5. The Program Participant shall submit to the MVC, a list of all proposed authorized employees or agents (“employee and agent list”) that Program Participant seeks to allow to use the electronic communications established for the Online Program and any data and/or information obtained therefrom. The Program Participant shall not permit persons other than its authorized employees or agents on the list to use the electronic communications established for the Program Participant pursuant to this MOA, or any data and/or information obtained therefrom. The Program Participant shall notify the Commission within five (5) business days and immediately revoke access to MVC Personal Information and Personally Identifiable Information when an employee or agent authorized to use the Online Program is no longer working for the Program Participant, or no longer working in a capacity in which access to the Online Program is necessary, or if access to the Online Program should be removed for any other reason. Program Participant shall update its employee and agent list and supply the updated list to the MVC quarterly on the first of the month in February, May, August, and November each year. Program Participant shall also maintain a current list of all its third-parties/end-users and their employees and agents (“third-parties/end-users employee and agent list”) that the third-parties/end-users intend to allow to use the electronic communications established for the Program, and shall update that list quarterly on the first of the month in February, May, August, and November each year. The third-parties/end-users employee and agent list shall not be submitted to the MVC routinely but shall be maintained by Program Participant and provided to MVC upon MVC’s request, which request may be made without prior notice to Program Participant. The Program Participant is not required to maintain a list of any third parties/end-users employees and agents that utilize the electronic communications established for the Online Program if utilization of the electronic communications is via a web-service process or other similar process utilizing an automated record request and retrieval process. If the Program Participant is reselling personal information contained in the MVC records, the Program Participant shall provide the MVC with an example of its standard contract or agreement with any of its third-parties/end-users to whom it resells

the personal information, within thirty (30) days of the effective date of this MOA. If the standard contract or agreement between Program Participant and any of its third-party/end-users to whom it resells personal information contained in the MVC records, is amended, renewed or otherwise changed in any way relating to the sale of personal information contained in the MVC records, a copy of the amended, renewed or otherwise changed contract or agreement shall be supplied to the MVC within thirty (30) days of any amendment, renewal or other change.

6. Every third-party/end-user to whom Program Participant sells information must execute a Third-Party Agreement that requires their compliance with the terms of this MOA and Federal DPPA and New Jersey DPPA. Therefore, if pursuant to the terms and conditions of this MOA, Program Participant is permitted to resell data and/or information, or any portion thereof, to a third-party/end-user (an “Authorized Recipient”), Program Participant agrees to execute, in advance of such Authorized Recipient’s receipt of any data and/or information, a binding agreement between Program Participant and Authorized Recipient pursuant to which Authorized Recipient agrees in writing to:

- a) comply with State and federal legal restrictions and conditions upon the use and disclosure of the Personal Information and/or personally identifiable information contained within the data and/or information, including New Jersey DPPA and Federal DPPA;
- b) identify the Permitted Purpose pursuant to which the Authorized Recipient is entitled to receive the data and/or information;
- c) keep sufficient books and records to evidence use in accordance with the permitted use, and maintain those records for a period of five (5) years; and
- d) abide by all of the terms and conditions of the Limited Online Access Program MOA applicable to the data and/or information, the Authorized Recipient, and the Program Participant.

7. The Program Participant shall take all steps necessary, including the implementation of appropriate administrative, technical and physical safeguards, to protect the data and information provided by the Commission under this MOA from theft, unauthorized disclosure or any use not specifically permitted under this MOA. All data and information provided by the Commission must be disposed of in accordance with National Institute of Standards and Technology (“NIST”) Special Publication (SP) 800-88 rev. 1, Guidelines for Media Sanitization.

8. The Program Participant shall employ cryptographic safeguards to protect all MVC data and information. Cryptographic protections shall include at a minimum: using industry standard encryption algorithms; establishing requirements for encryption of data in transit; establishing requirements for encryption of data at rest; and implementing cryptographic key management processes and controls. No State data and information shall be processed on or transferred to any portable device or portable storage medium including smart devices and/or USB devices, unless that device or storage medium has been approved in advance in writing by the State of New Jersey. The Program Participant shall not transfer State of New Jersey data and information outside of the United States.

9. The Program Participant shall ensure that all equipment storing MVC data and information is secured in a manner that ensures no unauthorized/unnecessary access will occur. The Program Participant must secure all data and information, including data and information

back-ups, from manipulation, sabotage, theft or breach of confidentiality and integrity. The Program Participant shall take all steps necessary to ensure only authorized individuals, systems, and processes can access the State's information, including any Personal information and/or personally identifiable information, and Program Participant information and information systems.

10. Data usage, storage, and protection of Personal information and personally identifiable information, as defined in Section A.4 of this MOA are subject to all applicable federal and state statutory and regulatory requirements, as amended from time to time, including, without limitation, those for HIPAA; Tax Information Security Guidelines for Federal, State, and Local Agencies (IRS Publication 1075); New Jersey State tax confidentiality statute; the New Jersey Privacy Notice found at (<https://www.nj.gov/nj/privacy.html>); N.J.S.A. 54:50-8; New Jersey Identity Theft Prevention Act, N.J.S.A. 56:11-44 to -52; and both the Federal DPPA and New Jersey DPPA.

11. The Program Participant shall maintain network security that conforms to current standards set forth and maintained by NIST, including those found at (<http://web.nvd.nist.gov/view/ncp/repository>).

12. The Program Participant must comply, and require any end user to comply, with all applicable State and federal laws that require the notification of individuals in the event of unauthorized release of personal information and/or personally identifiable information, or other event requiring notification. In the event of any actual, probable or reasonably suspected breach of security, or any unauthorized access to or acquisition, use, loss, destruction, compromise, alteration or disclosure of any Personal information and/or personally identifiable information (each, a Security Breach) that may concern any MVC confidential information or Personal information and/or personally identifiable information, Program Participant shall:

- (a) Assume responsibility for informing the Commission within 24 (twenty-four) hours and all such appropriate individuals in accordance with applicable law of a Security Breach;
- (b) Designate a single individual employed by the Program Participant who shall be available to the Commission 24 hours per day, seven (7) days per week as a contact regarding Program Participant's obligations under this paragraph and the status of any Security Breach (Incident Response);
- (c) Not provide any other notification or provide any disclosure to the public regarding such Security Breach without the prior written consent of the Commission, unless required to provide such notification or to make such disclosure pursuant to any applicable law, regulation, rule, order, court order, judgment, decree, ordinance, mandate or other request or requirement now or hereafter in effect, of any applicable governmental authority or law enforcement agency in any jurisdiction worldwide (in which case Program Participant shall consult with the Commission and reasonably cooperate with the Commission to prevent any notification or disclosure concerning any Personal information and/or personally identifiable information, security breach, or other MVC Confidential Information);

- (d) Assist the Commission in investigating, remedying and taking any other action the Commission deems necessary regarding any Security Breach and any dispute, inquiry, or claim that concerns the Security Breach;
- (e) Follow all instructions provided by the Commission relating to the MVC Confidential Information affected or potentially affected by the Security Breach;
- (f) Take such actions as necessary to prevent future Security Breaches;
- (g) Unless prohibited by an applicable statute or court order, notify the Commission of any third party legal process relating to any Security Breach including, at a minimum, any legal process initiated by any governmental entity (foreign or domestic); and
- (h) Hold harmless, defend and indemnify the State of New Jersey, its officials, employees, and agents, from and against any claims, damages, or other harm related to such Security Breach.
- (i) All communications must be coordinated with the State of New Jersey by contacting the Commission's Chief Information Security Officer at 609-777-4224 and the Commission's Chief Privacy Officer at 609-777-3831.

13. Within ten (10) days of receipt of a written request from the Commission, the Program Participant shall furnish to the Commission a certified statement of the manner in which the electronic records provided by the Commission and information contained in them are being used or have been used.

14. The Program Participant is strictly prohibited from using Commission records to conduct surveillance or to investigate or locate an individual for reasons not specifically related to motor vehicle activity, including but not limited to, immigration enforcement, divorce or domestic disputes and matchmaking services. If reselling the data and/or information, the Program Participant shall require the third-parties/end-users to represent in writing to the Program Participant that they agree not to use Commission records to conduct surveillance or to investigate or locate an individual for reasons not specifically related to motor vehicle activity, including but not limited to, immigration enforcement, divorce disputes, and matchmaking services.

15. In addition to the original client list submitted at the time of application, the Program Participant shall provide the Commission with an updated client list on a quarterly basis. (*Client lists are considered Commercial Proprietary information and as such will not be disclosed under the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq.*) Client lists must include: client first and last name (if the client is a business, then an authorized representative's name), business name (if applicable), and the client's full street address, city, state, and zip code. If the client list, as defined herein, is not provided as required by this MOA, the Commission retains the right to temporarily suspend access to the database until the client list is provided or, upon refusal of the Program Participant, terminate this MOA.

16. The Program Participant is responsible for ensuring that only current Commission records (not older than five (5) business days) are offered for resale.

17. The Program Participant shall submit all program fees by check, made payable to the New Jersey Motor Vehicle Commission, and send the check to the Motor Vehicle Commission, PO Box 122, Trenton, New Jersey 08666-0122. Under this MOA, the Program Participant's full account number shall be indicated on the face of each check. Checks without the full account number will be returned without processing.

18. The Program Participant is responsible for monitoring the account to ensure the presence of an account balance sufficient to support online requests.

19. The Program Participant shall at no time allow its account balance to fall below twelve dollars (\$12.00).

20. Prior to its account balance falling below twelve dollars (\$12.00), the Program Participant shall submit a check to replenish its account to New Jersey Motor Vehicle Commission.

21. If the Program Participant's account balance repeatedly falls below twelve dollars (\$12.00), and if the Commission so directs, the Program Participant's account shall be inactivated until replenishment funds are received by the Commission.

22. The Program Participant shall hold the Commission harmless in the event of any errors or omissions in the data and/or information furnished under this Agreement.

23. The Program Participant shall assume all risks of and responsibility for, and agrees to indemnify, defend, and save harmless the State of New Jersey and its officers and employees from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses of any kind arising out of or alleged to arise out of the use of data and/or information provided under this MOA, whether the use is by the Program Participant or its agents, employees, third-party participants or vendors.

24. If reselling the data and/or information, the Program Participant shall conduct a monthly review of the websites of third-parties/end users' that receive MVC records containing Personal Information or personally identifiable information. This audit shall consist of a statistically valid sample of websites each month to verify that information is not being provided by the third parties/end users contrary to the New Jersey DPPA and Federal DPPA. The MVC shall also have the right to review the findings of Program Participant's review of third-parties/end-users websites. All review reports shall be retained by Program Participant for a minimum of five (5) years from the date of each report and shall be made available to the MVC upon the MVC's request, which request may be made without prior notice to the Program Participant. Failure to comply with the review requirements set forth above shall result in immediate suspension of this MOA.

25. If reselling the data and/or information, the Program Participant shall conduct transaction audits of third-parties/end-users to verify that records requested containing Personal Information and Personally Identifiable Information were requested for one or more of the permitted purposes under the New Jersey DPPA and federal DPPA. The audits are to include a statistically valid sampling of the third parties/end-users' use of Personal Information and personally identifiable information. The Program Participant shall also hire an auditing firm at its own cost to perform a triennial audit of the above transaction audit process to verify that it complies with the requirements of this MOA. This

triennial audit shall, at a minimum, include a description of the Program Participant's transaction audit plan, the frequency of the transaction audits conducted by the Program Participant, the volume of transaction audits conducted by the Program Participant and, wherever audit exceptions were found by the Program Participant, the action taken to address them (including any remediation plan implemented). The auditing firm selected by the Program Participant shall, at a minimum, meet American Institute of Certified Public Accountants (AICPA), Certified Information Privacy Professional (CIPP), ANSI-ASQ National Accreditation Board (ANAB) or other nationally recognized certification approved by the MVC. All reports of the transaction audits and all triennial audit reports conducted by the Program Participant shall be retained by Program Participant for a minimum of five (5) years from the date of each report and shall be made available to the MVC upon the MVC's request, which request may be made without prior notice to the Program Participant. Failure to comply with the auditing requirements set forth above shall result in immediate suspension of this MOA.

26. If reselling the data and/or information, Program Participants shall conduct regular third-party/end-user technology audits in accordance with a program acceptable to the MVC for any third-party/end-user that receives MVC records containing Personal Information or personally identifiable information and that requests more than 500 MVC records annually. The Program Participant shall be required to inform the MVC, within thirty (30) days of the effective date of this Agreement, the type and frequency of Program Participant's proposed audit plan and the MVC shall have the right to determine the sufficiency of the proposed plan and accept, reject or require additional or different methods or frequency to be employed. If a third party/end-user has an outside firm that meets that standards described herein conducting audits on a triennial basis of its technology environment, then a statement from the third party/end-user confirming this along with a description of the scope of the audit may be presented. Program Participant's technology audit plan and any end user/third party audit shall confirm compliance, at a minimum, with all then current IT specifications, as updated periodically from time to time including, but not limited to, compliance with NIST standards or NIST equivalent standards and the requirement to encrypt data. The technology audit shall be conducted according to generally accepted auditing standards. The Program Participant shall also hire an auditing firm at its own cost to perform a triennial audit of the above technology audit process to verify that it complies with the requirements of this MOA. This triennial audit shall, at a minimum, include a description of the Program Participant's technology audit plan, the frequency of the technology audits conducted by the Program Participant, the volume of technology audits conducted by the Program Participant and, wherever audit exceptions were found by the Program Participant, the action taken to address them (including any remediation plan implemented). The auditing firm selected by the Program Participant shall, at a minimum, meet American Institute of Certified Public Accountants (AICPA), Certified Information Privacy Professional (CIPP), ANSI-ASQ National Accreditation Board (ANAB) or other nationally recognized certification approved by the MVC. The resulting triennial audit reports must each be accompanied by a corrective action plan for each violation identified by the audit. For each violation, the corrective action plan must outline (1) steps to be taken to correct the violation; and (2) a timeline for the steps, including the anticipated completion date. All technology audit reports conducted by the Program Participant and triennial audit reports conducted by the auditing firm shall be retained by Program Participant for a minimum of five (5) years from the date of each report and shall be made available to the MVC upon the MVC's request, which request may be

made without prior notice to the Program Participant. Failure to comply with the auditing requirements set forth above shall result in immediate suspension of this MOA.

27. The MVC shall also have the right to audit the Program Participant's technology audits of the Program Participant's third-parties/end-users. Program Participants are to attach a copy of their audit plan outlining the steps or methods they will take to secure and protect the information to which they will have access under the MOA. Audit plans should be as thorough as possible and address the following points:

1. Security of files and/or copies of records (for hardcopy);
2. Security of online computer terminals (online users only);
3. Designation of authorized third-party/end-user assignment of access codes;
4. Automated interfaces/electronic extraction and storage of data, if applicable;
5. Security of records, files, access codes and/or passwords and systems;
6. Names and addresses of data extraction method and software creators/vendors;
7. Network diagrams and descriptions of data extraction methods and software;
8. Descriptions of system support processes including backup methods and frequencies; and,
9. Proposed audit/management controls over access and dissemination of requested information, in detail and including frequency of audits/management controls.

28. Those Program Participants that obtain 2,400 or more records per year shall, at their own expense, obtain an audit by a reputable third-party auditor to demonstrate compliance to the satisfaction of the MVC. The first audit report shall be provided within thirty (30) days of the effective date of this Agreement and shall have been conducted within the previous eighteen (18) months. Thereafter, the Program Participant shall conduct an audit every twelve (12) months and provide the MVC with the resulting audit report within thirty (30) days of the anniversary of the effective date of this MOA. The audit must be conducted by an auditing firm that, at a minimum, meets American Institute of Certified Public Accountants (AICPA), Certified Information Privacy Professional (CIPP), ANSI-ASQ National Accreditation Board (ANAB), or other nationally recognized certification approved by the MVC. The resulting audit reports must each be accompanied by a corrective action plan for each violation identified by the audit. For each violation, the corrective action plan must outline (1) steps to be taken to correct the violation; and (2) a timeline for the steps, including the anticipated completion date. All compliance audit reports shall be retained by Program Participant for a minimum of five (5) years from the date of each report and shall be made available to the MVC upon the MVC's request, which request may be made without prior notice to the Program Participant. Failure to comply with the auditing requirements set forth above shall result in immediate suspension of this MOA.

29. All audits required in this MOA and conducted by the Program Participant and its third-parties/end-users shall be retained for a minimum of five (5) years and shall be made available to the MVC upon the MVC's request, which request may be made without prior notice to the Program Participant. Failure to comply with the auditing requirements set forth above shall result in immediate suspension of this MOA.

30. The Commission, at its sole option, may, at any time, audit, engage an independent

auditor to review and audit, or require the Program Participant to audit or engage an independent auditor to review and audit, the books and records and/or operations of the Program Participant and/or the technology used by the Program Participant in order to determine compliance with this MOA. While such audit may be required at any time, the Program Participant will be required to bear the cost of this audit no more than once every three years. During any such audit, the Program Participant shall designate a single individual employed by the Program Participant who shall be available to the Commission as a contact regarding the audit.

31. It is the Program Participant's responsibility to know, understand and comply with all of the MVC's IT specifications, including any revisions, amendments and/or successors thereto, and Program Participant shall require its third-parties/end-users to know, understand and comply with all requirements as well. This requirement includes compliance with all periodic updates to MVC IT specifications which may be made from time to time. It is the Program Participant and its third-parties/end-users' responsibility to monitor and be aware of all updates and/or changes. This provision is not subject to section D.10 of this Agreement regarding amendments.

C. COMMISSION OBLIGATIONS

1. Upon the Program Participant's fully processed payment of the initial program fee, the Commission will provide the Program Participant and its authorized employees information, via electronic communications, from the database at the rates listed in A.9 of this MOA, and as permitted under this MOA.

D. AGREEMENT MODIFICATION AND TERMINATION

1. This MOA may be terminated by the Commission in its sole discretion upon ten (10) days' notice to the Program Participant, sent to the address provided by the Program Participant. This MOA may be terminated immediately without prior notice by the Commission in its sole discretion if it believes individual or public health or individual or public safety may be at risk.

2. The Commission may cancel or amend this MOA without prior notice to the Program Participant if such cancellation or amendment is deemed necessary by the Commission due to any changed requirement in the law or Commission policy that would prohibit such an agreement, or upon a determination by the Commission that there has been a breach of the integrity or security of the data and/or information provided to the Program Participant or a failure of the Program Participant to comply with established procedures or legal requirements included or incorporated by reference in this MOA.

3. Any breach of the terms of this MOA by the Program Participant shall result in the immediate termination of the MOA and the service provided by the Commission under the MOA. Additionally, the Program Participant is responsible for any and all acts and/or infractions of this MOA by the Program Participant's third-parties/end-users.

4. The Program Participant is responsible for ensuring that all third-parties/end-users comply with all the terms, conditions and limitations of this MOA and that its third-parties/end-users use any and all data and/or information solely for the Permitted Purposes set forth in this MOA. A violation of the terms of the MOA between the Program Participant and third-parties/end-

users to whom the Program Participant sells or has sold MVC data and/or information will result in termination of this MOA, but MVC may, in its sole discretion allow remediation of the violation by permitting the Program Participant to provide the following required assurances to MVC, in which case the MVC may in its sole discretion reinstate the MOA.

Required assurances shall mean that the Program Participant has demonstrated to the satisfaction of the MVC that (1) it has terminated the relationship with the third party/end user, in writing; (2) it has taken steps to mitigate the risk of future violation by its remaining third-parties/end-users; and (3) it has instituted additional auditing practices and procedures to reduce the risk of future violations.

5. Termination for any violation of the terms and conditions of a Limited Online Access Program MOA between the MVC and any subsidiary, related entity or parent company of the Program Participant shall automatically terminate the Program Participant's MOA with the MVC.

6. If a Limited Online Access Program MOA between the MVC and any subsidiary, related entity or parent company of the Program Participant is suspended or terminated for violation of the terms of that MOA by third-parties/end-users to whom the subsidiary, related entity or parent company sells or has sold MVC data and information, the Program Participant's MOA may, at the sole discretion of the MVC, be indefinitely suspended, until the subsidiary, related entity or parent company remediates the violation and provides, through the Program Participant, the required assurances set forth below to MVC, in which case the MVC may at its sole discretion reinstate the Program Participant's MOA. Required assurances shall mean that the subsidiary, related entity or parent company, through the Program Participant, has demonstrated to the satisfaction of the MVC that (1) it has terminated the relationship with the third-party/end-user, in writing; (2) it has taken steps to mitigate the risk of future violation by its remaining third-parties/end-users; and (3) it has instituted additional auditing practices and procedures to reduce the risk of future violations.

7. If any combination of the Program Participant's subsidiaries, related entities, parent companies or third-parties/end-users violates the terms of the third-parties/end-users' agreements with the Program Participant, this MOA with the Program Participant may be terminated permanently with no opportunity for reinstatement.

8. This MOA and the service provided to the Program Participant under this MOA shall be terminated by the Commission within thirty (30) days upon its receipt of a written request for such termination by the Program Participant.

9. If this MOA is terminated for any reason, any balance remaining in the Program Participant's account will be returned to the Program Participant, such balance to be calculated on the date that account access is terminated by the Commission.

10. This MOA may be amended by mutual consent of the Program Participant and by the Commission. Any proposed amendment or modification must be submitted in writing to the other party prior to any formal discussion or negotiation of the issue. Any amendment must be signed by both the Program Participant and the Commission in order to become effective and to modify

or change this MOA.

11. Upon expiration or termination of this MOA, the Commission will contact the Program Participant, in writing, regarding the return of any unused balance in the Program Participant's account. If the Program Participant does not respond to the Commission's notice within thirty (30) days of the date of the notice, any unused balance will be forwarded to the New Jersey Department of the Treasury, as unclaimed property.

E. CONTACT INFORMATION

1. All notices, questions or concerns that arise in connection with this MOA shall be sent to the individuals designated as contact persons below. Each Party shall update the contact information immediately upon any change.

NJ MOTOR VEHICLE COMMISSION	JC INVESTIGATIONS, INC.
Customer Abstract Information Retrieval Unit	Jeff Coughlin
Business and Government Services	Owner
New Jersey Motor Vehicle Commission	JC Investigations, Inc.
225 East State Street – 3 East	
PO Box 122	PO Box 7274
Trenton, New Jersey 08666-0122	Freehold, NJ 07728
Phone: 609-292-8821	Phone: 732-919-7259
Email: Mvc.mvcbpm@mvc.nj.gov	Email: jeff@jcinvestigations.net

IN WITNESS WHEREOF, both parties have caused this MOA to be signed and witnessed.

JC INVESTIGATIONS, INC.

Witness:

By: _____

By: _____

(Print Name)

(Print Name)

Title

Title

Date: _____

**STATE OF NEW JERSEY
MOTOR VEHICLE COMMISSION**

Witness:

By: _____

By: _____

B. Sue Fulton
Chair and Chief Administrator
Motor Vehicle Commission

James S. Walker
Deputy Administrator –
Safety, Inspections and Business Operations
New Jersey Motor Vehicle Commission

Date: _____

Approved as to form:

**ANDREW J. BRUCK
ACTING ATTORNEY GENERAL OF NEW JERSEY**

By: _____

**Alexander Falciani
Deputy Attorney General**

Date: _____

IMPROPER COMPLETION OF THIS PAGE WILL DELAY MOA PROCESSING

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

Bill of Sale Date: 11 Nov 2021

Bill of Sale Number: 11112021

Asset ID: 3

Inventory ID: 8

Description of Property	Award Amount
2009 Blue Bird School All American	3053.00

Asset Information

Year: 2009

Make/Brand: Blue Bird

Model: All
American

VIN/Serial: 1BABGCKA19F259645

68340 Miles

Meter: (Accurate?:
Yes)

Title Not

Restriction: Applicable

Sale Information

Actual Sold Amount: USD \$3,053.00

Paid On: Not Paid

Other Amount: USD \$0.00

Other Amount Description:

Buyer's Premium: USD \$152.65

Total Amount: USD \$3,205.65

MORRIS SNEAD
 226 S 10th St Fl 3
 Newark, NJ 07107-1408 USA
 rhoderunnertrans@gmail.com
 9082673635

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

Buyer/Agent Signature: _____

Print Name: _____

Date: _____

Internship Agreement Cover Letter

RE: INTERNSHIP PLACEMENT for Shannon Suydam

Dear Colleague:

The above named student, enrolled in Rider University's School Psychology Program, has indicated an interest in serving as a school psychologist intern in your district. The internship experience represents a collaboration between the training program and field site that assures the completion of an integrated internship experience consistent with NASP standards and Rider's School Psychology Program. Interns will be required to complete specific tasks as part of their internship. These activities are delineated in the internship contract and serve as a minimum demonstration of the attainment of specific skills related to the NASP (2010) Standards and Elements. Please note that these tasks relate to national standards and may not always reflect local practice. A copy of the NASP (2010) Standards and Elements.

According to National Association of School Psychologists (NASP) standards, students are required to complete 1200 clock hours of internship with at least 600 hours completed in a school setting. The internship may be completed on a full-time basis over one year or on a half-time basis over two consecutive years. The intern must receive an average of two hours of field based supervision per full time week from an appropriately credentialed school psychologist (e.g., certified with 3-years experience as a school psychologist).

For your consideration, information regarding the requirements for internship is enclosed. If your setting can serve as internship site, a written agreement (enclosed) must be completed by the appropriate personnel and returned in the enclosed envelope.

Please feel free to contact me if you need further information. Thank you very much for your commitment to training the next generation of school psychologists.

Sincerely,

Stefan Dombrowski, Ph.D.
Professor
Director, School Psychology Program
609-895-5448

Enclosures

Internship Placement Agreement

Internship Sites: Knowlton Elementary School & Allamuchy Township School

Addresses: Knowlton: 80 US-46, Columbia, NJ 07832 Allamuchy: 20 Johnsonburg RD Allamuchy, NJ 07820

Phone: Knowlton: 908-475-5118 Allamuchy: 908-852-1894

Name of Supervising School Psychologist: Gretchen Stefankiewicz

▪ Years of experience: 18 years

Intern: Shannon Suydam

▪ Days per week: 5

According to the National Association of School Psychologists (NASP) standards and the Rider University School Psychology Training Program, the internship placement agency agrees to:

- Provide an average of at least two hours of field-based supervision per week for full time students and one hour per half-time basis.
- Monitor and sign off on weekly internship logs, which assess the student's progress in competencies that addresses the domains of professional practice.
- Allow the intern the opportunity at a minimum to complete the following tasks per each 1200-hours of experience so as to demonstrate competency in the training domains.
 - One Functional Behavioral Assessment (FBA) with Behavior Intervention Plan
 - Complete an FBA (first semester; EDPS 590), which results in the design and implementation of a multicomponent Behavior Intervention Plan (BIP) (second semester; EDPS 591).

- Two Psychoeducational Evaluations
 - Assess the cognitive, academic, *and* social-emotional/behavioral functioning and/or adaptive behavior based upon the referral question of eligibility for special education services.
- Collaborative Systems Level Consultation
 - Lead the problem solving process (e.g., problem identification, problem analysis, plan design and implementation, plan evaluation) to successful completion evidenced by positive impact on students, families, and/or other consumers based upon a referral for assistance on a or systems-level problem.
- Individual Educational Program (IEP)
 - Assist with the development or revision of an IEP to meet a target student's areas of need following the determination of eligibility for special education services,
- Legal/Ethical/Professional Critical Analysis Reflection Paper relative to a Professional Issue
 - Identify and resolve a professional issue that arises as part of the internship experience.
- Academic Case Study
 - Identify a student (n=1) who is experiencing academic or behavior difficulty and provide an appropriate intervention that can demonstrate a direct positive impact quantitatively.
- Systems-Oriented Innovation
 - Identify a systems-level problem and provide an appropriate intervention that can demonstrate a direct positive impact quantitatively.
- Internship site provides appropriate support for the internship experience including (a) completion of this written agreement; (b) a schedule, expense reimbursement, a safe and secure work environment, adequate office space, and support services consistent with that afforded district school psychologists; (c) provision for continuing professional development activities; (d) release time for internship supervision; and (e) commitment to the internship as a diversified training experience.
- The internship supervisor provides ongoing formative evaluation on intern performance resulting in summative performance-based evaluation at the completion of 1200 clock hours.

- A written statement is required as to how this individual's role differs if the intern also is employed in another capacity within your school district.
- Rider University maintains appropriate liability insurance coverage for all interns accepted by schools and/or agencies. Students are also required to purchase liability insurance through an affiliate of the National Association of School Psychologists.

The above criteria have been reviewed and accepted.

Patchen Atkinson School Psychologist 11-10-2021
 Signature Title Date

Karen L. Gischer Karen L. Gischer 11-10-2021
 Signature University Supervisor Date

Shannon Suydam Shannon Suydam 11/9/2021
 Signature Graduate Student Date

BCBA Consultative Services Proposal

To: Allamuchy Township School District

From: Amanda J. Davis, M.Ed., MA, BCBA

Date: November 10, 2021

RE: BCBA Consultative Services

Amanda J. Davis, M.Ed., MA, BCBA, as a representative and the sole proprietor of ABA Initiatives, LLC, is proposing the following terms for providing consultative services by a Board Certified Behavior Analyst at the Allamuchy Township School District. The components of the services are as follows:

Direct Services: Direct services will include all work completed on school district premises including but not limited to: direct observations, assessments, meeting with educators, administrative personnel, related service providers, and/or parents, staff training, and any report writing completed on district premises. Direct services will also include in-person services of the same nature at alternate locations (i.e., alternative school buildings for students placed out-of-district, off-site in person school activities such as field trips). The BCBA will be compensated at a rate of \$100.00 per hour for direct services.

Schedule of Direct Services: The agreement will begin in November 15, 2021 and last through June 2022. The BCBA will complete 5 hours per week in the district totaling which may be completed as a single half-day or non-consecutive hours across multiple days within each week. The BCBA will be available as needed for services during summer school and Extended School Year (ESY) services, if applicable, from July 1, 2022 through August 31, 2022. Additional hours and or days may be added during any of these periods, at mutually agreeable times, per request of the administrative staff of the Allamuchy Township School District to complete direct services as described above.

Indirect Services: Indirect services will include all work completed by the BCBA off school district premises including but not limited to: record review, development of materials for behavioral programming, report writing and other document development (i.e., development of Behavior Intervention Plans, etc.), e-mail or phone correspondence at or in excess of 15 minutes, graphing of behavior data and data analysis, etc. The BCBA will be compensated at a rate of \$85.00 per hour for indirect services.

Payment and Compensation: The BCBA will submit a billing invoice to Allamuchy Township School District on a monthly basis for services completed during the month. Allamuchy Township School District will be expected to provide payment directly to the BCBA within 1 week of billing.

BCBA Consultative Services Agreement

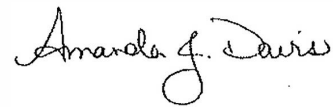
This agreement will be entered into as of November 15, 2021 and shall remain effective through June 30, 2022 by and between Amanda J. Davis, M.Ed., MA, BCBA (“consultant”) and Allamuchy Township School District (“district”).

1. Agreement. Both the consultant and the district agree to the services specified in the attached service proposal.
2. Term and Termination of Agreement. The consultant’s services as outlined in the service proposal will commence on November 15, 2021 and shall end on August 31, 2022. Either party may terminate this contract agreement with 30-days written notice.
3. Payment. The consultant shall be compensated at a rate of \$100.00 per hour for direct services as outlined in the service proposal. The consultant shall be compensated at a rate of \$85.00 per hour for indirect services as outlined in the service proposal. Following completion of services, the consultant will submit an invoice to the district as outlined in the service proposal. The district should provide payment directly to the contractor within 1 weeks of billing.
4. Independent Contractor Status. The consultant retains the right to perform services as a BCBA for other entities throughout the term of this agreement.
5. Licenses. The consultant will maintain licensure as a Board Certified Behavior Analyst throughout the terms of this agreement.
6. Insurance. The consultant shall carry necessary liability insurance to practice as Board Certified Behavior Analyst throughout the duration of the agreement.
7. Compliance with Law and Ethical Code. The consultant agrees to perform the services in this agreement in a professional and competent manner and in compliance with all local, state, and federal laws. The consultant also agrees to perform all services maintaining the Code of Ethics set forth by the Behavior Analysis Certification Board (BACB).
8. Taxes. The consultant will be solely responsible for payment of all applicable taxes. The district will not withhold any money from compensation payable to the consultant. In particular, the district will not withhold FICA (social security), state or federal unemployment insurance contributions, and/or state or federal income tax or disability insurance.
9. Amendments. The terms of this agreement shall not be amended by either party in any manner except by written agreement signed by both parties.

10. Board Approval. The district has indicated that this contract may be entered into, beginning on the date specified, at the sole discretion and approval of the Superintendent.

Allamuchy Township School District
20 Johnsonburg Road
Allamuchy, New Jersey 07820

Consultant:
Amanda J. Davis, M.Ed., MA, BCBA
316 Warren Street
Hackettstown, New Jersey 07840



(Signature)

(Signature) 1-11-8701

Date: _____

Date: 11/10/2021

THE LEADER IN GLOBAL EDUCATION



**FAIRLEIGH
DICKINSON
UNIVERSITY**

SCHOOL OF EDUCATION
Metropolitan Campus
 1000 River Road, T-BH2-01
 Teaneck, New Jersey 07666
 (201) 692-2839 Voice
 (201) 692-2603 Fax

11/8/2021

Dr. Melissa Sabol, Ed.D, Acting Superintendent
 Allamuchy Township School District
 1686 County Road
 Hackettstown, New Jersey 07840

Dear Dr. Sabol, Ed.D:

This letter requests that you serve as a partner with Fairleigh Dickinson University (FDU), the Peter Sammartino School of Education, and the QUEST Teacher Preparation Program by accepting a pre-service teacher(s) into your school/district for 1 or 2 weeks as shown on the request confirmation form between December 15, 2021 and January 21, 2022. (Dates may be modified by the school/district.)

Fairleigh Dickinson University is the largest private university in New Jersey. The Peter Sammartino School of Education is nationally accredited through the Council for Accreditation of Educator Preparation (CAEP) and approved by the New Jersey Department of Education.

Field placement assignments may include both in-person and/or remote options. Though in-person experiences are preferable. Field experience interns have assignments which are both observational and hands-on. Our field experience interns are prepared to assist their cooperating teachers with individualized work with students, small group instruction, and/or whole class instruction – always with prior consultation and the approval of the cooperating teacher. Our field experience interns are prepared to be educational partners with their cooperating teachers.

Fairleigh Dickinson University requires COVID-19 vaccination for all students who are attending classes on campus. Students completing field experiences are required to follow the policies of the school/district in which they are placed.

Enclosed, are the following:

1. Placement Confirmation Form(s) for the student(s) requesting placement in your school/district.
2. Field Experience Information Sheet

Each student will have a list of "Performance Tasks" required of him/her during the field experience. He/She will be instructed to share this list with the teacher and supervisor upon arrival. The student's schedule will be determined by the appointed teacher.

Please note that one signed copy of the Placement Confirmation Form(s) should be returned in the enclosed envelope or faxed to (973) 443-8366 at your earliest convenience.

Sincerely,

Vincent Martone
 Assistant Director, Field Placement, Records and Career Services

FAIRLEIGH DICKINSON UNIVERSITY
PETER SAMMARTINO SCHOOL OF EDUCATION
Request and Confirmation of Placement for QUEST Field Experience III

Semester/year: Spring, 2022
Student: Paige Strangeway
Address: 67 Kennedy Rd
Andover, NJ 07821-2327

Student may be contacted for interview at:
Phone:
Email: paigestr@student.fdu.edu

Field Assignment Request (Student will confirm dates with principal)

Town/School District: Allamuchy Township School District
School Name: Allamuchy Township E.S.
Principal Name:

Cooperating Teacher:

Grade level requested: Elementary Education (K - 6) Subject requested:

This request is for an inclusive, or self-contained special education classroom.

Dates of Field Experience Between: December 15, 2021 and January 21, 2022
For a total of: 10 days (60 hours)
(District/School officials may alter dates or requested school)

School Contact Person: Melissa Sabol, Ed.D.
School District Official: *Melissa Sabol* Date: 11/8/2021
Signature

Please check the appropriate box(es) below, if any, before returning this form.

- School/District requests an interview with the teaching candidate.
- School/District requires Mantoux (TB) test results.
- School/District requires finger printing and background check (CHR).
- School/District requires proof of COVID-19 vaccination.
- School/District requires Board of Education approval. (12/6/2021)
Date of next BOE meeting

Student is to contact Fran Muhlenbruch at fmuhlenbruch@aes.k12.nj.us

Please complete and Fax to 201-692-2835 or
Email (scan) to Mary Clark mclark@fdu.edu

Please save a copy for your records and return a signed copy to our office via email or fax.

If you have any questions, please contact the School of Education at 201-692-2085. Thank you for your consideration in accepting this candidate.

<i>For FDU use only</i> Supervisor _____	<i>No. of</i>
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MOU - Clinical Teacher Residency Pilot

Parties: Centenary University (EPP) is entering into an agreement with Allamuchy Township School District (“District”) to improve educator preparation, with an end goal of providing the opportunity for every learner to succeed.

Purpose: The purpose of this Memorandum of Understanding (MOU) is to articulate the goals and responsibilities for renewal and reform, and to specify each party’s responsibilities associated with developing a partnership to implement a Teacher Residency Program (the “Program”).

A. *COLLABORATIVE GOALS*

Working in partnership, design and implement a rigorous, clinically intensive teacher education program that shall include a funded, year-long residency experience for teacher candidates, and that reflects the following principles:

1. Creates a shared space across the P-20 partners to bring the strengths and expertise of both the school district and teacher preparation program to the work of developing strong, effective novice teachers
2. Builds structures to support equitable access to the high-quality residency program, and focuses on diversity and inclusion
3. Recruits and prepares teacher candidates, in prioritized certification areas, to meet district hiring needs
4. Aligns program focus and resources with school improvement strategies, including by embedding university strengths and expertise inside P-12 schools
5. Includes funding for candidate stipends or tuition assistance, and a long-term plan for strategic resource reallocation to sustainably fund the year-long residency program
6. Develops processes and data sharing agreements to support continuous improvement efforts and a long-term learning agenda

B. *SHARED RESPONSIBILITIES*

1. Form a steering committee to jointly develop, monitor, and revise the residency program model and structures as needed on an ongoing basis
 - i. Comprised of key leaders, collective bargaining units, and other stakeholders from both the District and EPP
 - ii. Meet regularly (at least bi-annually) on shared agenda items, including review of program data to inform learning
 - iii. Develop shared program processes and responsibilities including processes for selecting mentor teachers and residents
2. Establish regular communications processes and expectations to ensure information and feedback is shared on an ongoing basis

3. Create a long-term strategic plan to grow and sustain the residency program
 - i. Commit to develop a sustainable funding model for year-long residency programs
 - ii. Align program structures and resources with existing school- and district-level instructional needs
 - iii. Draw on partner strengths to maximize impact and efficiencies
 - iv. Prioritize residency for high-need certification areas while planning for longer-term shift for residency partnership across program areas
4. Create a learning plan to inform ongoing program improvement efforts
 - i. Identify shared input and outcome measures
 - ii. Execute data sharing agreements

C. *TEACHER PREPARATION PROGRAM RESPONSIBILITIES*

1. Review and revise as needed the structure, scope and sequence of teacher preparation program coursework and staffing to align clinical experiences during residency placements
 - i. Ensure field experiences provide authentic learning opportunities for candidates and meet student learning needs inside schools
 - ii. Align residency placements with the District calendar
 - iii. Assign a full-time faculty member to the District whose duties may include: ongoing support and supervision of residents, delivering embedded coursework, supporting mentor teachers, supporting professional development
 - iv. Review curricular scope and sequence to ensure teacher candidates have requisite skills and knowledge prior to beginning their residency placement, and have aligned coursework supportive of their placements throughout the residency year, and revisit on regular basis
2. Commit to redirecting and/or realigning existing resources to support candidates during their residency placements
 - i. Explore tuition discount possibilities based on projected cohort/class sizes
 - ii. Analyze current student aid & scholarship patterns, based upon agreed total paid by District annually, and to consider directing additional aid to students during their full-time residency placements
 - iii. Analyze potential cost savings to the institution by embedding coursework inside district schools
3. Commit to redirecting and/or realigning existing resources to support teacher development and school improvement needs within partner districts including by:
 - i. Reviewing field office structures and staff roles to assess the feasibility of reorganization/restructuring to provide more direct services inside districts and schools
 - ii. Provide opportunities for classroom teachers to participate in resident coursework to support professional development goals
 - iii. Align student and faculty research with school and district learning and improvement priorities

- iv. Provide reduced tuition to mentors or other district teachers to enroll in leadership development programs and other graduate level programming
- 4. Ensure internal policies align with the responsibilities of faculty supporting full-time residents, including policies for assigning load
- 5. Develop program agreements with residency sites and mentor teachers to clarify particular roles and responsibilities for all relevant program stakeholders

D. *SCHOOL DISTRICT RESPONSIBILITIES*

- 1. Position residents as full-time school staff, including by welcoming them to all professional development opportunities and other district initiatives
- 2. Provide a scholarship of \$10,500 per Clinical Resident to Centenary University. With each Clinical Resident working a District teacher schedule, with approximately 105 school days being assigned at the discretion of the administration
- 3. Review the possibility of providing classroom space in which to hold onsite resident courses, and office space for embedded Clinical Faculty
- 4. With the EPP, explore existing district professional development and school improvement initiatives to identify areas where EPP resources and strengths can support district needs and priorities
- 5. Analyze potential and realized cost savings through impacts on teacher retention and teacher development

Student(s) and Term:

Amanda Wakefoose — Spring 2022-Fall 2022

For Centenary University:

Name	Title	Signature	Date
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For Allamuchy Township School District:

Name	Title	Signature	Date
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Allamuchy Twp. School District
School Health Office
20 Johnsonburg
PO Box J
Allamuchy, NJ 07820

Phone 908-852-7222
Fax 908-852-9816
E-mail: sbrady@aes.k12.nj.us

Dear Dr. Jain,

The 2021-2022 school year has begun and it is necessary to update our yearly physician orders. Attached are the Allamuchy Twp. School District Nursing Service Plan, Standing Orders, EpiPen orders and AED for you to review and sign. In addition, we also need our annual EpiPen and AED prescriptions. Please feel free to call me at the nurse's office if you have any questions.

Thank you,



Scott Brady, RN BSN


Allamuchy Twp. School District
School Health Office
20 Johnsonburg
PO Box J
Allamuchy, NJ 07820

Phone 908-852-7222
Fax 908-852-9816
E-mail: sbrady@aes.k12.nj.us

Standing Orders for 2021 - 2022 School Year

1. Tylenol or Advil as directed for age and weight for headaches, menstrual cramps, orthopedic discomfort or fever with parent's permission.
2. Robitussin for cough, Dimetapp, Sudafed or Benadryl for cold/allergy symptoms as directed for age and weight with parent's permission.
3. Mylanta/Maalox for upset stomach, Kaopectate for diarrhea as directed with parent's permission.
4. EpiPen as directed for anaphylactic reactions.
5. Caladryl/Calamine for poison plant reaction as directed.
6. Sting Kill swab as directed for bee stings.
7. Cleanse abrasions or cuts and apply antibiotic ointment and DSD as needed.
8. Orajel/Anbesol for oral lesions as directed.
9. Heating pad for 20 minutes as needed for menstrual cramps.
10. Remove ticks with tweezers, cleanse area with dermal cleanser and apply antibiotic ointment. Instruct parent to contact family physician for follow-up care.
11. Administer Mantoux test using 5 TU of stabilized PPD tuberculin injected intradermally to staff and students as directed by the NJ Dept. of Health.
12. Administer Influenza Virus vaccine 0.5cc IM to staff if requested.
13. Administer Oxygen for respiratory distress while awaiting arrival of EMS
14. Administer prescription medications as directed by family physician.
15. Administer Albuterol 2.5mg/3ml nebulized every 20 minutes as needed for sign and symptoms of asthma.
16. Administer cough drops as needed for cough and throat irritation.

Physician Signature


SANJAY JAIN, M.D.
NORTH WARREN MEDICAL ASSOCIATES
PANTHER VALLEY MALL, BUILDING B
HACKETTSTOWN, NJ 07840

Date

10/11/21

Allamuchy Twp. School District
School Health Office
20 Johnsonburg
PO Box J
Allamuchy, NJ 07820

Phone 908-852-7222
Fax 908-852-9816
E-mail: sbrady@aes.k12.nj.us

Standing Orders for Use of Epi-Pen or ANA-Kit for 2021-2022 School Year

In the absence of a medical director of schools, I Dr. Sanjay Jain authorize the following nursing protocol do address anaphylaxis for the Allamuchy Twp. School District. Anaphylaxis is an allergic reaction that may be triggered by asthma, an insect bit, a drug allergy, or a food allergy. In the event anaphylaxis, the Epi-Pen will be used for students enrolled in grades pre-school through twelve. The following procedure should be followed by a school nurse or designated non-professional first-aid provider trained by a licensed registered school nurse.

School nurses are authorized, when they encounter a student with a systemic reaction believed to be anaphylaxis, to administer subcutaneous epinephrine even if this drug has not been previously prescribed for this student.

Symptoms:

- Mild – rash, itching hives
- Moderate – breathing difficulty, wheezing
- Severe – Severe difficulty breathing, vascular collapse
- Anaphylaxis – laryngeal swelling, cardiac arrest

DOSAGE MUST BE CHECKED before administration according to the schedule below:

When using the Epi-Pen Jr./Epi-Pen

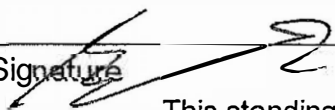
- 0.15Mg For Children 30Kg. Or Less (Epi-Pen Jr.)
- 0.3 Mg For Children Greater Than 30Kg (Epi-Pen)

Immediately contact the emergency response system by calling 911.

Parent/guardian should be notified. If prior to reaching medical care, the child has not responded to the first dose of epinephrine or respiratory/cardiovascular status seems to be deteriorating, a second dose of epinephrine maybe given after 15-20 minutes.

IF IN DOUBT TREAT FOR ANAPHYLACTIC REACTION

Physician Signature _____



10 / 11 / 21
Date

This standing order is valid for one school year

SANJAY JAIN, M.D.
NORTH WARREN MEDICAL ASSOCIATES
HANTER VALLEY MALL, BUILDING B
MORRISTOWN, NJ 07840

Allamuchy Twp. School District
School Health Office
20 Johnsonburg
PO Box J
Allamuchy, NJ 07820

Phone 908-852-7222
Fax 908-852-9816
E-mail: sbrady@aes.k12.nj.us

Nursing Service Plan for 2021-2022 School Year

Grades: Pre K-8th

School Nurse

The School Nurse is a health specialist who assists students, families and staff in attaining and maintaining optimal health and attitudes. School nurses strengthen and facilitate the educational process by improving and protecting the health and status of children and staff and by identifying and assisting in the removal or modification of health-related barriers to the learning process.

The professional school nurse in Allamuchy Township School district incorporates many roles permitted under his/her professional license. These roles include, but are not limited to:

- A. Provider of nursing care according to the School Nurse Guidelines (2001)
- B. Health consultant
- C. Educator
- D. Counselor
- E. Child advocate
- F. CPR certified
- G. Any assigned duty per the superintendent/administration in accordance with the NJ Board of Nursing Scope of Practice and NJ Law.

The student enrollment alone should not be the sole consideration employed in the determination of the assignment of the School Nurse for the district. Consideration must also be given to the special education enrollment and severity of the health concerns present according to the following levels:

- I. **Nursing Dependent:** Students who require 24 hour/day, one-to-one skilled nursing care for survival such as, but not limited to, those students on technological devices for breathing and/or require continuous nursing assessment and intervention. This level of nursing care may need to be provided and reviewed by the administration, school physician, private physician, and school nurse prior to enrollment.
- II. **Medically Fragile:** Students with complicated health care needs facing the possibility of life threatening emergency requiring the skill and judgment of a professional nurse. Examples include, but are not limited to:
 - A. Severe seizure disorder
 - B. Severe asthma (including nebulizer treatments)
 - C. Sterile procedures (i.e. wound changes)

- D. Tracheotomy care
- E. Unstable diabetic
- F. Diabetics with insulin pumps
- G. Severe life-threatening allergies

III. **Medically Complex:** Students requiring daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or emotional conditions and the potential for a life-threatening emergency may exist. Examples include, but are not limited to:

- A. ADD/ADHD on medication
- B. Cancer
- C. Immune disorder
- D. Moderate to mild asthma (inhaler as needed)
- E. Time-sensitive medications
- F. Unstable metabolic disorders
- G. Intermittent oxygen
- H. Complex mental/emotional disorders

IV. **Health Concerns:** At this level the student's physical and/or emotional condition is currently uncomplicated and predictable. Occasional monitoring is required, varying from biweekly to annually. Examples include, but are not limited to:

- A. Dental disease
- B. Headaches
- C. Sensory impairment
- D. Dietary restrictions
- E. Eating disorders monitored by a healthcare provider
- F. Orthopedic accommodations

Provision of Nursing Services in Emergency Situations

Emergencies occurring during the school day are evaluated and treated by the school nurse. The school nurse carries a Walkie-Talkie at all times during the school day so that the nurse can be reached at any time. Emergency medical services are contacted for emergency situations requiring immediate medical care and transport to an emergency room.

In order to assure that medical needs will be met in emergency situations, including school trips and after-hour school sponsored activities; other school personnel have been trained to respond as Epi-pen delegates (Pursuant to N.J.S.A. 18A:40-12.3-12.6). Student's Epi-Pens and emergency information are kept in the health office and clearly labeled.

A bag containing emergency supplies is packed in each of the nurse's offices and ready to be used for emergencies being dealt with outside of the nurse's office. Students' medical and

contact information is also packed and ready for transport in emergency situations. The school nurse also has a large emergency bag with medical supplies for large scale events such as lockdowns or evacuations.

When the school nurse is absent every attempt is made to obtain substitute coverage. If no substitute nurse is available, then the nurses from the district schools will cover the school that does not have a nurse on site.

The health needs of the students within the district may change at any time with new transfers or a change in the health status of a previously enrolled student. This document must be reviewed annually and updated as needed. The attached summary of data from each school supports the need for a full-time, school nurse in each building.

Physician Signature



SANJAY JAIN, M.D.
NORTH WARREN MEDICAL ASSOCIATES
PANTHER VALLEY MALL, BUILDING B
HACKETTSTOWN, NJ 07840

10/21/21

Date

Allamuchy Twp. School District
School Health Office
20 Johnsonburg
PO Box J
Allamuchy, NJ 07820

Phone 908-852-7222
Fax 908-852-9816
E-mail: sbrady@aes.k12.nj.us

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Purpose:

Provides guidance in the management and administration of a school-based AED program.

Sudden Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is only applied to victims who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The district nurses under the direction of the School Physician/ Medical Inspector will be the coordinators of the program. The lead nurses will coordinate the following:

- See that each school has a medical emergency chain of command
- Coordinate training for emergency responders
- Coordinate equipment and accessory maintenance
- See that each school nurse maintains on file a specifications/technical information sheet for each approved AED model assigned or donated to the school
- Revise this procedure as required
- Monitor the effectiveness of this system
- Communicate with the School Physician/Medical inspector on issues related to medical emergency response program including post-event reviews

This policy is in compliance with NJ AED law Chapter 34 as listed below:

Responsibilities of Person, Entity Acquiring Automated External Defibrillator C.2A:62A-25

A person or entity that acquires a automated external defibrillator shall:

- a. Ensure that any person, prior to using that defibrillator, has successfully completed and holds a current certification from the American Red Cross,

American Heart Association or other training program recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and use of a defibrillator;

- b. Ensure that the defibrillator is maintained and tested according to the manufacturer's operational guidelines;
- c. Notify the appropriate first aid, ambulance or rescue squad or other appropriate emergency medical services provider that the person or entity has acquired the defibrillator, the type acquired and its location; and
- d. Prior to purchasing the automated external defibrillator, provide the prescribing licensed physician with documentation that the person or entity purchasing the defibrillator has a protocol in place to comply with the requirements of subsections a., b. and c. of this section.

Requirements for User of Defibrillator C.2A:62A-26

- a. A person shall not use a defibrillator unless he has successfully completed and holds a current certification from the American Red Cross, American Heart Association or other training program recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and use of a defibrillator; provided however, this section shall not be applicable to a person who is licensed as a paramedic, emergency medical technician-D, or a first responder-D by the Department of Health and Senior Services.
- b. Any person who uses a defibrillator shall request emergency medical assistance from the appropriate first aid, ambulance or rescue squad as soon as practicable.

Immunity From Civil Liability for User of Defibrillator; Exceptions C.2A:62A-27

- a. Any person or entity who, in good faith, acquires or provides a defibrillator, renders emergency care or treatment by the use of a defibrillator or supervises such care or treatment and, who has complied with the requirements of this act, shall be immune from civil liability for any personal injury as a result of such care or treatment, or as a result of any acts or omissions by the person or entity in providing, rendering or supervising the emergency care or treatment.
- b. The immunity provided in subsection a. of this section shall include the prescribing licensed physician and the person or entity who provided the training in cardio-pulmonary resuscitation and use of the defibrillator.
- c. This subsection shall not immunize a person for any act of gross negligence or willful or wanton misconduct. It shall not be considered gross negligence or willful or wanton misconduct to fail to use a defibrillator in the absence of an otherwise preexisting duty to do so

Medical Control:

The medical advisor of the AED program is the school physician/medical inspector, M.D. The medical advisor of the AED program has ongoing responsibility for:

- Providing medical direction for use of AED's
- Writing a prescription for AED's
- Reviewing and approving guidelines for emergency procedures related to use of AED's and CPR
- Evaluation of post-event review forms and digital files downloaded from the AED

Authorized AED Users:

The AED may be used by:

- Employees including: administrators, nurses, athletic/activities director, athletic trainers and office staff
- Additional staff as identified by administration, examples: teachers, coaches, field/game managers and security staff
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card

AED-Trained Employee Responsibilities:

- Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience
- Understanding and complying with requirements of this policy
- Following the more detailed procedures and guidelines for the AED program

Volunteer Responder Responsibilities:

- Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

School Office Responsibilities:

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations and using the code to alert members of the Emergency/Medical Response Team
- Using an established 9-1-1 checklist to assess emergency and determine appropriate level of response
- Contacting the external community 9-1-1 response team (EMS), if required
- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency

Equipment:

Approved equipment:

The defibtech Life Line AED automated External Defibrillators (AED's) have been approved for this program. The AED conforms to the state/county standards.

- The AED and first-aid emergency care kit will be brought to all medical emergencies
- The AED should be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
- Victim is unresponsive
- Victim is not breathing, or is breathing ineffectively
- Victim has no signs of circulation such as pulse and coughing, or movement

Location of AED's:

ATS Main building has one AED located just inside the main entrance to the gym and another AED located in the faculty room.

Mountain Villa School has a single AED located in the all purpose room.

Physician Signature

SANJAY JAIN, M.D.
NORTH WARREN MEDICAL ASSOCIATES
PANTHER VALLEY MALL, BUILDING B
HACKETTSTOWN, NJ 07840

10/11/07

Date

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

Section: Administration

1648.13. SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)

Date Created: August 2021

Date Edited: August 2021

1648.13. SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)

[See **POLICY ALERT No. 225**]

M

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;

3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district's protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Adopted:

© 2021 Strauss Esmay Associates, LLP
1886 Hinds Road, Suite 1, Toms River, NJ 08753
ph: (732)255-1500 fax: (732)255-1502



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Policy Guide

2425- EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

Section: Program
Date Created: October 2021
Date Edited: October 2021

M

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and

as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9 e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9 e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted:

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

Section: Bylaws

0131. BYLAWS, POLICIES, AND REGULATIONS

Date Created: January 1989

Date Edited: May 2021

0131. BYLAWS, POLICIES, AND REGULATIONS

[See POLICY ALERT No. 223]

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

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

Adoption, Amendment, and Abolishment

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

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

[Option – Select one Option Below]

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

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

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

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

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

Promulgation and Distribution

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

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

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

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

Consideration of Bylaws, Policies, and Regulations

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

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

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

Adopted:

Allamuchy School District

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3134- ASSIGNMENT OF ADDITIONAL DUTIES

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

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

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

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

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

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

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

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

Adopted: 28 November 2005

Re-adopted: 20 March 2017

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

Section: Teaching Staff Members

3142. NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

Date Created: March 1987

Date Edited: May 2021

3142. NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

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

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

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

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

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

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

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

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

Adopted:

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3142- NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

Recommended to adopt this regulation.

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

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

A. Evaluations

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

B. Nonrenewal Recommendation

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

C. Nonrenewal Action

1. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation in a written notice to the Board prior to May 15 or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session prior to May 15 to review the Superintendent's recommendation(s).
 - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured teaching staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation(s) and will be scheduled for discussion at a public meeting prior to May 15.
2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member's contract.

D. Notice of Nonrenewal

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

E. Request for Statement of Reasons

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

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

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

F. Nonrenewal Appearance

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

G. Final Determination

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

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

3221- EVALUATION OF TEACHERS (M)

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

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

M

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

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

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

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

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

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

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

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

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

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

Adopted:

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Updated to reflect new terminology and requirements for SGO's

3221- EVALUATION OF TEACHERS (M)

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

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

M

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

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

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

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

“Department” means the New Jersey Department of Education.

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

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

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

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

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

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

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

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

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

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

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

“Semester” means half of the school year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted:

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To Regulation

To Statutes:

18A:6-117
18A:27-3.1

To Codes:

6A:10-6.2
6A:10-1.1
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3222- EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

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

Updated to reflect current deadlines and terminology

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

M

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

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

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

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

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

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

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

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

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

Adopted:

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

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

Updated to reflect current deadlines and terminology

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

M

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

“Department” means the New Jersey Department of Education.

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

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

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

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

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

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

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

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

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

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

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

“Semester” means half of the school year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

procedures within ten teaching staff member working days of adoption;

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

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

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

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

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

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

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

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

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

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

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

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

Updated to reflect current deadlines and terminology

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

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

M

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

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

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

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

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

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

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

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

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

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

N.J.A.C. 6A:10-7.1 and 7.3

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

Updated to reflect current deadlines and terminology

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

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

M

A. Definitions – N.J.A.C. 6A:10-1.2

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

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

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

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

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

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

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

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

“Department” means the New Jersey Department of Education.

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

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

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

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

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

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

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

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

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

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

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

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

“Semester” means half of the school year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

evaluation of Principals, Vice Principals, and Assistant Principals.

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

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

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

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

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

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

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

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

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

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

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

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

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

conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.

- d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
 - e. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.
 - f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten Principal, Vice Principal, and Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3

1. The principal practice instrument approved by the Department shall meet the following criteria:
 - a. Incorporate domains of practice and/or performance criteria that align to the 2015 Professional Standards for Educational Leaders developed by the National Policy Board for Educational Administration (NPBEA) incorporated herein by reference;
 - b. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion to four rating categories;
 - c. Rely on, to the extent possible, multiple sources of evidence collected throughout the school year, including, but not limited to, evaluation of a Principal's leadership related to:

- (1) Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and
- (2) Evaluating the effectiveness of teaching staff members and supporting their professional growth.

d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted:

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4146- NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

Section: Support Staff
Date Created: June 1996
Date Edited: May 2021

Sentence restructure per Strauss Esmay Recommendation

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

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

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

The Superintendent shall provide written notification to each nontenured support staff member to whom reemployment will not be offered in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

Any nontenured support staff member receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the reasons for such nonemployment which shall be

given to the nontenured support staff member in writing within thirty calendar days after the receipt of such request.

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

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

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This Policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

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

Adopted:

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4146- NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

Support Staff
Date Created: June 1996
Date Edited: May 2021

Recommended to adopt this Regulation

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

A. Evaluations

1. Each nontenured support staff member shall be evaluated at least one time each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the nontenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured support staff member for the succeeding school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A recommendation by the Superintendent to not renew the nontenured support staff member may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in the school district.

4. A nontenured support staff member contract can be renewed only upon the Superintendent's recommendation and a majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.

C. Nonrenewal Action

1. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.

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

2. The Superintendent will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member's contract.

D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured support staff member not recommended for renewal by the Superintendent in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member's evaluations and the nontenured support staff member has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.
3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the nontenured support staff member who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's request for the statement of reasons.

F. Nonrenewal Appearance

1. Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.A.C. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured support staff

member the opportunity to convince Board of Education members to offer reemployment.

7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.
8. The nontenured support staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured support staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

G. Final Determination

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

Issued:

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POLICY

ALLAMUCHY BOARD OF EDUCATION

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BOARD COMMITTEES

0155 BOARD COMMITTEES

0155 Board Committees

GOVERNANCE	EDUCATION	HUMAN RESOURCES	OPERATIONS	RUTHERFURD HALL
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The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

In order to use the time, effort, and expertise of the members of the Board effectively, the Board shall operate under a committee system to include the following standing committees:

- * Governance
- * Education
- * Human Resources
- * Operations
- * **Rutherford Hall**

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint committee chairperson, members and alternates to any committee so created and charged; members shall serve until the committee is discharged.

Board members will not serve on administrative committees.



Committees shall consist of a minimum of three Board members. The President may serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his other appointment to another committee. A chairperson for each committee shall be appointed by the President and shall report to the Board for the committee. No Board member shall serve as chairperson for more than one committee. A Board member must serve on at least one committee. If a committee member is unable to attend a scheduled meeting, the committee chair shall select an alternate to serve in his/her place. Board members may request to be alternates for other committees.

The Superintendent will assign a central office administrator to serve as administrative liaison to each committee. The liaisons will assist the committee chairs in scheduling meetings, developing the agenda, recording and reviewing the minutes, and executing the action items detailed in the committee minutes. The Superintendent shall serve as the administration liaison to the Governance committee.

Committee meetings may be called at anytime by the committee chairperson or when a meeting is requested by two members of the committee. Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise maybe useful to the committee.

The committee will have only three voting members although four Board members may attend the meeting. The Board president will assign him/herself to one standing committee for voting purposes and attend the other committees as a non-voting member. The president will also assign the vice president to one committee as a voting member. The vice president will attend his/her second assigned committee as a non-voting member. The vice president will serve as a non-voting member of the committee where the president is a voting member. In the event that the president or vice president is not able to attend the meeting where he/she is a non-voting member, his/her alternate will serve as a non-voting member of the committee.



The administration will draft all committee meeting minutes for the committees' approvals:

· All committee minutes will include:

- Date, time, attendance, and summary of agenda item discussions
- Clearly defined action of the committee including:
 - Work assigned to administration
 - Recommendations to the full board for action or discussion or bothAction items carried over from prior meetings
- Action items modified from prior meetings
- Action items completed from prior meetings
- Dates of all upcoming meetings for the year (to be scheduled a full year in advance)

· Administrative liaison will provide the committee chair a draft agenda with backup no later than one week prior to meeting date for review and approval

· Administrative liaison will transmit to the full board the agenda and all backup no later than one day prior to the committee meeting

· Administrative liaison will provide the committee members a draft of the minutes no later than one week after the meeting for review and comments.

· Administrative liaison will maintain the committee minutes.

· The Administrative liaison will provide the full board the minutes as back up to the regular board meeting of the month. In order to ensure timely reporting of the committee minutes after appropriate review. All committee meetings should take place prior to the regular board meeting, so proper reporting can occur at the regular board meeting.



Committee Charges

Committee charges will be reviewed annually by their respective committees. Changes will be brought to the board of education for approval.

Governance Committee

The primary function of the Governance Committee is to provide guidance and direction, in accordance with Board of Education policies, to the Board and to the Superintendent of Schools on issues related Boards governance, district and Board Policy, district strategic plan, and communications with the public.

The Governance Committee chair may be chaired by the Board President. The Governance Committee membership must contain one member each from the Education, Human Resources, and Operations Committees. Governance Committee members will serve as liaisons to their respective Committee.

To this end, the Governance Committee will:

1. Work with the district administration in the design, preparation and delivery of strategic plans, district goals and objectives, and other areas of study
2. Review current and proposed new policies prior to Board review and/or action.
 - Recommend to the Board the creation of new policy.
 - Recommend to the Board there vision of existing policy.



- Review and recommend to the Board a position on any policy challenged by individual Board members and/or the public.
 - Interface with all other Board committees with regard to their policy needs.
3. Evaluate the way in which the school district disseminates information and receives public input.
- Develop goals and objectives for improving communications and promoting good will between the district and the public.
 - Work with citizen task forces to address their communication needs.
4. Coordinate governance activities including, but not limited to:
- Board self-evaluation
 - Annual board goals
 - New Jersey Quality Single Accountability Continuum (NJQSAC).

Education

The primary function of the Education Committee is to provide guidance and direction, in accordance with Board of Education policies, to the Board and to the Superintendent of Schools as he/she and his/her administration team develop and implement a comprehensive plan for the development, implementation and evaluation of curriculum. The Education Committee will assume direct oversight of the following areas:

- Student achievement
- Curriculum, programs, courses of study
- Instructional practices
- Technology
- Master scheduling



- Special education
- Professional Development related to Education
- Communications Plan related to Education
- Policy development related to Education
- Strategic Plan implementation oversight related to Education

- All matters involving the education of

the students To this end the Education

Committee will:

1. Review all administrative recommendations regarding textbooks and curriculum adoptions prior to submission to the board for approval.

2. Consider and review recommendations for curriculum changes from the board and the public to ensure alignment with the NJCCS and the Common Core State Standards, best practices research and 21st Century College and Career Readiness:

3. Assist the administrative team in providing to the board brief informational report on curriculum activities on a planned periodic basis

4. Assist the administrative team in providing to the board information on the collecting, analyzing, interpreting, reporting and utilizing of student achievement information.

5. Assist the administrative team in providing to the board information on the integration of technology into instructional practice that includes clear expectations for how technology is to be used in the classroom

6. Assist the administrative team in providing to the board information on staff development opportunities that foster an environment of life-long learning for staff and enhance student learning and achievement in the 21st century.

7. Assist the administrative team in providing to the board information on the district's vision of technology that addresses the future educational need for four



students by providing the teachers and administration within our facilities the resources needed to promote instructional expertise to develop and implement comprehensive and rigorous academic programs.

8. Participate in curriculum workshops (such as those sponsored by NJSBA) and provide a report to the board with special emphasis on items particularly relevant to the district's curriculum.
9. Review board policies as they relate to the district's curriculum and instruction program and make recommendations to the Governance Committee.
10. Review proposed new policies related to the oversight responsibilities of the Education Committee prior to Board review and/or action.
11. Recommend to the Governance Committee the creation of new policy.
12. Recommend to the Governance Committee the revision of existing policy.

Human Resources

The charge of the Human Resources Committee is to assist the Board of Education The Hiring, evaluation, retention and compensation of the employees who serve at the pleasure of the Board, including but not limited to, the superintendent of schools; and to initiate policies or recommend revisions to existing policies in order to assure the systematic selection and retention of highly qualified professional and support staff. The Human Resources Committee will assume direct oversight of the following areas:

- Teacher evaluation
- Administrator evaluation
- Support staff evaluation
- Employee discipline
- Tenure recommendations
- Negotiations
- Contract negotiations (when an ad hoc Negotiations Committee is not created)
- Grievance handling
- Communications Plan related to Human Resources



- Policy development related to Human Resources
- Strategic Plan implementation oversight related to Human Resources
- Any additional matters involving the employees of the district

To this end, the Human Resources Committee will:

1. Assist the administrative team in providing to the board information on the model used for teacher and administrative evaluation that reflects current best practices and proactively anticipates changes by the state by selecting optimal evaluation tools best suited to our district.
2. Assist the administrative team in providing to the board information on staff development programs for non-certificated personnel and district administration that meet their professional needs, state mandated requirements and best practices.
3. Review proposed new policies related the oversight responsibilities of the Human Resources Committee prior to Board review and/or action.
4. Recommend to the Governance Committee the creation of new policy.
5. Recommend to the Governance Committee the revision of existing policy.

Specific responsibilities for the Human Resources Committee included in the hiring process are:

1. Superintendent of Schools



- a. Develop selection criteria and procedure for the hiring of a new superintendent.
- b. Review evaluation criteria and procedures for the annual evaluation of the superintendent and recommend changes, when appropriate.
- c. Coordinate the annual evaluation.
- d. Conduct at least one interim evaluation.
- e. Recommend compensation levels to the Board.
- f. Review job descriptions annually and update when appropriate.

2. Board Secretary

- a. Develop/review evaluation criteria and procedures for the annual evaluation of the board secretary and recommend changes to same, when appropriate.
- b. Coordinate the annual evaluation.
- c. Review job descriptions annually and update when appropriate.

3. Develop criteria for and coordinate a selection process for the employment of the board attorney, auditor, treasurer of school monies, school physician and other individuals who serve at the pleasure of the board.

4. Review any other significant personnel issue as requested by the Board and/or Superintendent.

Operations

The Operations Committee is charged with the responsibility of finance and facilities. The Operations Committee will assume direct oversight of the following areas:

- Finance
- Facilities



·Transportation

- Environmentally friendly practices (Green initiatives)
- Non-educational professional services
- Safety and security
- Communications Plan related to Operations
- Policy development related to Operations
- Strategic Plan implementation oversight related to Operations
- Other non-educational and non-human resource areas

Finance

The Operations Committee is charged with the responsibility to review, revise and initiate policies to ensure efficiencies that provide a productive, accountable and transparent board which will assure sound financial practices that are in compliance with audit requirements and in accordance with generally accepted accounting principles.

In order to fulfill this responsibility, the Committee will:

1. Review existing business practices through a monthly examination of district expenditures and a thorough review of our annual audit.

2. Assist the administrative team in providing information to the board on the implementation of financial software for the budget development process enabling education to the community about the budget in a clear and timely manner, the ability to engage the local community as educational partners, to ensure the quality of education while maintaining fiscal sustainability and the ability to explore alternative funding opportunities to supplement the school budget from the tax levy.



3. Review proposals from the administration which may give the district administration flexibility in its business operations in order to meet the mission and/or will result in creating, monitoring and administering revenue generating initiatives that will help alleviate the local tax burden and allow the district to implement different initiatives while maintaining a budget within the tax levy cap.

4. Assist the administrative team in providing information to the board on savings from green initiatives (environmentally sound practices) to fund the district's innovative practices and to support property tax relief.

5. Assist the administrative team in providing information to the board on private, federal, state and local grant opportunities as well as revenue generating activities that are aligned to the district's

6. Review proposed new policies related to the oversight areas of the Operations Committee prior to Board review and/or action.

7. Recommend to the Governance Committee the creation of a new policy.

8. Recommend to the Governance Committee the revision of existing policy.

Facilities



The Operations Committee is charged to represent the Board of Education on all issues involving the district's school buildings, grounds; and their use. All committee deliberations and actions will be guided by the policies previously established by the Board. Through these policies; the Committee will ensure that safe and suitable facilities are provided throughout the district.

In order to fulfill this responsibility, the Committee will:

1. The Committee will review and recommend to the full Board a five-year comprehensive preventative maintenance plan developed by the administration that clearly articulates priority-ordered listing capital maintenance projects.
2. Assist the administration in providing information to the board on a comprehensive capital and maintenance plan that supports the-Home/School Associations' projects.
3. Assist the administration in providing information to the board on the establishment of environmental sound practices that evaluate energy consumption, institute conservation awareness practices districtwide, complete comprehensive energy audits that will enable the district to take advantage of local, state and federal sustainable energy initiatives at no or little cost to taxpayers.
4. During construction periods, the Committee will monitor progress reports provided by the administration and review proposed change orders related to construction in preparation for presentation of the recommendations to the full board.



5. The Committee will review evaluations and recommendations made by the administration on professional service contracts related to the management and construction of school facilities.

Rutherford Hall

The Rutherford Hall Committee is charged with the responsibility of finance, facilities, and human resources for RH. This Committee will assume direct oversight of the following areas:

· Finance

· Facilities

Human Resources

Financial:

The RH Committee is charged with the responsibility to review, revise and initiate policies to ensure efficiencies that provide a productive, accountable and transparent board which will assure sound financial practices that are in compliance with audit requirements and in accordance with generally accepted accounting principles.

In order to fulfill this responsibility, the Committee will:

1. Review existing business practices through a monthly examination of RH expenses and a thorough review of our annual audit.

Facilities:

The RH Committee is charged to represent the Board of Education on all issues involving the district's school buildings, grounds; and their use. All committee deliberations and actions will be guided by the policies previously established by the Board. Through these policies; the Committee will ensure that safe and suitable facilities are provided throughout the district.



Human Resources

The charge of the RH Committee is to assist the Board of Education The Hiring, evaluation, retention and compensation of the employees who serve at the pleasure of the RH.

Adopted: 8 October 2005
Revised: 26 May 2015
Re Adopted: 15 March 2021

