

Allamuchy Board of Education

Regular Meeting Minutes

June 28, 2021

The regular meeting of the Allamuchy Township Board of Education held on June 28, 2021 is called to order at 7:31 p.m. *via teleconference* by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on February 1, 2021 to the New Jersey Herald and Township Clerk. Notice was posted in the school office. Please be advised that this meeting is being recorded; the recording will be made available on the District website as soon as possible, but no later than one week after the meeting has concluded.

I. ROLL CALL

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

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

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

Moved by Ms. Moyer and seconded by Ms. Renaud

- A. BE IT RESOLVED, that the minutes of the regular board meeting held on May 24, 2021, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on May 24, 2021, be approved. (Appendix 1B)
- C. BE IT RESOLVED, that the minutes of the Board retreat held on June 5, 2021, be approved. (Appendix 1C)

CARRIED: 5-0-1 (Dr. Cusmano abstained)

IV. STUDENT REPRESENTATIVE REPORT

- None.

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V. ACKNOWLEDGEMENTS

GRADE	NAME	AWARD
K	Raphael Calzada	Respect and Responsibility
1	Seren Humphries	Caring
2	Charlee Clarke	Citizenship and Caring
3	Bahar Ozcan	Responsibility
4	Nico Castelomendes	Respect
5	Brady Alfieri	Respect
6	Brooke DiLoreto	Respect
7	Amelia Hornung	Respect
8	Reese Puma	Respect
Staff Member of the Month: Michelle Ricci		

VI. PRESENTATIONS

- None

VII. PRESIDENT'S REPORT

- Congratulations to the acknowledged students and staff
- Well wishes to Dr. Caruso for efforts as leave replacement principal
- Congrats to Class of 2021 - great graduation
- Acknowledgement of HHS class of 2021 graduation and Allamuchy's representation
- Reminder to board members to complete self evaluations by August 1
- Reminder to the public that public comment is limited to 5 minutes, and is not required to consist of a back-and-forth dialogue.

VIII. COMMITTEE REPORTS

- A. Operations (M. Renaud)
 - Highlighted certain agenda items
- B. Human Resources (L. Moyer, Chair)
 - Highlighted agenda items
- C. Education (C. Green, Chair)
 - Discussed reading series and selection

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- Pandemic committee will continue to meet
- D. Governance (G. Cusmano, Chair)
 - Highlighted agenda items
 -
- E. Town Council Liaison (M. Renaud, A.Christmann)
 - Nothing to report
- F. Rutherford Hall Liaison (M. Renaud and A.Christmann)
 - Mention of use of Rutherford Hall by Rutherford Hall Foundation
- G. Hackettstown Board of Education Representative (L. Moyer)
 - Board members must be in person as of July 21, 2021; meetings will be in the Media Center instead of the Auditorium
 - HS Open house - September 29, 2021
 - October 14, 6:00pm - 8th grade open house
 - Added 7 more classes eligible for college credit.

IX. SUPERINTENDENT'S REPORT

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

Current Month: June

1 Investigation(s); 1 HIB

0 Out-of-School Suspension(s); 4 In-School Suspension(s)

Previous Month: May

1 Investigation(s); 0 HIB

2 Out-of-School Suspension(s); 5 In-School Suspension(s)

- B. **Enrollment by Grade**

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
K	44	43	43	42	42	42	43	43	43	43
1	29	28	28	29	29	29	29	28	28	28
2	46	46	45	45	45	45	45	45	45	45
3	57	57	56	56	56	56	56	57	57	57
4	48	48	49	49	48	48	49	47	47	47
5	53	52	50	50	49	50	50	50	50	50
6	34	34	33	31	30	30	30	30	30	30
7	44	43	42	43	43	43	43	44	44	44
8	53	53	52	52	53	53	52	51	52	52

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PSD	5	5	5	5	6	7	8	7	7	7
Total	413	409	403	402	401	403	405	402	403	403
9	37	39	38	38	38	38	38	38	38	38
10	44	43	44	44	44	44	43	44	44	44
11	41	43	41	41	41	41	41	41	41	41
12	32	32	32	32	32	32	32	32	32	32
Total	154	157	155	155	155	155	154	155	155	155
GT	567	566	558	557	556	558	559	557	558	558

C. Other Items:

- Resignation of Holly Guido
- Recognition of Dr. Caruso
- Recognition of Mr. Schlessinger for providing transition services
- School year has ended with the resumption of several events, i.e. moving up ceremonies, etc.
- Summer programs begin July 6 with an expanded offering.
- As per the Gov's updated orders, masks will be optional in the fall
- Mentioned laws mandating inclusion of certain societal issues in curriculum; will be having information sessions for interested parties in near future
- Rutherford Hall bathroom project is moving along; gutter project meetings underway with winning bidder.

X. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

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

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

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

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

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- Mr. Rowe read a prepared statement in favor of children not being required to wear face coverings.

XI. BOARD COMMITTEE ACTION REPORTS

A. Operations

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

1. Budget Adjustments (Appendix 2)

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

Expense Budget Transfers - May	Fund 10	\$ 18,817.49
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2. Bills List (Appendix 3)

BE IT RESOLVED, that the general account bills list check #32393 through #32488, to include electronically-transferred funds (“N-checks”) and voids of previously approved items, for a total amount of \$1,465,530.09 be approved for payment.

3. Student Activity (Appendix 4)

BE IT RESOLVED, to approve the Student Activity Account balance in the amount of \$56,356.10 as of 5/31/2021.

4. Monthly Certification of Budget (Appendix 5)

- a. BE IT RESOLVED, that the Allamuchy Board of Education accepts the Board Secretary’s monthly certification, as attached, pursuant to N.J.A.C. 6A:23-2.12(c) 3 that as of 5/31/2021 no line item account has encumbrances and Expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a).
- b. BE IT RESOLVED, that Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Allamuchy Township School District Board of Education, after review of the Board Secretary’s and Treasurer’s monthly financial reports certify that as of 5/31/2021 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
- c. BE IT RESOLVED, that the motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month ending May 31, 2021 with a total Governmental Funds Account cash balance of \$781,856.35.

5. Vehicle Maintenance (Appendix 6)

BE IT RESOLVED, to approve the Washington Township Board of Education (Morris County) to perform maintenance on the District’s fleet of vehicles as per the agreement in the attachments.

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6. Bus Yard Clean-Up
BE IT RESOLVED, to approve Wayne Haggarty to perform the cleanup of the Bus Yard at a cost of \$3,200.

7. Grant Application
BE IT RESOLVED, to authorize Nick Serraino to submit an application to the American Heart Association to support the Before Care Fitness Program.

8. District Reopening Plan (Appendix 7)
BE IT RESOLVED, to approve the District's Safe Reopening Plan.

9. Elementary and Secondary Education Act (ESEA) Fiscal 2021-22 Grant
BE IT RESOLVED, to accept and approve the submission of the ESEA Grant for fiscal 2021-22 in the amounts listed:

Title I Part A	\$ 25,370
Title II Part A	6,997
Title IV	<u>10,000</u>
Total	<u>\$ 42,367</u>

10. Title III Grant Funding
BE IT RESOLVED, to refuse the Title III allocation under the NCLB in the amount of \$801.00 for the 2021-22 school year.

11. Individuals with Disabilities Education Act (IDEA) Fiscal 2021-22 Grant
BE IT RESOLVED, to accept and approve the submission of the IDEA Grant for fiscal 2021-22 in the amounts listed:

IDEA - Basic	\$ 94,984
IDEA - Preschool	<u>5,566</u>
Total	<u>\$ 100,550</u>

12. Transfer of Current Year Surplus to Reserve Accounts
BE IT RESOLVED, to approve the transfer of current year surplus, as determined by the 2020-2021 audit, to certain Reserve accounts.

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F 41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Allamuchy Twp. Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into certain Reserve accounts at year end, and

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WHEREAS, the Allamuchy Twp. Board of Education has determined the amounts not to exceed available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Allamuchy Twp. Board of Education that it hereby authorizes the district's School Business Administrator to make the transfers below consistent with all applicable laws and regulations.

<u>Reserve Account</u>	<u>Amount not to Exceed</u>
Capital Reserve	\$ 250,000.00
Tuition Reserve	\$ 250,000.00
Maintenance Reserve	\$ 250,000.00
Emergency Reserve	\$ 250,000.00

13. Rutherford Hall Foundation Fundraiser

BE IT RESOLVED, to allow the usage of the Rutherford Hall property by the Rutherford Hall Foundation on October 16, 2021 for a fundraiser event at no cost to the Board of Education, with an alternative date in case of rain of October 17, 2021.

CARRIED: Items 1-7 and 9-13 carried in a unanimous roll call vote.

Item 8 fails to carry with 3 yes votes (Dr. Cusmano, Ms. Moyer and Ms. Prudenti abstained)

B. Human Resources

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

1. Personnel

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

Item	Name	Action	Position	Salary	Eff. Date
a	Kristin Taenzer Jacklyn Russo Lauren Treanor Melanie Luke	Approve	Rutherford Hall Event Staff	\$15/hour	6/29/2021
b	Matthew Taenzer Kristin Taenzer Ryan Luke Melanie Luke	Approve	Lifeguards	\$17/hour	6/29/2021
c	Jim Minkewicz	Approve (appx 9)	School Business Administrator	\$112,000/yr prorated	on or about 8/10/2021
d	Nick Serraino	Approve	Rutherford Hall Instructional Staff	\$50/hr	6/29/2021
e	Nick Serraino	Approve	Boat Program Supervisor	\$25/hr	6/29/2021
f	Chrissie Aulenbach	Reappoint (appx 11)	Secretary	\$41,500/yr	7/1/2021
g	Patsy Gardiner	Reappoint (appx 13)	Secretary	\$41,500/yr	7/1/2021

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h	Jennifer Gallegly	Reappoint (appx 10)	Principal	\$113,400/yr	7/1/2021
i	Donna Trainello	Reappoint (appx 16)	Administrative Assistant	\$85,476/yr	7/1/2021
j	Peter DeMary	Reappoint (appx 12)	Supervisor of Buildings & Grounds	\$57,120/yr	7/1/2021
k	Julie Profito	Reappoint (appx 15)	Supervisor of Student Support Services	\$81,090/yr	7/1/2021
l	Ann Longyhore	Reappoint (appx 14)	Transportation Coordinator	\$37,288/yr	7/1/2021
m	James Schlessinger	Approve	Consultant	\$60/hr	7/1/2021
n	Holly Guido	Accept Resignation	Reading Specialist	n/a	8/31/2021

CARRIED: Items 1a-l carried in a unanimous roll call vote.

Item 1m-n carried 5-1-0 (Dr. Cusmano: no)

C. Education

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

1. Tuition Student
BE IT RESOLVED, to approve student 1313 as a tuition student for the 2021-22 school year at \$7,000.
2. Curriculum - Reading Series
BE IT RESOLVED, to approve the Fountas and Pinnell reading series.

CARRIED: 6-0 in a roll call vote

D. Governance

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

1. Policy and Regulation Update (Appendix 8 and 8A)
BE IT RESOLVED, to approve the second reading of the following policies (P) and regulations (R) at the recommendation of the Governance Committee:

P.7446	School Security Program
P.8601	Student Supervision After School Dismissal (M)
R.7420	Handling And Disposal Of Body Wastes And Fluids (M)
R.7420.1	Bloodborne Pathogen Exposure Control Plan (M)
R.7422	School Integrated Pest Management Plan (M)
R.7432	Eye Protection Practices (M)
R.7510	Use Of School Facilities (M)

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CARRIED: 6-0 in a roll call vote

XII. OLD BUSINESS

- None

XIII. PUBLIC COMMENTS

- Mr. Gavin - asked for information regarding the superintendent process now that it's concluded.
- Mr. Rowe - alleges violation of OPMA (did not give detail during the comment period); asked to be contacted regarding email sent to a board member; requested the website be updated for a better user experience.

XIV. BOARD DISCUSSION

- Discussed return to in-person for meetings
- Discussed live-streaming meetings going forward and whether public participation would be available for those in-person only, or by remote channels.
- Ms. Prudenti recommends the banning of the teaching of Critical Race Theory, Ms. Moyer agrees.
 - Dr. Sabol suggested that there are a number of misconceptions regarding the law surrounding the curriculum, which will be addressed in the upcoming information sessions and forums

XV. EXECUTIVE SESSION

Enter Executive Session at 8:28pm:

Moved by Ms. Prudenti and seconded by Ms. Moyer,

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

- Superintendent evaluation
- June HIB case

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

CARRIED:

Executive Session

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Exit Executive Session at 9:05pm:

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

BE IT RESOLVED, that the Board of Education has been in executive session for the past 37 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 6-0 in a voice vote

Action Item(s) from Executive Session Discussion:

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

1. HIB Finding

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

CARRIED: 5-0-1 (Dr. Cusmano abstained)

XVI. ADJOURNMENT

Moved by Ms. Prudenti and seconded by Ms. Renaud, to adjourn the meeting at 9:08 p.m.

CARRIED: 6-0 in a voice vote.

<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>
32489	7/11/21	Martinez, Reyes & Mariana reimbursement	25.00	10 - 421	ACCTS PAYABLE
32490	7/11/21	Griffin, Richard & Jade Hu reimbursement	50.00	10 - 421	ACCTS PAYABLE
32491	7/11/21	Gamble, Adam & Catherine reimbursement	25.00	10 - 421	ACCTS PAYABLE
32492	7/11/21	Prendergast, Renee reimbursement	25.00	10 - 421	ACCTS PAYABLE
32493	7/11/21	Losey, Timothy & Tina reimbursement	25.00	10 - 421	ACCTS PAYABLE
32494	7/11/21	Hardy, Barbara & Sean reimbursement	25.00	10 - 421	ACCTS PAYABLE
32495	7/11/21	Squeri, Steve reimbursement	25.00	10 - 421	ACCTS PAYABLE
32498	7/11/21	Delaney, Robert reimbursement	25.00	10 - 421	ACCTS PAYABLE
32499	7/11/21	Ficarella, Lorraine reimbursement	25.00	10 - 421	ACCTS PAYABLE
32500	7/11/21	Nagle, Robert & Lynette Reimbursement	50.00	10 - 421	ACCTS PAYABLE
32501	7/11/21	Morgen, Keith & Mellisa reimbursement	25.00	10 - 421	ACCTS PAYABLE
32503	7/12/21	Government Leasing and Finance, Inc. School Bus Leases	64,775.81	P202200022	11-000-270-443-000-000
32484	7/13/21	Beihgley, Sean & Stephanie reimbursement	25.00	10 - 421	ACCTS PAYABLE
32486	7/13/21	Vanator, Lori reimbursement	25.00	10 - 421	ACCTS PAYABLE
32487	7/20/21	Riverside Insights WJIV Test Records & Response Booklets	227.21	P202200018	11-000-219-600-000-000
32488	7/20/21	Renaissance Learning, Inc. Accelerated Reader, Star Math, Star Readyng	10,381.05	P202200053	11-190-100-340-000-000
32496	7/20/21	MRA International HP Chrombooks + lic	12,250.00	P202200030	20-231-400-731-000-000
32497	7/20/21	Allied Oil Company Heating oil MVS	10,149.52	P202200065	11-000-262-624-000-002

<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>
32502	7/20/21	Abcode Security, Inc. security	90.00	P202200051	11-000-261-420-001-000
		security	90.00	P202200051	11-000-261-420-001-000
		security	135.00	P202200051	11-000-261-420-001-000
		security	135.00	P202200051	11-000-261-420-001-000
		security	66.00	P202200051	11-000-261-420-001-000
		Total Check Amount:	<u>516.00</u>		
32504	7/20/21	SUBURBAN PROPANE propane	26.97	P202200049	11-000-262-621-000-001
32505	7/20/21	Follett School Solutions, Inc. Destiny renewal	4,350.48	P202200048	11-000-222-320-000-000
32506	7/20/21	Corino, Sal Tuition 21-22	7,420.50	P202200042	11-000-100-569-000-000
32507	7/20/21	Kurtz Bros. classroom supplies	218.95	P202200058	11-190-100-610-000-000
32508	7/20/21	Marlin Business Bank Postage machine	39.83	P202200066	11-000-230-530-000-000
32509	7/20/21	United Site Services portable restrooms	2,051.95	P202200021	11-000-261-420-001-000
32510	7/20/21	Times Herald Record ad for board budget etc.	13.20	P202200068	11-000-230-530-000-000
32511	7/20/21	Sussex-Warren Association Dir. of Special Services Special Services membership	150.00	P202200069	11-000-219-890-000-000
32512	7/20/21	Municipal Capital Corp. Copiers at ATS & MVS	1,372.00	P202200025	11-190-100-340-000-000
32513	7/20/21	Municipal Capital Corp. Copiers at ATS & MVS	1,372.00	P202200025	11-190-100-340-000-000
32514	7/20/21	e2e Exchange, LLC E-rate consulting services	890.00	P202200076	11-000-230-339-000-000
32515	7/20/21	Strauss Esmany Associates, LLP Policy Alert and support system	4,785.00	P202200075	11-000-230-339-000-000
32516	7/20/21	Frontline Technologies Group, LLC Absence & Substitute	4,596.14	P202200054	11-000-251-340-000-000
32517	7/20/21	Kurtz Bros. class supplies	299.90	P202200101	11-190-100-340-000-000
		class supplies	162.48	P202200100	11-212-100-610-000-000
		Total Check Amount:	<u>462.38</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>
32518	7/21/21	Arc of Essex County Camp Hope sumer camp	440.00	P202200073	11-000-100-562-000-000
32519	7/21/21	BciCapital Inc. Facilities improvements	67,150.13	P202200052	12-000-400-710-000-000
32520	7/21/21	NJMVC renew application S1V249	50.00	P202200041	11-000-270-890-000-000
32521	7/21/21	Freedman, Eric reimbur camp supplies	77.50	P202200036	60-990-320-610-200-000
32522	7/21/21	Township of Allamuchy Water/sewer service	1,252.24	P202200026	11-000-262-490-000-000
		Water/sewer service	1,618.93	P202200026	11-000-262-490-000-000
		Total Check Amount:	<u>2,871.17</u>		
32523	7/21/21	Hollie Studios Rummage Sale Signs RH	100.00	P202200040	60-990-320-610-200-000
32524	7/21/21	PrintAbilities RH Polos	231.00	P202200039	60-990-320-610-200-000
32525	7/21/21	Taenzer, Jessica reimb for DOH camp application	51.50	P202200038	60-990-320-890-200-000
32526	7/21/21	McFadden, Margaret reimb for Murder Mystery 1 ticket	45.00	P202200037	60-990-320-890-200-000
32527	7/21/21	ASCD Service Center Membership 21-22	239.00	P202200029	20-231-100-600-000-000
32528	7/21/21	Heinemann Grade books ATS	39,629.63	P202200034	11-190-100-640-000-000
		Grade books for MVS	54,692.28	P202200034	11-190-100-640-000-000
		Total Check Amount:	<u>94,321.91</u>		
32529	7/21/21	Northeast Communications Control Station for buses - ATS to MVS	1,797.50	P202200032	11-000-270-600-000-000
32530	7/21/21	NJSBA NJSBA Dues 21-22	4,319.65	P202200027	11-000-230-890-000-000
32531	7/21/21	Realtime Information Technology, Inc. Student info, food serv, spec ed etc	14,320.79	P202200024	11-000-240-340-000-000
32532	7/21/21	S&L Equipment Tire mounts and oil filter	249.03	P202200023	11-000-263-600-000-000
32533	7/21/21	Hunterdon Preparatory Center ESY Tuition 7-1 to 8-12	8,077.50	P202200045	11-000-100-562-000-000

<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>
32534	7/21/21	CDK SYSTEMS CDK accounting, personnel	9,514.50	P202200044	11-000-251-340-000-000
32535	7/21/21	Jersey Central Power & Light Electric ATS & Bus Yard Electric ATS & Bus Yard Electric ATS & Bus Yard electric MVS electric MVS electric MVS	3.39 15.13 3.39 35.73 3,204.88 170.28	P202200047 P202200047 P202200047 P202200047 P202200047 P202200047	11-000-262-622-000-001 11-000-262-622-000-001 11-000-262-622-000-001 11-000-262-622-000-002 11-000-262-622-000-002 11-000-262-622-000-002
Total Check Amount:			3,432.80		
32536	7/21/21	Goksu Construction, LLC RH Toilet Room Alterations	32,282.78	P202100534	12-000-400-710-000-000
32537	7/21/21	Lowe's Construction of bench for coop	953.42	P202100548	20-280-100-600-000-000
32538	7/21/21	SUBURBAN PROPANE propane	21.40	P202200049	11-000-262-621-000-001
32539	7/21/21	QUILL CORPORATION teacher folders	250.00	P202200063	11-000-219-600-000-000
32541	7/21/21	Kurtz Bros. classroom supplies classroom supplies classroom supplies classroom supplies classroom supplies classroom supplies	42.20 299.99 287.65 169.13 53.34 885.55	P202200056 P202200059 P202200060 P202200061 P202200062 P202200057	11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000 11-190-100-610-000-000
Total Check Amount:			1,737.86		
32542	7/21/21	UNUM LIFE INS CO. Disability short & Long term	2,432.13	P202200081	11-000-291-270-000-000
32543	7/21/21	Super Heat Inc. RTU - new drive, blower motor and exhaust	113.32	P202100559	11-000-262-420-000-000
32544	7/21/21	Able Security Locksmiths, Inc. gym doors lock bars	515.48	P202100557	11-000-261-420-001-000
32545	7/21/21	United Site Services Port a johns ATS & Bus yard Port a johns ATS & Bus yard Port a john MVS Port a john MVS	251.06 251.06 894.17 890.30	P202200067 P202200067 P202200067 P202200067	11-000-261-420-001-000 11-000-261-420-001-000 11-000-261-420-002-000 11-000-261-420-002-000
Total Check Amount:			2,286.59		
32546	7/21/21	Stiner, Kate reimb summer supplies	27.36	P202200083	11-190-100-890-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32547	7/21/21	VIKING TERMITE & PEST			
		Pest controls	261.29	P202200085	11-000-262-420-000-000
		Pest controls	286.05	P202200085	11-000-262-420-000-000
		Pest controls	54.51	P202200085	11-000-262-420-000-000
		Total Check Amount:	601.85		
32548	7/21/21	R&L DataCenters, Inc.			
		Payroll	346.00	P202100481	11-000-230-339-000-000
		Payroll	346.00	P202100481	11-000-230-339-000-000
		Payroll	346.00	P202100481	11-000-230-339-000-000
		Total Check Amount:	1,038.00		
32549	7/21/21	Direct Waste Services, Inc.			
		ATS & MVS waste pickup	698.00	P202200086	11-000-261-420-001-000
		ATS & MVS waste pickup	689.00	P202200086	11-000-261-420-001-000
		Total Check Amount:	1,387.00		
32550	7/21/21	Treasurer State of NJ - NJ Dept of Comm Affairs			
		ATS Elevator	339.00	P202200087	11-000-262-300-000-000
32551	7/21/21	SSP Architectural Group			
		RH Toilet Rooms	1,066.70	P202200088	12-000-400-710-000-000
32552	7/21/21	Hoover Truck Centers			
		Home base service	336.00	P202200089	11-000-270-600-000-000
32553	7/21/21	WARREN CO SPEC SVCS SC D			
		Special Service Transportation	11,548.47	P202200090	11-000-270-518-000-000
32554	7/21/21	Shred-it USA			
		Shred papers	385.80	P202200091	11-000-262-420-000-000
32555	7/21/21	RMR Elevator Company, Inc.			
		Annual Testing on Vpl and 5 year inspection	500.00	P202200094	11-000-261-420-001-000
		Annual Testing on Vpl and 5 year inspection	368.00	P202200094	11-000-261-420-001-000
		Total Check Amount:	868.00		
32556	7/21/21	Busch Law Group, LLC			
		Legal Services	5,808.00	P202100558	11-000-230-331-000-000
32557	7/21/21	WCEPS			
		Grade 1 assessment	28.50	P202200064	11-000-216-600-000-000
32558	7/21/21	IGS Solar			
		Solar supply charge	3,783.36	P202200095	11-000-262-622-100-001
32559	7/22/21	Kurtz Bros.			
		classroom supplies	478.00	P202200062	11-190-100-610-000-000
32560	7/22/21	Hoover Truck Centers			
		Wastewater Treatment Plant Services	700.00	P202200097	11-000-262-300-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32561	7/22/21	WARREN CO SPEC SVCS SC D Music Therapy	397.50	P202100552	11-000-217-320-000-000
32562	7/22/21	The Spoken Path, LLC. Tech Direct Support	840.00	P202100188	20-250-200-300-000-000
32563	7/22/21	Warren County Technical School 5 FTE x \$5100 (est) transportation svcs	3,910.20 525.00	P202100211 P202100211	11-000-100-563-000-000 11-000-270-518-000-000
Total Check Amount:			4,435.20		
32564	7/22/21	Sussex County Charter School for Technology Tuition	6,112.00	P202100495	11-000-100-569-000-000
32565	7/22/21	Fuller Paper Company custodial supplies custodial supplies	702.85 938.47	P202200102 P202200102	11-000-262-610-000-000 11-000-262-610-000-000
Total Check Amount:			1,641.32		
32566	7/22/21	North American Fire Protection, Inc. Main Drain, Sprinkler testing	1,525.00	P202200099	11-000-261-420-002-000
32567	7/22/21	AERO Plumbing & Heating Co., Inc. Plumbing & Heating Services Plumbing & Heating Services	1,300.00 800.00	P202200103 P202200103	11-000-261-420-001-000 11-000-261-420-001-000
Total Check Amount:			2,100.00		
32568	7/22/21	Duke's Landscape Management, Inc. RH Grounds/Landscape	333.00	P202100044	11-000-263-300-000-000
32569	7/22/21	Eastern Acoustics Audiometer calibrations	105.00	P202100498	11-000-213-800-000-000
32570	7/22/21	Horizon BCBSNJ Medical and Prescription Medical and Prescription Medical and Prescription	72,346.68 24,885.25 489.33	P202200046 P202200046 P202200046	11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			97,721.26		
32571	7/22/21	Adams Fire Protection, Inc. Fire Extinguishers Fire Extinguishers	927.25 515.75	P202200084 P202200084	11-000-262-420-000-000 11-000-262-420-000-000
Total Check Amount:			1,443.00		
32572	7/22/21	ETR, org HealthSmart Digital Workbooks	2,671.18	P202200096	11-190-100-610-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
32573	7/22/21	Fuller Paper Company			
		custodial supplies	1,305.91	P202200102	11-000-262-610-000-000
		custodial supplies	66.18	P202200102	11-000-262-610-000-000
		custodial supplies	279.10	P202200102	11-000-262-610-000-000
		Total Check Amount:	<u>1,651.19</u>		
32576	7/22/21	Hoover Truck Centers			
		Bus & Truck repairs	360.00	P202200079	11-000-270-420-000-000
		Bus & Truck repairs	2,076.69	P202200079	11-000-270-420-000-000
		Total Check Amount:	<u>2,436.69</u>		
32578	7/22/21	JDM Group			
		Monthly serv fee	4,216.67	P202200111	11-190-100-340-000-000
32579	7/22/21	NJADP			
		NJ Assoc of designated persons	125.00	P202200108	11-000-262-800-000-000
32580	7/22/21	Amazon Capital Services			
		Classroom supplies	20.94	P202100225	11-190-100-610-000-000
		Supplies for staff, cust etc	210.88	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	549.89	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	561.89	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	350.81	P202200107	11-190-100-610-000-000
		Cust Supplies	299.37	P202200107	11-000-261-610-000-000
		Cust Supplies	165.14	P202200107	11-000-261-610-000-000
		Cust Supplies	53.48	P202200107	11-000-261-610-000-000
		Total Check Amount:	<u>2,212.40</u>		
32581	7/22/21	Amazon Capital Services			
		Supplies for staff, cust etc	305.67	P202200107	11-190-100-610-000-000
		Classroom supplies	71.28	P202100225	11-190-100-610-000-000
		Supplies for staff, cust etc	234.29	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	294.77	P202200107	11-190-100-610-000-000
		Classroom supplies	52.99	P202100225	11-190-100-610-000-000
		Supplies for staff, cust etc	119.54	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	316.40	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	35.90	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	213.67	P202200107	11-190-100-610-000-000
		Total Check Amount:	<u>1,644.51</u>		
32582	7/22/21	Amazon Capital Services			
		Supplies for staff, cust etc	89.42	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	50.99	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	3.99	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	466.79	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	6.98	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	136.08	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	235.71	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	174.50	P202200107	11-190-100-610-000-000
		Total Check Amount:	<u>1,164.46</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>
32577	7/23/21	JDM Group Network infrastructure upgrades (gross)	12,213.78	P202200119	20-454-100-610-000-000
32583	7/23/21	WARREN CO SPEC SVCS SC D Transportation	9,000.00	P202200118	11-000-270-518-000-000
32584	7/23/21	Computer Images Web, LLC move website to new host	150.00	P202200033	60-990-320-340-000-000
The Grand Total of all Checks from Fund 10 is:			375.00		
The Grand Total of all Checks from Fund 11 is:			428,815.34		
The Grand Total of all Checks from Fund 12 is:			100,499.61		
The Grand Total of all Checks from Fund 20 is:			26,496.20		
The Grand Total of all Checks from Fund 60 is:			655.00		
The Grand total of all checks for this period is:			556,841.15		

STUDENT ACTIVITY ACCOUNT

2020-2021 SCHOOL YEAR	OPENING	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021
	BALANCE	7	8	9	10	11	12	1	2	3	4	5	6
<u>Active Accounts:</u>													
ATS Class of 2022	-	-	-	-	-	-	-	-	-	-	2,152.06	2,152.06	2,152.06
ATS Class of 2021	-	-	-	-	-	-	-	-	-	-	5,852.65	5,551.98	2,414.42
ATS Class of 2020	-	-	-	-	-	-	-	-	-	-	1,915.60	1,915.60	(907.25)
Yearbook	5,594.84	5,594.84	5,594.84	5,594.84	4,866.03	4,866.03	4,896.03	1,101.25	1,301.25	1,301.25	3,653.75	3,653.75	4,402.25
Music	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17
Drama	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	5,454.40	354.40	354.40	354.40
Wolf Pack K-2	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71
Student Council	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	930.71	787.71
Lego	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50
Scholarship	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,877.52	3,577.52
Field Trips	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	9,507.66	1,927.68	1,751.16	886.92	886.97	887.01	(235.94)	(233.17)	(233.13)	4,866.92	17,125.74	17,125.79	17,125.84
	31,389.51	23,809.53	23,633.01	22,768.77	22,040.01	22,040.05	20,947.10	17,155.09	17,355.13	17,355.18	41,886.81	41,443.19	35,931.33
<u>Other Accounts:</u>													
Grade 8	6,306.97	4,484.84	2,813.44	2,713.44	2,713.44	2,713.44	2,674.44	2,674.44	2,674.44	2,674.44	-	-	-
Grade 7	17,543.43	17,814.58	17,814.58	17,849.58	17,849.58	17,849.58	20,703.58	18,930.58	18,930.58	20,545.08	-	-	-
Surfers way	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Steam	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05	842.05
Stop Hungry Now	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00
Grade 3	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00
Wolfpack 3-5	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01
Wolfpack 6-8	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09
Special Ed / Alex's Lemonade	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87
	26,302.42	24,751.44	23,080.04	23,015.04	23,015.04	23,015.04	25,830.04	24,057.04	24,057.04	25,671.54	2,452.02	2,452.02	2,452.02
<u>Sustainability & Wellness:</u>													
Outdoor Ed	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	5,695.90	6,795.90	6,795.90	6,795.90	6,858.65	9,164.63	9,164.63	6,189.57
Healthy U	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,239.12	3,219.13	3,469.13	3,469.13	3,170.26	3,296.26	4,310.21
	8,935.02	8,935.02	8,935.02	8,935.02	8,935.02	8,935.02	10,035.02	10,015.03	10,265.03	10,327.78	12,334.89	12,460.89	10,499.78
Intrafund due to (from) P2P	-	(1,381.25)	(1,381.25)	(1,733.75)	(1,733.75)	(1,733.75)	(2,118.90)	(2,118.90)	(2,118.90)	-	-	-	-
Intrafund due to (from) Fines	-	116.00	116.00	116.00	116.00	116.00	141.00	141.00	141.00	-	-	-	-
Intrafund due to (from) CB	-	410.00	410.00	435.00	435.00	435.00	460.00	460.00	460.00	-	-	-	-
Intrafund due to (from) Caf	-	(452.37)	(452.37)	(375.53)	(375.53)	(375.53)	(234.82)	(234.82)	(234.82)	-	-	-	-
	-	(1,307.62)	(1,307.62)	(1,558.28)	(1,558.28)	(1,558.28)	(1,752.72)	(1,752.72)	(1,752.72)	-	-	-	-
TOTAL	66,626.95	56,188.37	54,340.45	53,160.55	52,431.79	52,431.83	55,059.44	49,474.44	49,924.48	53,354.50	56,673.72	56,356.10	48,883.13
Balance per bank	66,726.95	59,403.67	57,908.49	56,093.41	54,485.84	54,097.98	58,007.03	51,616.67	51,895.46	55,197.98	59,154.07	60,126.62	55,291.40
Less: Outstanding chks	(100.00)	(3,215.30)	(3,568.04)	(2,932.86)	(2,054.05)	(1,666.15)	(2,947.59)	(2,142.23)	(1,970.98)	(1,843.48)	(2,480.35)	(3,770.52)	(6,408.27)
Plus: Deposits in transit	-	-	-	-	-	-	-	-	-	-	-	-	-
Other items	-	-	-	-	-	-	-	-	-	-	-	-	-
Balance per books	66,626.95	56,188.37	54,340.45	53,160.55	52,431.79	52,431.83	55,059.44	49,474.44	49,924.48	53,354.50	56,673.72	56,356.10	48,883.13

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

(7,472.97) Net Activity (all subfunds)

Date	Reference	Description	Amount	SubFund
6/2/2021		tshirts - cash	210.00	ATS Class of 2021
6/2/2021		tshirts - checks	73.00	ATS Class of 2021
6/2/2021		Visions (donation)	1,000.00	Healthy U
6/3/2021	2354	Burnin Love Laser Engraving	(300.00)	outdoor Ed
6/4/2021		Various donations	68.80	Healthy U
6/4/2021	2355	Hollie Studios	(910.00)	outdoor Ed
6/4/2021	2355	Hollie Studios	250.00	outdoor Ed
6/4/2021	2356	NASP, Inc	(2,711.00)	outdoor Ed
6/4/2021	2357	Hollie Studios	(2,391.00)	ATS Class of 2021
6/5/2021		tshirts - cash	32.00	ATS Class of 2021
6/8/2021	2358	Nick Serraino	(389.15)	outdoor Ed
6/8/2021	2359	Mama's Cafe Baci	(700.00)	ATS Class of 2021
6/8/2021	2360	Michelle Ricci (ice cream)	(192.81)	ATS Class of 2021
6/8/2021	2361	Nick Serraino	(190.28)	outdoor Ed
6/10/2021		Scholarship donations - checks	1,100.00	scholarship
6/10/2021		Scholarship donations - cash	350.00	scholarship
6/10/2021		tshirts - cash	16.00	ATS Class of 2021
6/10/2021		tshirts - checks	8.00	ATS Class of 2021
6/14/2021	2362	Reese Puma	(100.00)	Scholarship
6/14/2021	2363	Vincent Clerico	(50.00)	Scholarship
6/14/2021	2364	Emma Ricci	(100.00)	Scholarship
6/14/2021	2365	Jennifer Jacobson	(100.00)	Scholarship
6/14/2021	2366	Morgan Rucker	(100.00)	Scholarship
6/14/2021	2367	Ben Nacimiento	(150.00)	Scholarship
6/14/2021	2368	Samantha Green	(50.00)	Scholarship
6/14/2021	2369	Isabella Metternich	(100.00)	Scholarship
6/14/2021	2370	Jaiden Torres	(50.00)	Scholarship
6/14/2021	2371	Grace Nagle	(50.00)	Scholarship
6/14/2021	2372	Parker Gang	(50.00)	Scholarship
6/14/2021	2373	Emma Freeborn	(50.00)	Scholarship
6/14/2021	2374	Gabriel Grabar	(50.00)	Scholarship
6/14/2021	2375	Cooper Ferguson	(50.00)	Scholarship
6/14/2021	2376	Karissa Williams	(100.00)	Scholarship
6/14/2021	2377	Michael Taliano	(50.00)	Scholarship
6/14/2021	2378	Rayna Bockbrader	(50.00)	Scholarship
6/14/2021	2379	Rebecca Tattersall	(50.00)	Scholarship
6/14/2021	2380	Gabrielle Lopate	(50.00)	Scholarship
6/14/2021	2381	Meredith Severinson	(50.00)	Scholarship
6/14/2021	2382	Max Sharrett	(50.00)	Scholarship
6/14/2021	2383	Nicholas Cetani	(50.00)	Scholarship
6/14/2021	2384	Liam Parr	(50.00)	Scholarship
6/14/2021	2385	Dilpreet Singh	(50.00)	Scholarship
6/14/2021	2386	Izabella Rueda	(50.00)	Scholarship
6/14/2021	2387	Jack Patterson	(50.00)	Scholarship

6/14/2021	2388 Krish Bahl	(50.00) Scholarship
6/14/2021	2389 Mason Scafati	(50.00) Scholarship
6/14/2021	2390 Amazon Business	(54.85) Healthy U
6/15/2021	Tranquillity Farms (donation)	695.00 outdoor Ed
6/15/2021	JOMO Enterprises - Allamuchy Night Out	530.37 outdoor Ed
6/15/2021	Sweatshirts	16.00 ATS Class of 2021
6/15/2021	Scholarships	50.00 Scholarship
6/17/2021	yearbook purchases	120.00 yearbook
6/17/2021	yearbook purchases	568.50 yearbook
6/23/2021	yearbook purchases	60.00 yearbook
6/23/2021	Boating donations (x2)	50.00 outdoor Ed
6/29/2021	2391 Calico Country Flowers (grad flowers)	(208.75) ATS Class of 2021
6/29/2021	2392 Hollie Studios - reunion shirts	(399.00) ATS Class of 2020
6/29/2021	2393 Tranquillity Store - reunion food	(400.00) ATS Class of 2020
6/29/2021	2394 Cold Stone Creamery - reunion food	(450.00) ATS Class of 2020
6/29/2021	2395 Michelle Ricci (reunion supplies)	(148.85) ATS Class of 2020
6/29/2021	2396 Dalcourts Desserts (reunion food)	(225.00) ATS Class of 2020
6/30/2021	Staff for 2020 reunion (6x\$200)	(1,200.00) ATS Class of 2020
6/30/2021	Interest	0.05 miscellaneous

School Year 2021-2022
SCHOOL FOOD AUTHORITY(SFA)/FOOD SERVICE MANAGEMENT COMPANY (FSMC)
COST REIMBURSABLE CONTRACT RENEWAL CHECKLIST
(5th Year Renewal and 6th and 7th Year Covid Renewals ONLY)

Submit renewal and supporting documents **by email** to: DFNContracts@ag.nj.gov
Deadline to submit renewal documents is May 31, 2021
June reimbursement will be placed on hold for SFAs that do not meet May 31, 2021 deadline

A. CONTRACT RENEWAL

- ONE completed and signed State Agency developed FSMC contract renewal (Form #18CR, Form #18CR-COVID 6th Year, Form #18CR-COVID 7th Year)

Both formats must include:

- ✚ Blanks filled in where indicated
- ✚ Boxes checked where indicated
- ✚ Board meeting date and resolution/agenda item completed (public and charter schools)
- ✚ **THREE** Signatures:
 1. SFA Board President
 2. SFA Business Administrator/Board Secretary
 3. Authorized FSMC Representative

B. REQUIRED RENEWAL ATTACHMENTS

- Form 23CR [Public] / Form 23CR [Nonpublic]:** Completed entire Response & Projected Operating Statement with projected budget for school year 2021-2022

Note:

- ✚ Form 23 is available in SNEARS>Resources>FSMC Contract Documents
- ✚ Incomplete and/or unsigned documents will be returned to the SFA and will delay approval
- ✚ DO NOT send this checklist (#16CR) to the State Agency. It is for informational purposes only to assist the SFA in submitting required documents
- ✚ Check Index Rate before Board Meeting Renewal approval (Public/Charter) or before signing Renewal (Non-Public)

**FOOD SERVICE MANAGEMENT COMPANY COST REIMBURSABLE
 COVID CONTRACT RENEWAL (6th Year)
 SCHOOL YEAR 2021-2022**

(This renewal is for SFAs whose Contract Base Year is 2016- 2017 ONLY)

School Food Authority (SFA)	Allamuchy Township Board of Education
Agreement Number	04100030
Certifier's Email	jschlessinger@aes.k12.nj.us
Alternate Certifier's Email	donnat@aes.k12.nj.us
Food Service Management Co. (FSMC)	Maschio's Food Services, Inc.

Base Year Contract Start Date: July 1, 2016 End Date: June 30, 2017

Check the box if the SFA is participating in the following programs during school year **2021-2022**:

- Breakfast Lunch Snack SFSP CACFP

The purpose of this renewal is to renew the existing Food Service Management Company Contract, allowing (1) additional year beyond the 5th contract year per the USDA Nationwide Waiver of Food Service Management Company Contract Duration in the National School Lunch Program and Summer Food Service Program (COVID-19: Child Nutrition Response #71), as previously amended and renewed (if applicable). The terms and conditions will remain the same except as set forth below.

A. DURATION OF CONTRACT RENEWAL

This renewal begins on July 1, 2021 and ends on June 30, 2022.

B. MANAGEMENT AND/OR ADMINISTRATIVE FEE

The SFA shall pay the FSMC the following: *Check the fee structure that applies from Base Year Contract*

- Management/Administrative Fee (all one fee) \$ _____ per meal SY 2021-2022
- Management Fee \$ _____ per meal
- Administrative Fee \$ _____ per meal
- Management/Administrative Total Flat Fee (all one fee) \$ 7,835.83 SY 2021-2022
- Management Total Flat Fee \$ _____ SY 2021-2022
- Administrative Total Flat Fee \$ _____ SY 2021-2022

The Meal Equivalent Conversion Factor in the Base Year Contract used to determine the Meal Equivalents served by the FSMC remains the same for each renewal.

This Conversion Factor is: \$ _____.

The Meal Equivalent Conversion Factor **does not** apply to **Flat Fee** contracts.

C. FINANCIAL GUARANTEES

Response and Projected Operating Statement (Form #23CR) **must be completed for SY 2021-2022 and returned with this contract renewal.**

FSMC Guarantee to the SFA for SY 2021-2022: FSMC Guarantee to SFA from SY 2020-2021:

- | | |
|---|--|
| <input type="checkbox"/> No Guarantee | <input type="checkbox"/> No Guarantee |
| <input checked="" type="checkbox"/> Breakeven (0 Cost) | <input type="checkbox"/> Breakeven (0 Cost) |
| <input type="checkbox"/> Loss (Amount of Loss) \$ _____ | <input type="checkbox"/> Loss (Amount of Loss) \$ _____ |
| <input type="checkbox"/> Return (Amount of Return) \$ _____ | <input checked="" type="checkbox"/> Return (Amount of Return) \$ <u>7,000.00</u> |

Choose one:

- FSMC loss or return to the SFA is **Unlimited**
- FSMC loss or return to the SFA is **Limited to** (Indicate Amount) \$ _____
- FSMC loss or return to the SFA is **Limited to** the FSMC's Management Fee

Guarantee Reimbursement Conditions and Assumptions remain the same as previously agreed upon in the Base Year Contract.

D. SUMMER FOOD SERVICE PROGRAM (SFSP):

By renewing this contract, SFAs participating in SFSP certify that the Summer Food Service Program (SFSP) was procured in the 2016-2017 Base Year RFP/Contract or was procured separately through the SFSP Unit.

More information about the SFSP can be found at:

https://www.nj.gov/agriculture/divisions/fn/childadult/summer_food.html

E. CHILD AND ADULT CARE FOOD PROGRAM (CACFP):

By renewing this contract, SFAs participating in the CACFP for SY 2021-2022 must procure meals for the CACFP separately following CACFP requirements.

More information about the CACFP can be found at:

<https://www.nj.gov/agriculture/divisions/fn/childadult/food.html>

CERTIFICATIONS:

I certify that the increase in the Management/Administrative Fee (combined as one fee) in this renewal **DOES NOT** exceed the Index Rate as calculated below:

Allowable COVID-19 Renewal Fee Increase (Based on Index Rate)		
	Fee 1	Fee 2
Base Year Fee(s) (2016-2017)	\$7,061.00	
First Renewal Fee(s) (2017-2018)	\$7,272.00	
Second Renewal Fee(s) (2018-2019)	\$7,483.00	
Third Renewal Fee(s) (2019-2020)	\$7,624.00	
Fourth Renewal Fee(s) (2020-2021)	\$7,765.22	
COVID-19 Renewal #1 Fee(s) (2021-2022) (6 th Year)	\$7,835.83	

The Index Rate Percentage is posted on: *NJ Department of Community Affairs website:*
http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl_docs/cur_index_rate.pdf

Public and Charter Schools must complete the following

I certify that this Contract Renewal was approved by the Board of Education and that the fee, total cost of the contract renewal (from Form #23CR), and guarantee information are included in the official Board Minutes.

Board Meeting Date: July 26, 2021 Resolution/Agenda Number _____

Except as specifically set forth in this Renewal, all other terms and conditions of the Contract shall remain the same and continue to be in full force and effect. In the event of a conflict between the provisions of the Contract and this Renewal, the provisions of this Renewal shall be controlling as to the matters set forth herein. The Parties agree that upon the effective date of this Renewal, it shall become a binding and integral part of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Renewal to be signed by their duly authorized representatives.

SCHOOL BOARD PRESIDENT

SCHOOL FOOD AUTHORITY BUSINESS
ADMINISTRATOR/Administrator

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

FOOD SERVICE MANAGEMENT COMPANY REPRESENTATIVE

Printed Name: Kenneth N. Torchia

Signature: _____

Title: CEO

Date: _____

**SHARED SERVICE AGREEMENT
School Psychologist**

THIS AGREEMENT made this 1st day of July, 2021 between the ALLAMUCHY TOWNSHIP BOARD OF EDUCATION, which has offices at 20 Johnsonburg Road, Allamuchy, New Jersey 07820 (hereinafter referred to as "Allamuchy") and the KNOWLTON TOWNSHIP BOARD OF EDUCATION, which has offices at P. O. Box 227, Delaware, New Jersey (hereinafter referred to as "KNOWLTON").

WITNESSETH:

WHEREAS, the Uniformed Shared Services and Consolidation Agreement, N.J.S.A. 40:65-1, et seq., authorizes local school districts to enter into a contract with each other to subcontract any service which the parties to an agreement are empowered to render within its own jurisdiction; and

WHEREAS, Allamuchy and Knowlton are both required to provide the services of a School Psychologist for their respective school districts; and

WHEREAS, Allamuchy and Knowlton are of the opinion that the services of a School Psychologist can be more efficiently and economically provided to their respective school districts through a joint agreement for the subcontracting of such services; and

WHEREAS, the parties are desirous of entering into a Uniformed Shared Services and Consolidation Agreement which would authorize the subcontracting of the services of a School Psychologist by Knowlton to Allamuchy; and

NOW THEREFORE, based on the foregoing premises and in consideration of the mutual promises and covenants of the parties as set forth below, both Allamuchy and Knowlton hereby agree as follows:

Knowlton hereby agrees to provide the services of its School Psychologist, Gretchen Stefankiewicz, for the purpose of providing general Child Study Team duties for Allamuchy. The services that the School Psychologist shall provide to Allamuchy shall be in accordance with the appropriate job description of said position developed by Allamuchy. Allamuchy shall pay Knowlton an annual sum of fifty percent (50%) of the cost of the annual salary and benefits of the School Psychologist. Should a waiver of benefits be granted to the school psychologist, each district will be responsible for 50% of the waiver payment. The share portion for Allamuchy is \$41,870.50 for the 2021-2022 school year.

Allamuchy shall pay Knowlton for School Psychologist services on a monthly basis with the first payment due October 1, 2021. Knowlton shall bill Allamuchy on a monthly basis for said services.

This Agreement shall commence on July 1, 2021 and end on June 30, 2022. Either party may terminate this Agreement by providing sixty (60) days written notice to the other party. The school psychologist will be shared on a rotation basis as per attached schedule.

This Agreement sets forth the entire understanding of the parties hereto with respect to its subject matter. The Agreement shall not be modified, in whole, or in part, except by a writing signed by each of the parties hereto.

1. Governing Law

This Agreement shall, in all respects, be governed by and construed under the laws of the State of New Jersey.

2. Severability

If any term or condition of this Agreement, or any application of this Agreement shall be determined to be contrary to the laws of the State of New Jersey or the United States, such terms or condition or application shall not be deemed to be valid except to the extent permitted by law, but all other terms and conditions and applications shall continue in full force and effect.

3. Public Inspection

Each party shall maintain a copy of this Agreement on file at its offices, which shall be open to the public for inspection.

4. Disputes

Should a dispute arise concerning this contract, all disputes would be first reviewed by the County Superintendent prior to any court intervention.

5. Notices

All notices and other communications hereunder shall be in writing and shall be deemed to have been given when delivered or three (3) days after mailed by First-Class Registered or Certified Mail, postage prepaid addressed to:



Knowlton Township Board of Education

Date 6/21/21

Allamuchy Township Board of Education

Date

AIA[®] Document A101[™] – 2007 – Modified

*Standard Form of Agreement Between Owner and Contractor
where the basis of payment is a Stipulated Sum*

AGREEMENT made as of the **16th day of June** in the year **2021**
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Allamuchy Township School District
20 Johnsonburg Road
Allamuchy, NJ 07820

and the Contractor:
(Name, legal status, address and other information)

Cro-International Inc.
855 Ridgewood Ave.
North Brunswick, NJ 08902
732-846-5580
stjepan@crointernationalinc.com

for the following Project:
(Name, location and detailed description)

Rutherford Hall Roof Gutter & Downspout Restoration project
1688 Route 517
Allamuchy, NJ 07820

The Architect:
(Name, legal status, address and other information)

Eclectic Architecture, LLC
20 Municipal Drive
Phillipsburg, New Jersey 08865
o: 908-387-8630

The Owner and Contractor agree as follows.

TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS
10	INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others. The Contractor will not be compensated for labor or materials outside the scope of Work that is not properly authorized.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date fixed in a Notice to proceed issued by the Owner or the Architect.

(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

June 28, 2021

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

Not applicable.

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial and Final Completion of the entire Work as follows:

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)

Portion of Work

Substantial Completion

Final Completion

Completion Date

120th day after signing contract

150th day after signing contract

, subject to adjustments of this Contract Time as provided in the Contract Documents.

Should the Contractor fail to complete fully, and in conformity with all provisions of the Contract within the Contract Time, the Contractor shall, and hereby agrees to pay the Owner **two-hundred and fifty dollars (\$250)** per day per school for missed milestones, for each consecutive calendar day beyond the number of days allowed by the Contract for each milestone, including the Substantial Completion milestone and the Final Completion milestone, which sum is agreed upon as reasonable and proper measure of damages that the Owner will sustain per diem by failure of Contractor to complete Work within time as stipulated; it being recognized by Owner and Contractor that the injury to Owner that could result from a failure of the Contractor to complete on schedule, is uncertain and cannot be computed exactly. In no way shall costs of Liquidated Damages be construed as a penalty to the Contractor. The imposition of Liquidated Damages shall not serve as a bar against the Owner’s recovery of any other or further damages that exceed the Liquidated Damages amount. Contractor agrees that the Owner may withhold or deduct Liquidated Damages from the Contract Sum or Contract Balance.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum, inclusive of all Project Allowances, shall be **two hundred and ten thousand dollars (\$210,000)** subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

The Contract Sum does not include any alternates but does include a negotiated removal of the masonry scope of work.

The masonry scope of work removed is specifically: On Dwg. A-1 Section “E. Masonry” scopes of work on the Gutter Schedule notes numbered 31, 32, 33, 34, 35, 36, and 37 and associated with the Specification Section Division 04 Masonry 04 01 00 “Masonry Restoration and Cleaning”

§ 4.3 Unit prices, if any:

(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price Per Unit (\$0.00)
Not applicable – masonry scope removed		

§ 4.4 Allowances included in the Contract Sum, if any:

(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
Not applicable – no allowances	

Any unused Allowances, or any unused portion thereof, shall belong to the Owner. The use of any Allowance shall be at the Owner’s discretion.

ARTICLE 5 PAYMENTS

§ 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 The Contractor shall submit a Preliminary Payment Request (Pencil Requisition) to the Architect on the twenty-fifth (25th) day of any given calendar month for Work performed during that month. Upon receipt of the Pencil Requisition from the Contractor, the Architect shall review the Pencil Requisition and approve or disapprove of it in whole or in part as set forth hereafter. The Architect shall return the Pencil Requisition to the Contractor, with those charges that are approved or disapproved, if any, by the Architect, for the Contractor's incorporation into an Application for Payment. The Contractor shall submit a formal Application for Payment to the Architect for review and approval by the Architect incorporating any revisions made by the Architect in the Pencil Requisition submission. Within receipt of Contractor's Application for Payment, the Architect shall take any one of the following actions:

- 1) Certify the entire Application for Payment;
- 2) Certify partial payment and provide the Contractor with reasons for withholding the remaining portion of the payment; or
- 3) Withhold certification of the entire Application for Payment and provide the Contractor with reasons for withholding the entire payment.

Once the Application for Payment is certified either in whole or in part, the Architect shall transmit the Certified Payment Application to the Owner for its review and payment. The Owner shall make payment to the Contractor for the Certified Payment Amount by no later than thirty (30) calendar days following receipt of the Certificate for Payment from the Architect. The Owner shall not be obligated to pay any Application for Payment until the Application for Payment is certified by the Architect. Approval of any Application for Payment may be withheld should the Contractor fail to submit Manning Reports in a timely manner.

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage. Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™–2007, General Conditions of the Contract for Construction, as modified and included as part of the Project Manual;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage.
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201–2007, as modified and included as part of the Project Manual.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.8 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and
(Section 9.8.5 of AIA Document A201–2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)

- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2007, as modified and included as part of the Project Manual.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be determined as follows:

A retainage of 10% of the amount due on each partial payment shall be withheld pending completion of the project and will be paid in full within 45 days of the final acceptance date

§ 5.1.9 Except with the Owner’s prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site. The Owner shall not be required to make payment to Contractor for any such advance payments.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract and complied with all requirements of the Contract Documents except for the Contractor’s responsibility to correct Work as provided in Section 12.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect and approved by the Owner.

§ 5.2.2 The Owner’s final payment to the Contractor shall be made in accordance with Section 5.1.3 after the issuance of the Architect’s final Certificate for Payment.

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Article 15 of AIA Document A201–2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201-2007, the method of binding dispute resolution shall be as follows:

(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

Arbitration pursuant to Section 15.4 of AIA Document A201-2007

Litigation in a court of competent jurisdiction

Other *(Specify)*

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007, as modified and included as part of the Project Manual.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007, as modified and included as part of the Project Manual.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2007 as modified and included as part of the Project Manual, or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall in no instance bear interest, except as may be required by law in accordance with Section 5.1.3 hereof.

§ 8.3 The Owner's representative:
(Name, address and other information)

Allamuchy Township School District
c/o: Jim Schlessinger
20 Johnsonburg Road
Allamuchy, NJ 07820

§ 8.4 The Contractor's representative:
(Name, address and other information)

Cro-International Inc.
c/o Stjepan Vuk
855 Ridgewood Ave.
North Brunswick, NJ 08902
732-846-5580
stjepan@crointernationalinc.com

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 The Contractor shall ensure that the Project Site is maintained in a clean and safe condition at all times, based upon Owner's sole discretion. If the Contractor fails to keep the Project Site in a clean and safe condition, said failure shall result in the following:

- .1 all claims resulting from the Contractor's failure shall be the Contractor's responsibility;
- .2 said failure shall constitute an act of default and a substantial breach of the Contract giving the Owner remedies under the Contract Documents; and
- .3 the Owner shall have the right to withhold any payments until the Contractor cures its failure.

Failure to do so shall authorize the Owner to withhold any Applications for payment until such time as the Contractor has rectified same. Further, if the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the cost thereof shall be charged to the Contractor.

§ 8.7 The Contractor shall indemnify, defend and hold the Owner harmless from and against all claims made against, or damages and losses incurred by the Owner of any type whatsoever arising from (a) the Contractor's or any Subcontractor's intentional or negligent acts or omissions in performing its obligations in accordance with this Agreement, (b) the Contractor's breach of this Agreement, (c) the Contractor's or any Subcontractor's negligent or intentional acts, errors, or omissions arising out of, or in connection with, this Agreement, (d) the Contractor's or any of its Subcontractor's violation of, or failure to comply with, any applicable law, statute, regulation, ordinance, or code, and/or (e) the Contractor's or any Subcontractor's failure to comply with the Contract Documents.

§ 8.8 The Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available upon request.

§ 8.9 It is the obligation of the Contractor to provide a full and complete copy of all insurance policies, at the Contractor's sole expense, upon request by the Owner.

§ 8.10 Where, in the course of the Work, the Contractor believes that conflicts exist between the Drawings and Specifications, the Architect will interpret the intent thereof. It is expressly stipulated that neither the Drawings, nor the Specifications shall take precedence over the other. The Architect will interpret or construe the Drawings and

Specifications so as to secure the most substantial and complete performance of the Work as is most consistent with the needs and requirements of the Work.

§ 8.11 T In the case of conflict between this Standard Form of Agreement and any of the documents comprising the Project Manual, including but not limited to the Instructions to Bidders, modified General Conditions (A201), the Project Specifications, and any other exhibits incorporated by reference in this Contract, the terms and conditions most favorable to the Owner shall control.

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below, and incorporated herein as if set forth in their entirety.

§ 9.1.1 The Agreement is this executed AIA Document A101–2007, Standard Form of Agreement Between Owner and Contractor, as modified.

§ 9.1.2 The General Conditions are AIA Document A201–2007, General Conditions of the Contract for Construction, as modified.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
As set forth in the Project Manual.			

§ 9.1.4 The Specifications are those contained in the Project Manual
(Either list the Specifications here or refer to an exhibit attached to this Agreement)

Document	Title	Date	Pages
Proj. Man. Vol.1 of 2	Front End Specification	February 1, 2021	
Proj. Man. Vol.2 of 2	Technical Specification	February 1, 2021	

§ 9.1.5 The Drawings are as follows:
(Either list the Drawings here or refer to an exhibit attached to this Agreement)

See List of Drawings, as referenced on the drawing Title Sheet.

Drawing Numbers	Title	Date	Pages
A1	Notes, Roof Plan	February 1, 2021	3 (24"x36") total
A2	Building Elevations, Work Notes		
A3	Building Elevations, Details		

§ 9.1.6 The Addenda, if any:

Addendum Number	Date	Pages
As acknowledged in the bid submission		
No Addenda		

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

- .1 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:
- .2 Other documents, if any, listed below:

Letter of Award and All Bid Documents submitted by Contractor.

ARTICLE 10 INSURANCE AND BONDS

The Contractor shall purchase and maintain insurance and provide bonds as set forth in the General Conditions of the Contract for Construction.

This Agreement entered into as of the day and year first written above.

OWNER

Allamuchy Township School District
20 Johnsonburg Road
Allamuchy, NJ 07820

CONTRACTOR

Cro-International Inc.
855 Ridgewood Ave.
North Brunswick, NJ 08902

OWNER (Signature)

CONTRACTOR (Signature)

OWNER (Printed name and title)

CONTRACTOR (Printed name and title)

DATE

DATE

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
EMPLOYMENT CONTRACT
CHRISSIE AULENBACH
ADMINISTRATIVE ASSISTANT – 12 Month
2021 - 2022

It is agreed between the Board of Education of Allamuchy Township in the County of Warren (the "Board") and Chrissie Aulenbach ("Employee") that the Board of Education has employed and does hereby engage and employ the Employee to be an Administrative Assistant in the public schools, under the control of the Board of Education, from the 1st day of July, 2021 to the 30th day of June, 2022, at the salary of \$41,500, to be paid in equal semi monthly installments and no stipends.

The parties agree that said Employee shall perform the duties of Administrative Assistant in and for the District as prescribed by the laws, rules and regulations of the State of New Jersey and by the job description, policies, rules and regulations made thereunder by the Board and any amendments thereto that may hereinafter become effective during the term of this Agreement, subject, however, to the provisions of this Agreement. Said employment is upon the following terms and conditions:

Calendar Year - Employee shall begin 12-Month employment service on the 1st day of July, 2021.

Work Day/Work Week. Employee Work Day will be ~~7:30am--4:00pm~~. **8 hours in length and include a 40 minutes lunch.** The normal workweek will be forty (40) hours. **Start and end times will be determined by the building administrator.**

Sick Days and Personal Days - The employee shall receive (12) sick days and (3) personal **discretion** days. Unused sick days shall be accumulative in the ensuing contract years. The employee will be compensated for his/her unused sick days earned at the Allamuchy School District upon retirement, at his/her then per diem rate based upon (1/260) of his/her salary at the time of retirement from the district up to a maximum of \$7,000. Any unused personal days not used at the end of the school year shall be paid at the rate of 1/260 of the annual salary not to exceed \$500 and/or any unused personal days will convert to sick days as per NJSA 18A:30-7. Payment for unused sick days upon retirement will be paid by the district over a minimum of two years, with the first payment used July 1st of the calendar year following retirement.

Holidays – the following holidays will be non-working days.

- (a) Independence Day
- (b) Labor Day
- (c) Thanksgiving Day
- (d) Day after Thanksgiving
- (e) December 24
- (f) Christmas Day
- (g) December 31
- (h) New Year's Day
- (i) Martin Luther King Day
- (j) President's Day
- (k) Good Friday

- (l) Easter Monday
- (m) Memorial Day

In the event any of these holidays fall on a non-scheduled work day (ie: weekend), then a day will be chosen by the Superintendent to represent the holiday (i.e. Christmas falling on a Sunday). If for any reason a school day is scheduled or re-scheduled on a specified holiday, the employee will select another day to be used in lieu of the holiday. The employee must obtain the prior written approval of the immediate supervisor/administrator for taking this day.

VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

Vacation Time Structure:

- 1-5 year(s) - 10 days
- 6-10 years - 13 days
- 11-15 years - 16 days
- 16+ years - 20 days

The employee may only carry over (5) unused vacation days from one year to the next. Days not utilized will be lost.

HEALTH CARE PROTECTION. The Board shall provide the health-care insurance protection hereinafter set forth. The Board shall pay the full premium for individual coverage, as requested in accordance with the regulations of the benefits provider. Insurance premiums (hospitalization, physician, and major medical) are paid by the Board of Education and the Administrative Assistant shall contribute the percentage of salary pursuant to law. Payments will be based on yearly premiums and paid in equal payments in each paycheck. Payments can be paid from pre-tax dollars.

Employee may waive coverage in any of the health benefits plans if he/she is covered through his/her spouse's health plan, and in accordance with procedures established by the Board. The Employee will be paid 25% of the net employer savings in lieu of benefits for waiving individual coverage up to a maximum of \$2500.

The said party of the second part hereby accepts the employment aforesaid and agrees to faithfully do and perform duties under the employment aforesaid, and to observe and enforce the rules prescribed for the government of the school by the Board of Education.

It is hereby agreed by the parties that this contract may at any time be terminated by either party giving to the other ten (10) days' notice in writing of intention to terminate same, but that in the absence of any provision herein for a definite number of days' notice the contract shall run for the full term named above.

Dated this ___ day of ____ 2021, Board of Education of the Township of Allamuchy in the County of Warren.

President 

Employee 

Attest

Secretary

EMPLOYMENT CONTRACT BETWEEN THE
ALLAMUCHY BOARD OF EDUCATION AND
JENNIFER GALLEGLY
ALLAMUCHY TOWNSHIP SCHOOL DISTRICT

This Agreement shall constitute the employment agreement between the Allamuchy Board of Education (the “Board”) and Jennifer Gallegly (the “Employee”) who the Board will employ as a Principal of the Allamuchy Township School. It shall be effective July 1, 2021 through June 30, 2022. The terms of this Agreement shall remain in full force and effect unless otherwise amended in writing and agreed by both the Board of Education and Jennifer Gallegly, or in the event any term may be contrary to law.

Position: Principal, 12-month contract

The parties agree that said Employee shall perform the duties of Allamuchy Township School Principal in and for the District as prescribed by the laws, rules and regulations of the State of New Jersey and by the job description, policies, rules and regulations made thereunder by the Board and any amendments thereto that may hereinafter become effective during the term of this Agreement, subject, however, to the provisions of this Agreement. Said employment is upon the following terms and conditions:

Term of Contract. The term of this contract shall be July 1, 2021 through June 30, 2022.

Salary: The annual salary shall be \$113,400.00. The annual salary shall be paid in 24 equal installments in accordance with the policy of the Board governing payment of other professional staff members in the District.

Work Day/Work Week. ~~Employee’s Work Day will be 8am – 4:30pm. The workweek shall be forty (40) hours.~~ Administrators recognize that as academic and administrative leaders their work hours may not be governed by ‘clock in/clock out’ times; they may be required to arrive before other staff members, remain at school after all other staff departs or return for evening programs. Administrators will exercise their professional judgment in determining to do so, however, the Superintendent may direct the attendance of individuals at these events as necessary. Meetings of the Board of Education and other obligations required outside of the normal Work Day and Work Week, as set forth in the job description and/or as required by the superintendent, shall be considered part of the professional responsibility of the position and will not require additional compensation.

VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

Vacation Time Structure:

- 1-5 year(s) - 10 days
- 6-10 years - 13 days
- 11-15 years - 16 days
- 16+ years - 20 days

The employee may only carry over (5) unused vacation days from one year to the next. Days not utilized will be lost.

Sick Days and Personal Days: Employee shall be entitled to twelve (12) sick days and ~~five (5)~~ **three (3)** personal days annually. Unused sick days are accumulated in the ensuing years. Employee shall be compensated for her unused sick days earned at Allamuchy School District only when she retires from the district per sick day payout provisions in this contract. This compensation figure may not exceed \$7000. Any personal days not used at the end of the school year shall be paid at the rate of ~~\$55 per day not to exceed \$500~~ **1/260 of the annual salary** and/or converted to sick days

Bereavement: In the event of a death of a member of the Employee's family or friend, the Employee will be excused without loss of pay for a period not to exceed the number of days listed in the table below.

Spouse, Parent, Parent-in-Law, Brother/Sister, Child, Grandchild, person living in employee's home for minimum of one (1) year.	Not to exceed five (5) days
Brother-in-Law/Sister-in-Law, Son-in-Law/ Daughter-in-Law, Grandparent	Not to exceed three (3) days
Grandparent-in-Law, Aunt, Uncle, First Cousin, Niece, Nephew	Not to exceed two (2) days
Friend or other relative (not to exceed two [2] per fiscal year)	Not to exceed one (1) day (up to two [2] occasions per fiscal year)

Annuity: The Board, at the request of the Employee and in accordance with State law, shall permit him to participate in a tax deferred annuity program approved by the District of her choosing.

Duties: That the Employee shall exercise her duties in accordance with all applicable laws, rules and regulations of the State of New Jersey and in accordance with the provisions of duly adopted job description, Board policies, rules, regulations and directives.

Reimbursement Expenses: That the Board shall provide the Employee with reimbursement for transportation required in the performance of official duties during her employment under this contract in accordance with Board policy.

HEALTH CARE PROTECTION. The Board shall provide the health-care insurance protection hereinafter set forth. The Board shall pay the full premium for family coverage, as requested in accordance with the regulations of the benefits provider. Insurance premiums (hospitalization, physician, and major medical) are paid by the Board of Education and the Principal shall contribute the percentage of salary pursuant to law. Payments will be based on yearly premiums and paid in equal payments in each paycheck. Payments can be paid from pre-tax dollars.

The Principal may waive coverage in any of the health benefits plans if he/she is covered through his/her spouse's health plan, and in accordance with procedures established by the Board. The Principal will be paid 25% of the net employer savings in lieu of benefits for waiving individual coverage up to a maximum of \$2500.

Professional Development: The Board expects the Employee to continue her professional development as required by law. Therefore, tuition reimbursement for coursework related to the position may be approved and reimbursed subject to approval of the Superintendent in advance and adherence to the other requirements set forth in New Jersey law. The Employee may also attend appropriate professional training or meetings at the local and state level, the expense of said attendance may be paid by the Board of Education. The Board may reimburse the Employee for the reasonable cost of belonging to job-related organizations. Approval by the Board prior to enrollment in training, meetings, or membership in professional or job-related organizations is required.

Graduate School Tuition: Tuition will be reimbursed at 75% of cost at the New Jersey – Rutgers rate.

Circumstances where an employee resigns subsequent to receipt of tuition reimbursement:

- Employees who resign from their position within year 1 or 2 of approved request for reimbursement (reimbursement requests must be made within one month of course completion) for tuition reimbursement will be required to reimburse the District 100% of said amount.
- Employees will reimburse the Allamuchy School District in a lump sum within one (1) year from the effective date of resignation. In cases where financial hardship can be demonstrated, the employee may be granted an extension by the Board, not to exceed one (1) additional year to satisfy their reimbursement to the District.

An Employee will not be subject to the aforesaid tuition reimbursement payback provisions due to their:

- Resignation from the District after 2 years from the date of their approved course work reimbursement;
- Furlough or discharge;
- Resignation due to disability.

TERMINATION. It is hereby agreed by the parties hereto that this contract may at any time be terminated by either party giving the other sixty (60) days' notice in writing of intentions to terminate the same.

In Witness Whereof, the parties have hereunto set their hands and seal this __ day of June 2021.

Attest:

Allamuchy Township Board of Education

James Schlessinger, Business Administrator

Lisa Strutin, President

Employee: Jennifer Gallegly

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
EMPLOYMENT CONTRACT

PATSY GARDINER

ADMINISTRATIVE ASSISTANT – 12 Month
2021 - 2022

It is agreed between the Board of Education of Allamuchy Township in the County of Warren (the "Board") and Pat Gardiner ("Employee") that the Board of Education has employed and does hereby engage and employ the Employee to be an Administrative Assistant in the public schools, under the control of the Board of Education, from the 1st day of July, 2021 to the 30th day of June, 2022, at the salary of \$41,500, to be paid in equal semi monthly installments and no stipends.

The parties agree that said Employee shall perform the duties of Administrative Assistant in and for the District as prescribed by the laws, rules and regulations of the State of New Jersey and by the job description, policies, rules and regulations made thereunder by the Board and any amendments thereto that may hereinafter become effective during the term of this Agreement, subject, however, to the provisions of this Agreement. Said employment is upon the following terms and conditions:

Calendar Year - Employee shall begin 12-Month employment service on the 1st day of July, 2021.

Work Day/Work Week. Employee Work Day will be ~~7:30am - 4:00pm~~. 8 hours in length and include a 40 minutes lunch. The normal workweek will be forty (40) hours. Start and end times will be determined by the building administrator.

Sick Days and Personal Days - The employee shall receive (12) sick days and (3) personal discretion days. Unused sick days shall be accumulative in the ensuing contract years. The employee will be compensated for his/her unused sick days earned at the Allamuchy School District upon retirement, at his/her then per diem rate based upon (1/260) of his/her salary at the time of retirement from the district up to a maximum of \$7,000. Any unused personal days not used at the end of the school year shall be paid at the rate of 1/260 of the annual salary not to exceed \$500 and/or any unused personal days will convert to sick days as per NJSA 18A:30-7. Payment for unused sick days upon retirement will be paid by the district over a minimum of two years, with the first payment used July 1st of the calendar year following retirement.

Holidays – the following holidays will be non-working days.

- (a) Independence Day
- (b) Labor Day
- (c) Thanksgiving Day
- (d) Day after Thanksgiving
- (e) December 24
- (f) Christmas Day
- (g) December 31
- (h) New Year's Day
- (i) Martin Luther King Day
- (j) President's Day
- (k) Good Friday

- (l) Easter Monday
- (m) Memorial Day

In the event any of these holidays fall on a non-scheduled work day (ie: weekend), then a day will be chosen by the Superintendent to represent the holiday (i.e. Christmas falling on a Sunday). If for any reason a school day is scheduled or re-scheduled on a specified holiday, the employee will select another day to be used in lieu of the holiday. The employee must obtain the prior written approval of the immediate supervisor/administrator for taking this day.

VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

Vacation Time Structure:

- 1-5 year(s) - 10 days
- 6-10 years - 13 days
- 11-15 years - 16 days
- 16+ years - 20 days

The employee may only carry over (5) unused vacation days from one year to the next. Days not utilized will be lost.

HEALTH CARE PROTECTION. The Board shall provide the health-care insurance protection hereinafter set forth. The Board shall pay the full premium for individual coverage, as requested in accordance with the regulations of the benefits provider. Insurance premiums (hospitalization, physician, and major medical) are paid by the Board of Education and the Administrative Assistant shall contribute the percentage of salary pursuant to law. Payments will be based on yearly premiums and paid in equal payments in each paycheck. Payments can be paid from pre-tax dollars.

Employee may waive coverage in any of the health benefits plans if he/she is covered through his/her spouse's health plan, and in accordance with procedures established by the Board. The Employee will be paid 25% of the net employer savings in lieu of benefits for waiving individual coverage up to a maximum of \$2500.

The said party of the second part hereby accepts the employment aforesaid and agrees to faithfully do and perform duties under the employment aforesaid, and to observe and enforce the rules prescribed for the government of the school by the Board of Education.

It is hereby agreed by the parties that this contract may at any time be terminated by either party giving to the other ten (10) days' notice in writing of intention to terminate same, but that in the absence of any provision herein for a definite number of days' notice the contract shall run for the full term named above.

Dated this 16 day of July 2021, Board of Education of the Township of Allamuchy in the County of Warren.

President 

Employee 

Attest

Secretary

EMPLOYMENT AGREEMENT BETWEEN
ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
AND ANN LONGYHORE

It is hereby agreed by and between the Board of Education of the Allamuchy Township School District, located in Warren County, in the State of New Jersey (hereinafter called the "Board") and Ann Longyhore (hereinafter called the "Employee") that the said Board in accordance with its action found in the minutes of the meeting held on the ___ day of ___ 2021 did offer employment to the said Employee.

The parties agree that said Employee shall perform the duties of Transportation Coordinator in and for the District as prescribed by the laws, rules and regulations of the State of New Jersey and by the job description, policies, rules and regulations made thereunder by the Board and any amendments thereto that may hereinafter become effective during the term of this Agreement, subject, however, to the provisions of this Agreement. Said employment is upon the following terms and conditions:

1. TERM OF CONTRACT. The term of this contract shall be July 1, 2021 through June 30, 2022.
2. SALARY. The annual salary shall be ~~\$37,288~~ **\$40,000**. The annual salary shall be paid in 26 equal installments in accordance with the policy of the Board governing payment of other professional staff members in the District.
3. Work Day/Hours. Employee's work day will be from 6am - 3:00pm. ~~The normal workweek will be forty hours (40 hours)~~. Other requirements that extend beyond the normal workday, as set forth in the job description, will be considered part of the professional responsibility of the position and shall not require additional compensation.
4. WORK YEAR. The Employee shall work the 12 month "business year" calendar.
5. Sick Days and Personal Days - Employee shall receive (12) sick days and (3) personal days. Unused sick days shall be accumulative in the ensuing contract years. The employee will be compensated for his/her unused sick days earned at the Allamuchy School District upon retirement, at his/her then per diem rate based upon (1/260) of his/her salary at the time of retirement from the district up to a maximum of \$7,000. Any unused personal days not used at the end of the school year shall be paid at the rate of 1/260 of the annual salary not to exceed \$500 and/or any unused personal days will convert to sick days as per NJSA 18A:30-7. Payment for unused sick days upon retirement will be paid by the district over a minimum of two (2) years, with the first payment by July 1st of the calendar year following retirement.
6. Holidays - the following holidays will be non-working days.
 - (a) Independence Day
 - (b) Labor Day
 - (c) Thanksgiving Day
 - (d) Day after Thanksgiving
 - (e) December 24
 - (f) Christmas Day
 - (g) December 31
 - (h) New Year's Day

- (i) Martin Luther King Day
- (j) President's Day
- (k) Good Friday
- (l) Easter Monday
- (m) Memorial Day

In the event any of these holidays fall on a non-scheduled work day (ie: weekend), then a day will be chosen by the Superintendent to represent the holiday (i.e. Christmas falling on a Sunday). If for any reason a school day is scheduled or re-scheduled on a specified holiday, the employee will select another day to be used in lieu of the holiday. The employee must obtain the prior written approval of the immediate supervisor/administrator for taking this day.

7. VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

Vacation Time Structure:

- 1-5 year(s) - 10 days
- 6-10 years - 13 days
- 11-15 years - 16 days
- 16+ years - 20 days

The employee may only carry over (5) unused vacation days from one year to the next. Days not utilized in the succeeding school year will be forfeited.

8. DUTIES. The Employee shall exercise her duties in accordance with all applicable laws, rules and regulations of the State of New Jersey and in accordance with the provisions of duly adopted Board job description, policies, rules, regulations and directives.

9. REIMBURSEMENT EXPENSES. The Board shall provide the Employee with reimbursement for transportation required in the performance of her official duties during her employment under this contract in accordance with Board policy.

10. ANNUITY. The Board, at the request of the Employee, and in accordance with State law, shall permit her to participate in a tax deferred annuity program approved by the District of her choosing.

11. PROFESSIONAL DEVELOPMENT. The Board expects the Employee to continue his/her professional development as required by law. Therefore, tuition reimbursement for coursework related to the position may be approved and reimbursed subject to approval of the Superintendent in advance. The Employee may also attend appropriate professional training or meetings at the local and state level, the expense of said attendance may be paid by the Board of Education. The Board may reimburse the Employee for the reasonable cost of belonging to job-related organizations. Approval by the Board prior to enrollment in training, meetings, or membership in professional or job-related organizations is required.

Circumstances where an employee resigns subsequent to receipt of tuition reimbursement:

- Employees who resign from their position within year 1 or 2 of approved request for reimbursement (reimbursement requests must be made within one month of course

completion) for tuition reimbursement will be required to reimburse the District 100% of said amount.

- The Employee will reimburse the Allamuchy School District in a lump sum within one (1) year from the effective date of resignation. In cases where financial hardship can be demonstrated, the employee may be granted an extension by the Board, not to exceed one (1) additional year to satisfy their reimbursement to the District.

An Employee will not be subject to the aforesaid tuition reimbursement payback provisions due to their:

- Resignation from the District after 2 years from the date of their approved course work reimbursement;
- Furlough or discharge;
- Resignation due to disability.

Extenuating circumstances may occur requiring review of this clause by Administration and/or the Board. This decision is final. Failure to reimburse will result in legal action against the employee.

11. HEALTH CARE PROTECTION. The Board shall provide the health-care insurance protection hereinafter set forth. The Board shall pay the full premium for individual coverage, as requested in accordance with the regulations of the benefits provider. Insurance premiums (hospitalization, physician, and major medical) are paid by the Board of Education and the Transportation Coordinator shall contribute the percentage of salary pursuant to law. Payments will be based on yearly premiums and paid in equal payments in each paycheck. Payments can be paid from pre-tax dollars.

The Transportation Coordinator may waive coverage in any of the health benefits plans if he/she is covered through his/her spouse's health plan, and in accordance with procedures established by the Board. The Transportation Coordinator will be paid 25% of the net employer savings in lieu of benefits for waiving individual coverage up to a maximum of \$2500.

12. TERMINATION. It is hereby agreed by the parties hereto that this contract may at any time be terminated by either party giving the other sixty (60) days' notice in writing of the intent to terminate same.

In Witness Whereof, the parties have hereunto set their hands and seal this 8th day of June 2020.

Attest:

Allamuchy Township Board of Education

James Schlessinger, Business Administrator

Lisa Strutin, President

Employee: Ann Longyhore

ALLAMUCHY TOWNSHIP BOARD OF EDUCATION
EMPLOYMENT CONTRACT

DONNA TRAINELLO

ADMINISTRATIVE ASSISTANT – 12 Month
2021 - 2022

It is agreed between the Board of Education of Allamuchy Township in the County of Warren (the "Board") and Donna Trainello ("Employee") that the Board of Education has employed and does hereby engage and employ the Employee to be an Administrative Assistant in the public schools, under the control of the Board of Education, from the 1st day of July, 2021 to the 30th day of June, 2022, at the salary of \$85,476, to be paid in equal semi monthly installments and no stipends.

The parties agree that said Employee shall perform the duties of Administrative Assistant in and for the District as prescribed by the laws, rules and regulations of the State of New Jersey and by the job description, policies, rules and regulations made thereunder by the Board and any amendments thereto that may hereinafter become effective during the term of this Agreement, subject, however, to the provisions of this Agreement. Said employment is upon the following terms and conditions:

Calendar Year - Employee shall begin 12-Month employment service on the 1st day of July, 2021.

Work Day/Work Week. Work Day/Work Week. Employee Work Day will be ~~7:30am – 4:00pm~~. **8 hours in length and include a 40 minutes lunch**. The normal workweek will be forty (40) hours. **Start and end times will be determined by the building administrator.**

Sick Days and Personal Days - The employee shall receive (12) sick days and (3) personal **discretion** days. Unused sick days shall be accumulative in the ensuing contract years. The employee will be compensated for his/her unused sick days earned at the Allamuchy School District upon retirement, at his/her then per diem rate based upon (1/260) of his/her salary at the time of retirement from the district up to a maximum of \$7,000. Any unused personal days not used at the end of the school year shall be paid at the rate of 1/260 of the annual salary not to exceed \$500 and/or any unused personal days will convert to sick days as per NJSA 18A:30-7. Payment for unused sick days upon retirement will be paid by the district over a minimum of two years, with the first payment used July 1st of the calendar year following retirement.

Holidays – the following holidays will be non-working days.

- (a) Independence Day
- (b) Labor Day
- (c) Thanksgiving Day
- (d) Day after Thanksgiving
- (e) December 24
- (f) Christmas Day
- (g) December 31
- (h) New Year's Day
- (i) Martin Luther King Day
- (j) President's Day
- (k) Good Friday

- (l) Easter Monday
- (m) Memorial Day

In the event any of these holidays fall on a non-scheduled work day (ie: weekend), then a day will be chosen by the Superintendent to represent the holiday (i.e. Christmas falling on a Sunday). If for any reason a school day is scheduled or re-scheduled on a specified holiday, the employee will select another day to be used in lieu of the holiday. The employee must obtain the prior written approval of the immediate supervisor/administrator for taking this day.

VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

Vacation Time Structure:

- 1-5 year(s) - 10 days
- 6-10 years - 13 days
- 11-15 years - 16 days
- 16+ years - 20 days

The employee may only carry over (5) unused vacation days from one year to the next. Days not utilized will be lost.

HEALTH CARE PROTECTION. The Board shall provide the health-care insurance protection hereinafter set forth. The Board shall pay the full premium for individual coverage, as requested in accordance with the regulations of the benefits provider. Insurance premiums (hospitalization, physician, and major medical) are paid by the Board of Education and the Administrative Assistant shall contribute the percentage of salary pursuant to law. Payments will be based on yearly premiums and paid in equal payments in each paycheck. Payments can be paid from pre-tax dollars.

Employee may waive coverage in any of the health benefits plans if he/she is covered through his/her spouse's health plan, and in accordance with procedures established by the Board. The Employee will be paid 25% of the net employer savings in lieu of benefits for waiving individual coverage up to a maximum of \$2500.

The said party of the second part hereby accepts the employment aforesaid and agrees to faithfully do and perform duties under the employment aforesaid, and to observe and enforce the rules prescribed for the government of the school by the Board of Education.

It is hereby agreed by the parties that this contract may at any time be terminated by either party giving to the other ten (10) days' notice in writing of intention to terminate same, but that in the absence of any provision herein for a definite number of days' notice the contract shall run for the full term named above.

Dated this ___ day of _____ 2021, Board of Education of the Township of Allamuchy in the County of Warren.

President _____

Employee _____

Attest _____

Secretary

1st Reading Policies July 2021

This policy is already published in our Board policies without any selections made since 2017

P7461 DISTRICT SUSTAINABILITY POLICY

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

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

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

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

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

~~**{Optional — Select Any Additional Sustainability Policy Provisions to be Practiced in the School District**~~

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

~~— Professional Development for Sustainability~~

~~Quality professional development of staff and Board members facilitates the effective transition to sustainability planning and practices for schools and school districts. Enhancing the knowledge of school personnel about the benefits and requirements of sustainability practices in a school setting increases the likelihood of a successful integration of sustainability into the school district's operations and promotes shared ownership of the outcomes.~~

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

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

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

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

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

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

Green Purchasing Policy

Green purchasing, also known as Environmentally Preferable Purchasing (EPP), is the coordinated purchasing of goods and services to minimize impacts on human health and the natural environment. Alternatives exist for many products used by schools that are less hazardous, save energy and water, and reduce waste.

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

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

Classroom Chemical Purchase, Storage, and Disposal Policy

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

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

Green Cleaning Policy and Plan

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

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

The school district's Green Cleaning Program will incorporate green cleaning products and equipment as well as staff training; engage parents, students, and school organizations in the program implementation; and follow a comprehensive plan that articulates strategies for key building areas including classrooms, kitchens, gymnasiums, offices, and entry systems. In addition to the use of Green Cleaning products, the district's Green Cleaning Program will incorporate technologies like microfiber cloths to reduce the use of cleaning chemicals and HEPA-filtered vacuum cleaners to promote healthy indoor air quality.

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

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

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

e. Green Seal standard provides sustainability standards for products, services, and companies based on life-cycle research. Green Seal standards provide criteria and guidelines for manufacturers, service providers, and companies to work toward sustainability. Green Seal has 31 issued standards that cover over 375 product and service categories. Examples of Cleaning Products and Services include the GS-42 Commercial and Institutional Cleaning Services, GS-34 Cleaning and Degreasing Agents, GS-37 Green Cleaning Services, GS-40 Floor-Care Products for Industrial and Institutional Use, and GS-41 Hand Cleaners for Industrial and Institutional Use.

f. U.S. Green Building Council's Leadership in Energy & Environmental Design-Existing Buildings criteria; or ISSA Cleaning Industry Management Standard for Green Buildings.

g. Other standards that meet or exceed those listed above are also acceptable.

6. Green Cleaning Action plans may also incorporate implementation timeframes and program monitoring requirements.

Promoting Physical Activity

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

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

7. Recess: The district will provide a recess period on most school days for Kindergarten through fifth grade students;

2. Physical Activity Breaks: Teachers may periodically conduct three to five minute "physical activity breaks" or "brain energizers" and incorporate physical activity into academic lessons to help improve student performance and on-task behavior;

7. Before and After School Programs: Elementary and Middle Schools in the district will attempt to offer a minimum of two types of extracurricular programs that provide students with opportunities for physical activity beyond school hours. A high school will offer additional extracurricular programs that provide students with opportunities for physical activity beyond school hours;

7. If the district offers a before and/or after school student care program for children, either directly or through a contractor, such programs shall incorporate physical activity as a component of the daily schedule;

7. Intramural sports, which are organized sports that often emphasize fun as well as competition and involve students from the school of all skill levels who may not want to participate in an interscholastic sport;

6. Physical activity clubs that allow students to pursue specific interests or explore new activities;

7. Use of School Facilities Outside School Hours: The district may, in accordance with Board Policy, allow for the joint use of school facilities by community recreation programs offered by municipal or parks and recreation commissions, outside agencies, and/or youth-serving organizations on evenings, weekends, and during breaks in the school calendar.

Safe Routes to School

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

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

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

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

See New Policy 7461 Below

7461- ENVIRONMENTALLY PREFERABLE PURCHASING **Neighboring districts are using this policy as it is clear in the verbiage**

Section: Property

Date Created:

The Board is committed to educating students and staff to be conscientious stewards of their environment. To reinforce this commitment within the school culture the Board shall endeavor to:

- A. Institute practices that reduce waste by increasing product efficiency and effectiveness; and
- B. Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable; and
- C. Purchase products that include recycled content, wherever practical, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests (FSC) when and where possible.

Purchasing Objectives

The Board shall within the constraints of the district budget and when cost comparative, financially support facility improvements and purchase products or services that:

- A. Conserve natural resources;
- B. Minimize environmental impacts such as pollution and the use of water and energy;
- C. Eliminate or reduce toxics that create hazards to workers and our community;
- D. Support strong recycling markets;
- E. Reduce materials that are routinely land filled or disposed of;
 - F. Increase the use and availability of environmentally preferable products that protect the environment;
- G. Identify environmentally preferable products and associated distribution systems;
 - H. Contract with manufacturers and vendors whose practices reduce the environmental impacts of their production and distribution systems or services; and

- I. Collect and maintain up-to-date information regarding manufacturers, vendors and other sources for locating/ordering environmentally preferable products.

Through consistent and successful application of environmentally responsible purchasing practices, the Board shall strive to become a model that encourages other purchasers in the community to adopt similar goals.

Research and Evaluation of Purchasing Options

The School Business Administrator or his or her designee (**Buildings and Grounds Supervisor**), in consultation with the members of the Green Team, shall research, evaluate, and implement environmentally responsible purchasing objectives. The Green Team may be composed of representatives from school staff, school administrators, parents/guardians, school medical personnel, local municipal officials, state departments/divisions, commissions/committees, and community organizations. The Green Team shall be responsible for the research and evaluation of environmentally responsible purchasing options and make recommendations to the Business Administrator and the Superintendent for Board approval. The evaluation and research into purchasing options may include the following:

- A. Recycled content products (e.g. selected paper products, playground/recreation equipment, furniture, carpets and flooring materials, matting, plastic/composite lumber/building materials, trash bags, parking stops, ceiling tiles, etc.);
- B. Less harmful and non-toxic materials and processes (e.g. janitorial/cleaning products, pest management chemicals, phosphates, paint, solvents, fuels and lubricants, etc.);
- C. Energy and water efficient products and processes (e.g. solar applications, energy efficient lighting, energy star appliances, water saving devices, vehicles and motorized equipment, etc.);
- D. Natural resource and landscaping management (e.g. integrated pest and vegetation management, drought tolerant/indigence plants and shrubs, recycled mulches and natural composts, etc.);
- E. Renewable products (e.g. FSC certified forests products, renewable energy resources, etc.);
- F. Disposal and pollution reduction (e.g. integrated waste management, duplex copies, retread tires, recycling programs for used ceiling tiles and flooring materials, etc.);
- G. Packaging (e.g. bulk packaging, reusable boxes, recycled packing materials, shipping pallets, etc.);
- H. Green building program (e.g. using recycled products in the construction and renovation, disposal of building materials in an environmentally sensitive manner, designing and renovating for energy and resource conservation)

Implementation

The Superintendent may recommend the purchase of products with recycled content or contracts with services that promote recycling of materials or use recycled products.

The Superintendent may recommend facility improvements and the purchase of products or services that promote energy efficiency and water conservation including:

The Board may consider building and renovation projects that follow Green Building Practices for design, construction, and operation, where appropriate and practicable, as described in the LEED IM Rating System. Architects and engineers contracted for building and renovation projects shall, whenever possible, be required to have LEED certified members on their staff assigned to the project.

The Board may consider landscaping and hardscaping projects or contracts with service providers .

The Board may consider facility improvements, purchasing products, or entering into contract agreements with janitorial contractors.

When possible, the Board shall give preference to purchasing wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council (FSC) certification.

The Board shall also give preference to purchasing products constructed from previously utilized and/or salvaged wood and wood products, whenever practicable and where available shall be considered.

The School Business Administrator, Superintendent, **Supervisor of buildings and Grounds**, the Green Team, and other positions responsible for implementing this policy, shall periodically meet and evaluate the success of this policy's implementation.

Green Team

The Green Team shall discuss the status of the implementation of the necessary changes in awareness, behaviors, practices, and operating procedures associated with the purchased resources. To the extent possible, the Green Team will encourage a participative process as it researches, evaluates, and implements the policy recommendations. The Green Team shall meet annually to review the use of the purchased products and/or services and evaluate the environmental gains and deficiencies of the products and services purchased.

Procurement of Services

The School Business Administrator/Purchasing Agent and other responsible directors/managers shall implement this policy in coordination with other appropriate personnel.

As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with New Jersey State Law, vendors shall be required to specify the minimum or actual percentage of recovered and post consumer material in their products, even when such percentages are zero.

Upon request, the Board shall provide the reasons for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

Vendors, contractors, and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the Board.

Any products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time shall not be considered for purchase.

The Board shall purchase products and enter into service agreements or other contracts in strict accordance with policy and law for accountability in business practices. Further, the Board shall not knowingly purchase any product or enter into any agreement that conflicts with Board, state or federal requirements for the health and safety of the students and school community.

This policy was written by Roxbury BOE when they were starting their Green Team and Sustainability Committee

7461.01- GREEN INITIATIVES

Section: Property

The ~~Roxbury~~ Allamuchy Township Board of Education recognizes the importance of minimizing the district's use of natural resources, providing a high-quality environment that promotes health and productivity and the effective management of our fiscal resources. The Board of Education agrees that the Superintendent of Schools and designated administrative staff will be responsible for developing a resource management program that includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles by implementation of the following actions:

1. Energy Conservation Curriculum: The Superintendent or designee will seek to integrate the concepts of resource and energy conservation using outdoor classrooms, science and nature, dendrology, gardening and active habitat studies, into our district's environmental curriculum at all grade levels.
2. Consumable Waste Reduction: Wherever possible and economically practical, the ~~Director~~ Supervisor of Buildings and Grounds will seek to reduce the consumption of consumable materials, fully utilize all materials before disposal, and minimize the use of non-biodegradable products.
3. Recycling and Environmental Operations: ~~The Director~~ Supervisor of Buildings and Grounds will continue to promote recycling efforts.
4. Facility Operations, Maintenance, Construction, and Renovations: ~~The Director~~ Supervisor of Buildings and Grounds will strive to develop and implement an operations and maintenance program for its buildings and facilities that embraces practices for energy conservation, energy cost containment, and revenue enhancements. Green Cleaning with the use of green/environmentally friendly products will be utilized by staff and vendors where at all possible.

In addition, it will be the administration's goal to develop construction or renovation projects that adhere to LEED Silver standards. Furthermore, when economically viable and practical, the

Director Supervisor of Buildings and Grounds will develop site improvements that will attempt to reduce greenhouse gases while promoting environmentally-friendly lifestyles. Potential steps could include increased utilization of landscaping plantings, outdoor classroom upgrades, school gardens/learning centers, and greening of selected locales.

The GREEN Committees (staff and student) will be responsible for overseeing the development and implementation of this Sustainability Policy, as well as an annual Sustainability Plan and reports (as needed) in concert with the Superintendent of Schools and designated staff.

Adopted:

This policy was written by Roxbury BOE when they were starting their Green Team and Sustainability Committee. It has been modified to fit the needs of the Allamuchy Township School District.

7461.02- DISTRICT SUSTAINABILITY

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

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

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

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

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

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

Professional Development for Sustainability

Quality professional development of staff and Board members facilitates the effective transition to sustainability planning and practices for schools and school districts. Enhancing the knowledge of school personnel about the benefits and requirements of sustainability practices in a school setting increases the likelihood of a successful integration of sustainability into the school district's operations and promotes shared ownership of the outcomes.

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

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

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

The school district may choose to train multiple staff members on a particular sustainability topic, either by hosting the training internally or by sending a group to an external training event such as a professional association meeting. Outside experts or internal staff with expertise in sustainability may also be utilized to provide the training. The training hours may also be

completed through webinars, online courses, or workshops. Individual staff members or Board members may be trained in different sustainability topics as relevant to their official role in the school district.

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

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

Green Purchasing Policy

Green purchasing, also known as Environmentally Preferable Purchasing (EPP), is the coordinated purchasing of goods and services to minimize impacts on human health and the natural environment. Alternatives exist for many products used by schools that are less hazardous, save energy and water, and reduce waste.

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

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

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

Classroom chemical purchase, storage, and disposal will be in accordance with Board of Education Policy 7420 – Hygienic Management and Regulation 7420.2 – Chemical Hygiene that is in accordance with Federal and State law. (reg.7420.2 was just adopted at May 24 BOE mtg)

Green Cleaning Policy and Plan

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

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

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

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

1. Complete building cleaning assessments by collecting facility and occupant information, and historical program strengths or weaknesses.
2. Create an inventory of custodial cleaning products and mechanical and non-mechanical equipment, and determine if they meet Green Cleaning standards.

3. Assess staff training and identify training needs and program resources available to support training. Determine how existing policies and procedures can be modified to utilize the wide range of Green Cleaning techniques and concurrently meet accepted levels of clean for specific areas of the facility.

4. Develop a plan with goals and strategies for cleaning procedures, Green Cleaning supplies, Green Cleaning equipment, and building facility enhancements (like expanded use and maintenance of walk-off mats at entrances). Benchmarks to guide the transition to Green Cleaning are critical due to training, product sourcing, and purchasing and staffing considerations.

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- a. Carpet and Rug Institute, Green Vacuum Cleaner Standards.
- b. ISSA, Construction Industry Management Standard for Green Buildings that supports Leadership in Energy and Environmental Design (LEED) certification.
- c. EcoLogo Certified products, services and packaging are certified for reduced environmental impact. ECOLOGO Certifications are voluntary, multi-attribute, lifecycle based environmental certifications that indicate a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.
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f. U.S. Green Building Council's Leadership in Energy & Environmental Design-Existing Buildings criteria; or ISSA Cleaning Industry Management Standard for Green Buildings.

g. Other standards that meet or exceed those listed above are also acceptable.

6. Green Cleaning Action plans may also incorporate implementation timeframes and program-monitoring requirements.

Promoting Physical Activity

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

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Board policy that will permit students to safely walk to and from school, to ride bicycles to and from school, and some of the activities and programs listed below to promote physical activities:

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

Safe Routes to School

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

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

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

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

Adopted:

~~7510.01~~ 7511 (this is not a facility use exclusive policy) RUTHERFURD HALL

Rutherford Hall and its surrounding grounds are owned and operated by the Allamuchy Board of Education and is designated as a National and New Jersey State Historic Landmark. Famed architect Whitney Warren designed the 18,000 square foot Tudor country home in Allamuchy, New Jersey in 1904. The Allamuchy Board of Education's vision for Rutherford Hall is to become a self-sufficient enterprise that protects and preserves its historical, cultural, and architectural integrity; all while providing educational and enrichment opportunities for the residents of Allamuchy and surrounding communities. In this regard, the operations and programming of Rutherford Hall are a complement and supplement to the traditional mission of the school district.

Rutherford Hall and its surrounding grounds shall be used by the school district for school-related activities and community events. In addition, Rutherford Hall and its grounds may be rented for weddings, special events, business meetings, and for other purposes approved by the Board of Education. All policies, practices, and procedures regarding the use of Rutherford Hall and its grounds are under the authority of the Allamuchy Board of Education.

A. General Operations

1. All Rutherford Hall operations shall be conducted in accordance with Board of Education policies and regulations, unless specifically exempt in this Policy
2. The Board will annually approve the professional services of a licensed architect specializing in historic preservation.
3. The district administration will work with the Board's historic preservation professionals to ensure the guidelines of the Secretary of Interior with respect to the historical design are being followed. At no such time shall any work, alterations or improvements requiring review and/or approval by the NJ State Historical Preservation Office (SHPO) be done without proper approval from the NJ State Historical Preservation Office.

4. The district administration must approve all user requests for non-school related activities and all requests from Allamuchy Township for event types identified in the annual fee schedule before the use is granted. Any requested rental or use not provided for on the annual fee schedule must be approved by the Board of Education. The request form submitted to the District for approval must be submitted at a time in accordance with regulations adopted by the District and must include all details of the use including, but not limited to, the purpose of the use, the estimated number of attendees at the event, Rutherford Hall staff expenses for hosting and/or supervising the event, any outside vendors to be used for the event, any security or law enforcement needed or required by Rutherford Hall staff for the event, the admittance fee to be charged per person, if applicable, the time of the event and the additional time requested for set-up and take-down, and any other important details of the requested use.

5. The Board of Education requires all users of Rutherford Hall and its surrounding grounds to provide a certificate of insurance naming Rutherford Hall and the Allamuchy Board of Education as additional insured. This Certificate must be provided to the Rutherford Hall staff at least ten calendar days before the requested use. The insurance requirements for all non-school district related use shall be as follows:
 - a. Property Liability \$5,000,000
 - b. Personal Injury \$5,000,000
 - c. Dram shop \$5,000,000 (if alcohol is served)

6. Smoking is prohibited at all times anywhere on the Rutherford Hall grounds. A user at Rutherford Hall may request that alcohol be served at their function or event. In such an instance, the proposed scope and circumstances of the service of alcohol must be set forth in detail on the request form with assurances and protocols delineated concerning management of alcohol consumption. The District administration may grant approval of such service of alcohol taking into account the proposed scope of service, the nature of the event, conformance with relevant state law concerning service of alcohol and all attendant circumstances. Any insurance certificate must include coverage for service of alcohol. The user is responsible to ascertain and obtain any licenses or permits as required and is responsible for all fees associated with such license or permit. All required licenses or permits shall be provided to the Board of Education prior to the event

Rutherford Hall staff at least ten calendar days before the requested use inclusive but not limited to alcohol and games of chance.

7. All grant applications made for or on behalf of Rutherford Hall or its operations and programming must be approved by the Board of Education. Such grant applications include but are not limited to applications made by the staff as well as made through and by affiliated organizations. Grant funds must be regularly accounted for to the Board using project budgeting/reporting in accordance with the grant agreement. All report submissions must be timely submitted to adhere to grant requirements.
8. No positions associated with Rutherford Hall carry tenure. All employees associated with Rutherford Hall will be evaluated annually. The Board will approve all job descriptions for each position.
9. The Chief School Administrator or his designee shall report to the Board of Education at the regular monthly meeting on the operations of Rutherford Hall. Said report should include but not be limited to a financial report, planned programming, programming in development, pending grants in administration, grant applications pending, grant requests in development.
10. The Board of Education shall adopt annual goals related to Rutherford Hall, including goals concerning facilities, operations and programming.

B. Personnel and Administration

1. The Chief School Administrator shall appoint all personnel who will work at Rutherford Hall. The Allamuchy Board of Education shall approve such appointments as well as the terms and conditions of employment, and job descriptions for all personnel to work at Rutherford Hall. All employment costs inclusive of salaries and benefits must be included within the annual budget of Rutherford Hall as approved by the Board.
2. The Board of Education shall approve all contracts for any contracted services or work related to Rutherford Hall. All purchases shall be in accordance with Board

policy and state law and regulation concerning the financial operations of a school district.

3. The Board of Education shall annually approve the organizational structure and organization of Rutherford Hall.

C. Financial Operations

1. Rutherford Hall shall be established as a separate financial enterprise of the Allamuchy Board of Education and all financial accounting and records will be segregated and subject to audit as part of the school district's comprehensive annual financial report.
2. All financial records and record-keeping shall be maintained in accordance with all applicable Board policies, New Jersey statutes and codes regarding New Jersey school districts.
3. There shall be a monthly financial report prepared for all Rutherford Hall activities presented to the Board of Education for review and approval.
4. All purchases related to Rutherford Hall shall be in accordance with the requirements of the New Jersey Public School Contracts Law.
5. The Board of Education shall approve the annual budget for Rutherford Hall, which shall be from July 1 through June 30. For any activity or event not included in the annual budget of Rutherford Hall an additional budget must be submitted to the Board of Education for review and approval.
6. There shall be a monthly financial report prepared for all Rutherford Hall activities presented to the Board of Education for review and approval.

7. There shall be a budget prepared for all activities and events conducted at Rutherford Hall and submitted to the administration for review and approval.
8. The staff of Rutherford Hall will adhere to all business office requirements for the purchases of goods and services.
9. The goal of Rutherford Hall is to be self-sustaining. In the event that the expenditures exceed the income, such deficit amount must be cured within 12 months from June 30th of the year in which the deficit occurred as reviewed and approved by the Board of Education.
10. The Board of Education shall annually approve a fee schedule for all rental uses of Rutherford Hall and its surrounding grounds. The rate schedule shall provide for a range of rental rates for typical uses of the property. The Board may adjust such fees for a particular use if the Board determines special circumstances exist for such adjustment.
11. The Board of Education shall approve a payment table for all employees/category of employee of Rutherford Hall annually.

The Board of Education has also authorized the establishment of a Rutherford Hall Board of Advisors.

D. Rutherford Hall Board of Advisors

The Board of Education reserves the right to establish a Rutherford Hall Board of Advisors at any time.

1. The Board of Education recognizes the importance of capturing the wide array of experience and knowledge to help advise the Board of Education on the activities at Rutherford Hall. Accordingly, the Board of Education directs the Superintendent of Schools, and/or his/her designee, to recommend and solicit members for the Board of Advisors, organize the Board of Advisors and to establish protocols for membership, meetings and reporting back to the full Board of Education for notice or action, if required.

2. The Board of Advisors shall be comprised of individuals qualified to advise and assist the Board of Education regarding Rutherford Hall in areas including but not limited to historic preservation, revenue generation, programing, fundraising, and other key strategic issues as identified by the Board of Education.
3. The Board of Advisors shall serve as a vehicle for two-way communications between Rutherford Hall and community leaders in business and labor, government, education, and volunteer organizations. The Board of Advisors shall also provide a continuing source of public awareness, information and insights regarding Rutherford Hall and potential challenges and opportunities for RH and its programs, advise and assist the Board of Education in shaping the goals, objectives, and priorities regarding Rutherford Hall, and advise and assist the Board of Education in assessing Rutherford Hall in relation to established goals, objectives and priorities.
4. The Board of Advisors shall be comprised of five to nine members who have been identified, recruited, and appointed by a majority vote of the full Board of Education. The term of each member appointed to the Board of Advisors shall be for three years, however the first appointed Board members may have staggered initial terms. A Board of Education Board member, who shall be appointed by the Board of Education President, shall serve on the Board of Advisors for a one year term. The Director of Rutherford Hall and the Superintendent of Schools shall also serve as an ex-officio members of the Board of Advisors. The Board of Advisors shall initially organize at its first meeting by voting for the following officers: Chairperson, Vice-Chairperson, and Recording Secretary. Every year thereafter, the Board of Advisors shall re-organize annually thirty days after the Board of Education re-organizes and the Board President has appointed the Board of Education member to serve on the Board of Advisors. The Board of Advisors shall exist at the pleasure of the Board of Education. Board of Advisor members who resign or leave the Board before their term expires shall be replaced by the Board of Education. All new Board of Advisor members shall be required to attend an orientation program regarding operations, Rutherford Hall Organizational Chart, scope of authority, chain of command, vision and mission priorities, and Board of Education established goals.
5. The Board of Advisors shall meet four times annually, with meeting dates established at the first meeting of each year. Agendas for the quarterly meetings will be established by the Chairperson of the Board of Advisors, in consultation with the Board of Education or the Board of Education's appointed member to the

Board of Advisors. Board of Advisor meetings or portions thereof may be open to the public and staff of Rutherford Hall as determined by the Board of Advisors. Board of Advisor members shall receive a meeting agenda with supporting documentation no later than three calendar days prior to the established meeting date. Minutes of the meetings will be sent to the Superintendent of Schools for distribution to the Board of Education no later than seven business days following the Board of Advisor's meeting.

Adopted: 28 April 2015

Re-adopted: 28 August 2017, September 2020



Events at Allamuchy Township Schools, which are not sponsored by the Allamuchy Township Board of Education, must meet certain standards of insurance liability to secure approval. Your organization shall be required to furnish the school system with satisfactory proof that it carries general comprehensive liability and commercial insurance each in the amounts of not less than \$1,000,000.00 bodily injury and property damage.

The general comprehensive liability insurance shall include coverage for the liability assumed by your organization under the "Hold Harmless" condition described below and proof of such coverage shall be required.

The proof of insurance together with the original copy of this letter, signed by an appropriate officer of your organization, must be received by the school system no less than 10 days prior to the date on which use of the school system's facilities is to take place.

HOLD HARMLESS AGREEMENT

In accordance with established Allamuchy Township Board of Education policy permission to use the school district facilities, including Rutherford Hall is granted on the condition that your organization shall indemnify and save harmless the school systems, its officers, employees, and agents, and each and every one of them, against and from all claims, suits, costs, expenses, fees (including legal fees) and from all damages of every kind and description (including statutory and workmen's compensation liability) by reason of the injury or death of any person or persons (Including school system employees) or by reason of property damage to any property which arise from or in any manner grow out of the use of these school system's facilities by your organization.

The undersigned thereby agree to indemnify and hold Allamuchy Township Board of Education harmless as provided above.

The individual signing on behalf of the Sponsoring Organization are not agreeing to be personally liable or to personally indemnify the Allamuchy Township Board of Education for any liability arising from or relating to the Sponsoring Organization's use of the school district's facilities.

SIGNATURES:

Authorized Representative

Name of Sponsoring Organization (please print)

Date



Allamuchy Township School
20 Johnsonburg Road, Allamuchy, NJ 07820
908-852-1894

Goal 1: The district will: Optimize the Curriculum to promote [The Allamuchy Learner](#).

Objectives:

1. To develop a comprehensive character education curriculum to promote social and self help skills.

Determine the integration methodology of self help skills and suicide prevention into the character education curriculum push in program by way of data analysis, best practices, and the academic, social and emotional variables of the students of the Allamuchy community.

2. To increase critical thinking through 21st century teaching strategies ie: project based learning, learner becomes teacher, collaborative activities.

To continue to support teacher student engagement that takes place in settings that look different than the traditional classroom, including classes with alternative seating, students with devices, technology as an integrated part of the classroom environment and collaborative learning through discussions and small groups.

Conduct an audit of the current STEAM program to ensure alignment to the NJ 21st Century Student Learning Standards.

Evaluate the use and impact of the Outdoor Classroom on 21st Century learning, continually providing ideas and thoughts for continued use.

Expand on the Coding/programming opportunities offered through our science curriculum.



Goal 2: The district will: Foster a physically and emotionally safe and secure learning community where students can grow as learners and citizens while developing a sense of ownership within the community.

Objectives:

1. Create a physical environment to ensure student and staff safety.

Install an all-call system at MVS that is functional from any phone.

2. Keep the students, parents, staff and community well informed of best practices in social and emotional development of the Allamuchy community.

Keep the website current with the monthly character education focus and have it easily accessible to the community.

3. Create an atmosphere of community by providing opportunities and events to socialize within the extended community.

Continue to cultivate relationships with local businesses as they support holding social events for our school that also engages the community as a whole.

Explore and implement new opportunities to use Rutherford Hall for events that involve both the school and the extended community.

4. Create awareness of current communication tools utilized by the district to promote community involvement.

Reach beyond the school community through a variety of venues to inform and connect with a larger population of the community



Goal 3: The district will: Articulate District communications to all community stakeholders establishing ATSD as the “HUB”.

Objectives:

1. To streamline information so all stakeholders have a point of reference.

Evaluate the current set up of lines of communication between the school district and Allamuchy Town Council, Allamuchy PTO, Rutherford Hall, and Panther Valley Property Owners Association and make modifications and improvements as necessary.

Goal 4: The district will: Enhance and maintain facilities, technologies, and classrooms to facilitate the growing needs of the school population and community.

Objectives:

1. Maintain and enhance student and teacher access to technology to meet the needs of a 21st Century Learner.

Equip classrooms with effective and efficient display boards that enhance student learning

2. Keep current with best practices for classroom instruction utilizing the classroom spaces to enhance learning.

Develop and implement new ways to expand the instruction in the outdoor classroom by way of overarching curriculum.

3. Explore ideas for exploration for additional school activities.

Develop and implement mini learning sessions on a variety of topics to be offered on a rotational basis