



**Board of Education
Regular Meeting Agenda
May 23, 2022 7:30pm**

I. CALL TO ORDER

A. The regular meeting of the Allamuchy Township Board of Education held on May 23, 2022 is called to order at 7:32p.m. by Lisa Strutin, Board President.

B. Statement of Compliance with Open Public Meetings Act

1. The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, The Allamuchy Township Board of Education has caused adequate and electronic notice of this meeting and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on January 11, 2022 to the New Jersey Herald, Express Times, and Township Clerk. Notices were prominently posted on the bulletin board of the offices of each school, on the district website and on the district marquee. Please be advised that this meeting is being recorded; the recording will be made available on the District website as soon as possible, but no later than one week after the meeting has concluded.

II. ROLL CALL

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

Also Present: Dr. Melissa Sabol, Superintendent of Schools
Mrs. Chrissie Aulenbach, Interim Board Secretary
Alyssa Weinstein, Board Attorney

III. PLEDGE OF ALLEGIANCE

IV. MISSION AND VISION

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

V. APPROVAL OF MINUTES

- A. BE IT RESOLVED, that the minutes of the regular board meeting held on April 25, 2022, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on April 25, 2022, be approved. (Appendix 1B)

Motion Made By: Ms. Renaud

Seconded By: Mr. Green

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

MOTION CARRIED

VI. CORRESPONDENCE

VII. STUDENT REPRESENTATIVE REPORT

2nd graders took a trip to ATS and met with the 3rd graders. Took a tour and got to be with the third graders. It was a great day. School spirit days were talked about. 1st ever Recyclable Ugly Sweater Contest was held and it was a great turn out! Recycling Poster Contest is happening now both at ATS and MVS and voting will take place this week.

VIII. ACKNOWLEDGEMENTS

Dr. Sabol announced the May Star Students and Staff Member of the Month. Student who were in attendance received their certificates in person

May

Grade	Name	Pillar of Character
Pre-K	Joshua Ma	Caring and Fairness
K	Caroline Bockbrader	Fairness
1	Nathan Poakwa	Responsibility
2	Julinda Providakis	Responsibility
3	Delilah Stefan	Trustworthiness
4	Anabelle Farrell	Responsibility
5	August Forest	Respect
6	Mia Mullins Montane	Trust
7	Marques McKenzie	Respect
8	Owen Houle	Citizenship
Staff Member of the Month: Sydney Watkins		

IX. PRESENTATIONS

- A. Trep\$ and NJHS Update - Megan Schmidt

X. PRESIDENT'S REPORT

Mrs. Strutin mentioned Dr. Cusmano is a close contact and therefore is absent tonight. Due to Mr. Bienko resigning we have a board vacancy. She thanked Mr. Bienko for his years of service. Both Ms. Renaud and Mrs. Strutin were going to attend the NJ School Board Conference but it has been postponed until the fall.

XI. COMMITTEE REPORTS

- A. Operations (M. Renaud) - no report
- B. Human Resources (H. Gaddy, Chair) - no report
- C. Education (L. Strutin, Chair) - no meeting
- D. Governance (C. Green, Chair) - talked about 4 policies for 2nd reading all mandated, abolishing 1 and 1st reading on 4 policies
- E. Town Council Liaison (M. Renaud, A.Christmann) no report
- F. Rutherford Hall Committee (A. Christmann) - HealthyU Garden
Rutherford Hall Liaison (M. Renaud, A. Christmann) - NJ Sustainable Schools Grant received for the garden; planted with classes; Friends of Rutherford Hall worked hard cleaning for the Art Gala. Friends have a new President.
- G. Hackettstown Board of Education Representative (H. Gaddy) - sports recognition for winter sports; discussed feasibility study of regionalizing and they are not considering it. When municipalities merge, however,

there is no other choice. School calendar has been revised. Masks will remain optional for the time being. Developing district goals. Awards being presented and retirees being recognized. New field installed in the fall.

- H. PTO Liaison (C. Green) - Spring Fling success, Yankees Game was a success and they won! Snow Cones will be back; 8th grade student lawn signs will be back. Next meeting will be Wednesday at RH. Family Fun Night Tuesday 5/31

XII. SUPERINTENDENT’S REPORT

Kindergarten Orientation - over 20 families attended and everyone is very excited to begin!

Registration is fully online for Kindergarten and Preschool. Over the summer every grade will be fully online.

Girls on the Run was successful and a lot of fun

Rutherford Hall had their Art Festival and Gala - art and music was fabulous and so well attended

Celebrations coming up - end of year, author’s tea, grammy night, picnic, awards, wax museum, etc

Retirement - Marylou Tshudy will be working through the summer, but then will be enjoying retirement after a 20 year career

- A. HIB Report: 5 investigations, 2 confirmed
- B. Suspensions: 0 in-school, 0 out of school
- C. Enrollment By Grade

Student Enrolment for Allamuchy Township School District

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

XIII. REVISIONS TO AGENDA ITEMS

Statement by the Board President: *This is now the time where a motion can be made for revisions, additions, and/or deletions to the agenda. This includes making a motion to table an item in a group of motions, making a motion to*

add or delete an item from a group of motions and making a motion to bring up a brand new agenda item. If there are no revisions to the agenda, we shall proceed as written.

Lisa Strutin to remove RH number 3

XIV. PUBLIC COMMENT ON AGENDA ITEMS ONLY

This meeting is being broadcasted and recorded for public access but not intended for public participation. Please be advised that public comment sessions are for those who are attending the meeting in person only.

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to three (3) minutes per person. The second public comment length is determined by the board as per policy.

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

The Board uses the public comment period as an opportunity to listen to citizen concerns. Please understand that public comment portions of our agenda are not structured as

question and answer sessions, but rather they are offered as opportunities to share your

thoughts with the Board. The Board may or may not respond to public comments.

However, all comments are considered and will be investigated and addressed as appropriate. The Board may respond to comments tonight, or at subsequent meetings under "Old Business".

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

No Public Comments

XV. BOARD COMMITTEE ACTION REPORTS

A. Operations

On Behalf of the Operations Committee, I hereby move resolutions 1-6

1. Budget Adjustments (Appendix 2)
approve budget adjustments for March 2022 from funds 10 and 20
2. Bills List (Appendix 3)
 - a) approve for payment the general account bills list check from 04/26/22 to 05/23/22 in the amount of \$158,482.70
 - b) accepts the payroll registers for the month of April 2022.
3. Monthly Certification of Budget (Appendix 4)
 - a) BE IT RESOLVED, that the Allamuchy Board of Education accepts the Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6A:23-2.12(c) 3 that as of March 31, 2022 no line item account has encumbrances and

Expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a).

- b) BE IT RESOLVED, that Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Allamuchy Township School District Board of Education, after review of the Board Secretary's and Treasurer's monthly financial reports certify that as of March 31, 2022 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- c) BE IT RESOLVED, that the motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month ending March 31, 2022 with a total Governmental Funds Account cash balance of \$593,858.66
- d) Student Activity Account (Appendix 5) approve the Student Activity Account in the amount of \$54,533.70 as of 3/31/22

4. Tuition Rates

approve the following tuition rates for the 22-23 school year

Program	Enrolled On/After July 1, 2019	Enrolled Prior to July 1, 2019
MD/ERI	25,733	25733
Preschool Disabled	16,870	16,870
Full Day Kindergarten	9,447	8,006
Elementary and Middle School	9,447	8,006
Staff Dependents	9,447	1,258

5. LRFP (Appendix 6)

approve EI to conduct a comprehensive facility and educational program assessment and LRFP update at the cost of \$16000.

6. Food Service Management Company

BE IT RESOLVED THAT THE BOARD OF EDUCATION of Allamuchy Township upon the recommendation of the school business administrator

hereby award and approve the Food Service Management Bid with Maschio's Food Services Inc for the 2022-2023 school year pending attorney review: At a guaranteed breakeven.

Motion Made By: Ms. Renaud

Seconded By: Ms. Christmann

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

MOTION CARRIED

B. Human Resources

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

1. Personnel

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

Interim Business Administrator	Kathy Kane	May 18, 2022 \$100/hour Up to 12 hours/week
Paraprofessional	Vanessa Garcia	\$19,364 Prorated
Summer Employment		
Math Intervention	Sam Greco	
Math Intervention	Alyson Stokes	
LA Intervention	Robin Samiljan	
LA Intervention	Vicki Patterson	

Resource Teacher	Clare Saalfield	
General Intervention	Kate Stiner	
General Intervention	Teresa Klein	
Preschool Teacher	Sarah DeMary	
Preschool Teacher	Kim Bolling	
Preschool Para	Corinne Jacobson	
Preschool Para	Lynn Quinto	
MD Teacher	Andrea Aussems	
MD Para	Trish DeGeorge	
Floater Para	Amada Wakefoose	
Nurse	Jodie DeCostanza	
Social Worker	Marilou Tshudy	
LDTC	Deb DeAngelis	
Psychologist	Gretchen Stefankiewicz	
Speech	Boden/ Locasio	
OT	Karen Ryman	
PT	Nadine Klint	
Substitutes	Amy Crawford Beth Gavin	
Volunteer Nursing Shadow - Up to two days per week	Georgiana Greco	---
Retirements		
<i>Retirement</i>	Marilou Tshudy	Effective June 30, 2022

2. Non CBA Affiliated Staff Rehires (Appendix 7, confidential till attorney review)

approve the following employees for the 22-23 school year according to contract, pending attorney review:

Supervisor of Student Support Services	Julie Profito
Supervisor of Buildings and Grounds	Pete DeMary
Assistant to the BA	Divya Bahl
Main Office Administrative Assistant	Pat Gardiner
Transportation Coordinator	Ann Longyhore
ATS Principal	Jenn Gallegly
Administrative Assistant	Donna Trainello

Motion Made By: Dr. Gaddy

Seconded By: Mr. Green

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

MOTION CARRIED

C. Education

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

1. Workshops
approve the attendance at the following workshops

Name of Staff Member	Date of Workshop	Title of Workshop	Cost of Workshop	Milage
Sarah Price	6/2/2022	TeachTown Encore	\$600	0 - virtual

		Professional Services- Training Webinar		
Joanne Ferguson	6/2/22	Self-Awareness: A Boost for Ourselves and Our Students	0	0

2. Field Trips

approve the following requests for field trips

3. Tuition Students

- A. approve student 1313 as a tuition student for the 2022-23 school year at \$8006.
- B. approve staff dependent 1909 as a tuition student for the 2022-23 school year at \$1,258.
- C. approve staff dependent 1852 as a tuition student for the 2022-23 school year at \$1,258.

Motion Made By: Mrs. Strutin

Seconded By: Mr. Green

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

MOTION CARRIED

D. Governance

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

1. Strauss Esmay Policy Alert 226 and 227 (Appendix 8)

approve the following policies for first reading per Strauss Esmay Alert 226 and 227

Policy/Reg	Section	Title
Policy 1648.15	ADMINISTRATION	Recordkeeping for Healthcare Settings in School Buildings - COVID-19 (M) NEW
Policy 8420	OPERATIONS	Emergency and Crisis Situations (M)
Policy 9320	COMMUNITY	Cooperation with Law Enforcement Agencies (M)
Reg. 9320	COMMUNITY	Same as above

2. Strauss Esmay Policy Alert 226 (Appendix 9)

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

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

3. Strauss Esmay Policy Abolishment (Appendix 10)

abolish policy 1648.14, Safety Plan for Health Care Settings, according to Strauss Esmay Alert.

Motion Made By: Mr. Green

Seconded By: Dr. Gaddy

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

Mrs. Moyer	X the rest	X 1648.15 2622 P&R	
Mrs. Prudenti	X the rest	X 1648.15 2622 P&R	
Ms. Renaud	x		
Mrs. Strutin, President	x		

MOTION CARRIED

E. Rutherford Hall

On Behalf of The Rutherford Hall Committee I hereby move resolutions **1-3** and **2**

1. Camp Counselors

Full-day camp:

Kye Deithorn \$15/hr

Harry Potter:

Eric Freedman \$1,500 total - preparation and 25+hrs week of camp

Doug Gillespie \$1,200 total - preparation and 25+hrs week of camp

Madison Rhine 13/hr

Connor Paas 13/hr

Catherine Hayes 15/hr

Blake Chastain 13/hr

Peyton Schreib 13/hr

Gordon Gillespie 15/hr

Lorelei Domick 13/hr

Adrena Shellhouse 13/hr

Abigail Wolf 15/hr

2. Purchases for Rutherford Hall

- Healthy U Explore Day - budget based on sponsorships \$1500-\$3500. Expenses include staff for stations, supplies for gardening, and craft stations, and possible rental of a rock wall and inflatable, cases of water and ice, porta john rental, reusable shopping bag giveaway, event banner
- Wood and stone for the dock area \$200
- Wood and stone for garden area posts \$350
- Machine rental for garden area \$300
- Paddle Plaques \$130
- Family Night Out Finale Celebration \$100
- Rutherford Hall Banner \$150
- AHA Heart Code Class \$32.50

~~3. 2022 Grant Applications for Open Space and Historic Preservation~~

~~approve the anticipated application for the 2022 Open Space and Historic Preservation grant. Possible projects for application include: lead paint remediation, work to preserve the hydro dam building and equipment, and acquisition of land from the state for historic preservation and recreation projects.~~

Motion Made By: Ms. Christmann

Seconded By: Dr. Gaddy

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

MOTION CARRIED

XVI. OLD BUSINESS

XVII. PUBLIC COMMENTS GENERAL

Lisa Moyer - wanted to know why RH is charging \$50 for parking - Dr. Sabol addressed that this was discussed in committee

XVIII. FOR THE GOOD OF THE ORDER

Lisa Strutin says that the Rec Dept communicated that they are very grateful to Drs Gallegly and Sabol for accommodating the ever changing Rec schedule.

Chrissie Aulenbach was thanked for filling in as BOE secretary

Girls on Run was also recognized

Craig Green thanked everyone for the whole school year and everyone's efforts

XIX. EXECUTIVE SESSION

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

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

and WHEREAS, the aforesaid subjects are not appropriate subjects to be discussed in public meeting; and WHEREAS, the aforesaid subjects to be discussed are within the exemptions pursuant to P.L.1975 Chapter 231, it is; therefore, RESOLVED, that the aforesaid subjects shall be discussed in

private session by this board and administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exists.

Moved by: Lisa Strutin
Seconded by: Craig Green

MOTION CARRIED by unanimous voice vote

Executive Session

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

XX. ADJOURNMENT

Motion made at 9:15 p.m. to adjourn the meeting by Ms. Christmann and seconded by Dr. Gaddy.

MOTION CARRIED by unanimous voice vote

Respectfully submitted,

Chrissie Aulenbach,

Interim Board Secretary

**Allamuchy Board of Education
Executive Session Meeting Minutes
May 23, 2022**

The regular meeting of the Allamuchy Township Board of Education held on May 23, 2022 was called to order at 7:30 p.m. by Lisa Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on January 11, 2022 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

ROLL CALL

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

Also Present: Dr. Melissa Sabol, Superintendent of Schools
Chrissie Aulenbach, Interim Board Secretary
Alyssa Weinstein, Board Attorney

XIX. EXECUTIVE SESSION

Enter Executive Session at 8:15 pm:

Moved by Mrs. Strutin and seconded by Mr. Green

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

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

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

MOTION CARRIED by unanimous voice vote.

- Mrs. Moyer briefly left the meeting.
- The District Insurance Attorney gave an update to a legal matter.
- The Board and the Board attorney discussed legal matters.
- Dr. Sabol discussed a potential HIB case which after investigation, it was discovered to be unfounded.
- Mrs. Moyer returned to the meeting.
- Dr. Sabol discussed two confirmed HIB incidents and three unfounded.

Exit Executive Session at: 9:30pm

Moved by Ms. Christmann and seconded by Dr. Gaddy

BE IT RESOLVED, that the Board of Education has been in executive session for the past 1hr 15 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

MOTION CARRIED by unanimous voice vote.

Respectfully submitted,

Chrissie Aulenbach,
Interim Board Secretary

Allamuchy Board of Education Minimum Expense Transfer Report

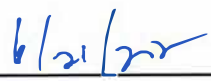
Appendix 2

FY2022 Data is Posted to 04/30/22

Line(s)	Budget Category	Account	Orig Budget	Prior Encs.	Revs. Allowed	Basis of 10%	Max X-fers	YTD Xfers to/from	% X-Fered	Remaining Xfers From	Remaining Xfers To
3200	Regular Programs - Instruction	11-1XX-100-XXX	2,496,962	181	0	2,497,143	249,715	(77,916)	-3.1	171,798	
10300, 11160, 12160, 40580, 41080	Sp Ed, BS/Rem. BiLing, Speech/OT/PT & Ext Svcs	11-2XX-100-XXX, 11-000-216,217	726,120	1,390	0	727,510	72,752	84,769	11.7	157,520	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Co/Extra-Curr. Activities, Athletics, Other Pgms	11-4XX-X00-XXX	153,610	0	0	153,610	15,361	(15,360)	-10.0	1	
29180	Tuition	11-000-100-XXX	2,835,019	14,984	0	2,850,003	285,001	(121,416)	-4.3	163,584	
29680, 30620, 41660, 42200, 43620	Attend, Soc Wrk, Heath, Guidance, CST, Library	11-000-211,213,218, 219,222	526,682	4,935	0	531,617	53,162	(53,161)	-10.0	1	
43200, 44180	Improve Inst. & Staff Training	11-000-221,223	17,300	0	0	17,300	1,730	5,154	29.8	6,884	
45300	General Administration	11-000-230-XXX	330,550	31,621	0	362,171	36,217	(36,216)	-10.0	1	72,433
46160	School Administration	11-000-240-XXX	269,074	0	0	269,074	26,908	16,425	6.1	43,332	10,482
47200, 47620	Central Svcs & Admin Info Technology	11-000-25X-XXX	166,641	0	0	166,641	16,665	16,663	10.0	33,327	1
51120	Operation & Maintenance of Plant Services	11-000-26X-XXX	811,931	4,347	0	816,278	81,628	322,326	39.5	403,954	
52480	Student Transportation Services	11-000-270-XXX	891,068	525	0	891,593	89,160	(43,490)	-4.9	45,670	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	1,679,509	28,923	0	1,708,432	170,842	(113,179)	-6.6	57,665	
75880	Equipment	12-xxx-xxx-73x	0	0	0	0	0	0	----	0	
76260	Facilities Acquisition & Construction	12-000-4xx-xxx	101,366	61,286	0	162,652	16,266	9,800	6.0	26,065	
83080	Total Special Schools	13-xxx-xxx-xxx	0	0	0	0	0	0	----	0	



School Business Administrator Signature



Date

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

Allamuchy Board of Education Check Register from 5/21/2022 to 6/23/2022 for All Funds

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
33403	4/21/22	SYNCB/AMAZON	Check voided on 5/24/2022		
		General Supplies	(47.95)	P202200729	11-190-100-610-000-000
		General Supplies	(54.97)	P202200729	11-190-100-610-000-000
		General Supplies	(344.00)	P202200729	11-190-100-610-000-000
		General Supplies	(34.13)	P202200729	11-190-100-610-000-000
		General Supplies	(21.98)	P202200729	11-190-100-610-000-000
		General Supplies	(63.01)	P202200729	11-190-100-610-000-000
		General Supplies	(540.82)	P202200729	11-190-100-610-000-000
		Total Check Amount:	(1,106.86)		
33404	4/21/22	SYNCB/AMAZON	Check voided on 5/24/2022		
		Maint Supplies	(50.56)	P202200730	11-000-261-610-000-000
		Maint Supplies	(138.61)	P202200730	11-000-261-610-000-000
		Maint Supplies	(132.77)	P202200730	11-000-261-610-000-000
		Maint Supplies	(864.86)	P202200730	11-000-261-610-000-000
		Maint Supplies	(109.59)	P202200730	11-000-261-610-000-000
		Maint Supplies	(399.99)	P202200730	11-000-261-610-000-000
		Maint Supplies	(488.98)	P202200730	11-000-261-610-000-000
		Maint Supplies	(79.08)	P202200730	11-000-261-610-000-000
		Total Check Amount:	(2,264.44)		
33504	5/24/22	United Site Services			
		Port a Johns ATS & Bus yard	156.50	P202200067	11-000-261-420-001-000
33505	5/24/22	Kurtz Bros.			
		Gen'l Supplies	162.00	P202200318	11-190-100-610-000-000
		Gen'l Supplies - Koerner	24.08	P202200318	11-190-100-610-000-000
		Gen'l Supplies - Greco	10.75	P202200318	11-190-100-610-000-000
		Gen'l Supplies - Thomas	11.73	P202200318	11-190-100-610-000-000
		Gen'l Supplies - Patterson	21.83	P202200318	11-190-100-610-000-000
		Gen'l Supplies - Tshudy	37.33	P202200318	11-190-100-610-000-000
		Total Check Amount:	267.72		
33506	5/25/22	Allied 100 LLC			
		4 Adult and 4 Pediatric Defibrill	694.61	P202200494	11-000-213-600-000-000
33507	5/25/22	Hunterdon County ESC			
		Lease Purchase Bid Advisory Fee	565.78	P202200823	11-000-270-890-000-000
33508	5/25/22	Sherwin-Willaims Co.			
		painting & supplies	780.36	P202200268	11-000-262-610-000-000
33510	5/25/22	Municipal Capital Corp.			
		Copiers at ATS & MVS	1,372.00	P202200824	11-190-100-340-000-000
33511	5/25/22	AERO Plumbing & Heating Co., Inc.			
		Water Heater	532.11	P202200825	11-000-261-420-001-000
33512	5/25/22	Warren County Technical School			
		Tuition	2,887.60	P202200343	11-000-100-563-000-000
		Transportation	800.00	P202200343	11-000-270-518-000-000
		Total Check Amount:	3,687.60		

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33513	5/25/22	Johnstone Supply Maint Supplies	185.94	P202200711	11-000-261-610-000-000
33514	5/26/22	Verizon Verizon Wireless	300.42	P202200559	11-000-230-530-000-000
33515	5/26/22	Johnstone Supply Maint Supplies	29.39	P202200711	11-000-261-610-000-000
33516	6/1/22	Franco, Rosangela Mileage Reimbursement	173.25	P202200830	11-000-100-561-000-000
33517	6/2/22	Rodriquez, Christine Mileage Reimbursement	66.28	P202200832	11-190-100-500-000-000
33518	6/2/22	Yudichak, Kenneth Wastewater Treatment Plant Services	700.00	P202200097	11-000-262-300-000-000
		Wastewater Treatment Plant Services	700.00	P202200097	11-000-262-300-000-000
		Total Check Amount:	1,400.00		
33519	6/2/22	DeContanza, Jodie BLS Instructor Essentials Online	35.00	P202200833	11-000-213-600-000-000
33520	6/3/22	Crawford, Amy Green House Supplies	84.70	P202200834	11-000-263-600-000-000
		Green House Supplies	7.99	P202200834	11-000-263-600-000-000
		Total Check Amount:	92.69		
33521	6/3/22	Ferguson, Joanne Mileage Reimbursement	26.91	P202200835	11-190-100-500-000-000
33522	6/3/22	Aulenbach, Chrissie Admin Supplies	136.37	P202200556	11-000-230-610-000-000
33523	6/3/22	JDM Group Monthly serv fee	4,590.00	P202200111	11-190-100-340-000-000
33524	6/3/22	Shaeffer, Stephanie Speech Lang Auditory Verbal therapy	585.00	P202200607	11-000-216-320-000-000
33525	6/3/22	WIRE'S ELEC SHOP INC Electrical Repairs	519.83	P202200837	11-000-261-420-001-000
33526	6/3/22	CHEF IT UP 2 GO SUSSEX COUNTY TRAVEL 6 week Jr. Chef Session	820.00	P202200838	60-990-320-611-200-000
33527	6/3/22	Fuller Paper Company Custodial Supplies	880.98	P202200643	11-000-262-610-000-000
		Custodial Supplies	602.03	P202200643	11-000-262-610-000-000
		Total Check Amount:	1,483.01		

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33528	6/3/22	VIKING TERMITES & PEST			
		Pest controls	282.19	P202200085	11-000-262-420-000-000
		Pest controls	58.87	P202200085	11-000-262-420-000-000
		Pest controls	308.93	P202200085	11-000-262-420-000-000
		Total Check Amount:	649.99		
33529	6/3/22	Direct Waste Services, Inc.	**VOIDED**		Check voided on 6/3/2022
33530	6/3/22	Direct Waste Services, Inc. Haul Charge 30YD Roll Off	745.00	P202200839	11-000-261-420-001-000
33531	6/3/22	Super Heat Inc.			
		Heating Boilers etc	829.76	P202200482	11-000-262-420-000-000
		Kitchen Motor- Air Handler	209.84	P202200482	11-000-262-420-000-000
		Total Check Amount:	1,039.60		
33532	6/3/22	QUILL CORPORATION Copy paper	354.90	P202200816	11-190-100-610-000-000
33533	6/3/22	Snyder Bus Service, Inc. Repeater Two-Way radio Serv	210.00	P202200465	11-000-270-390-000-000
N1116	6/3/22	UNUM LIFE INS CO. Disability April	2,433.01	P202200081	11-000-291-270-000-000
33534	6/6/22	Effective School Solutions			
		Professional Development & Coaching Services	5,640.00	P202200675	20-487-200-500-000-001
		Professional Development & Coaching Services	5,640.00	P202200675	20-487-200-500-000-001
		Total Check Amount:	11,280.00		
33535	6/6/22	Schmidt, Megan			
		NASSP Supplies	811.70	P202200840	11-190-100-890-000-000
		TREPS Supplies	80.71	P202200840	11-190-100-890-000-000
		Total Check Amount:	892.41		
33536	6/6/22	Educational Services Commission of Morris Cour			
		Add'l Therapy Services	1,387.50	P202200515	11-000-100-562-000-000
		June	3,300.00	P202200515	11-000-100-562-000-000
		June	7,999.00	P202200515	11-000-100-562-000-000
		Total Check Amount:	12,686.50		
33537	6/6/22	Universal Supply Group Inc. Maint Supplies	182.36	P202200841	11-000-261-610-000-000
33538	6/6/22	RMR Elevator Company, Inc. Elevator repairs	2,392.00	P202200426	11-000-261-420-001-000
N1117	6/6/22	WEX Bank Fuel for buses	7,053.06	P202200679	11-000-270-600-000-000

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33539	6/7/22	Amazon Capital Services			
		Supplies for staff, cust etc	34.13	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	488.98	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	79.08	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	21.98	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	864.86	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	540.82	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	63.01	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	519.98	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	399.99	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	109.59	P202200107	11-190-100-610-000-000
		Total Check Amount:	<u>3,122.42</u>		
33540	6/7/22	Amazon Capital Services			
		Supplies for staff, cust etc	27.00	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	462.76	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	218.54	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	30.95	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	26.98	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	26.00	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	53.95	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	121.78	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	29.97	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	13.99	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	138.61	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	47.95	P202200107	11-190-100-610-000-000
		Total Check Amount:	<u>1,198.48</u>		
33541	6/7/22	Amazon Capital Services			
		Supplies for staff, cust etc	54.97	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	132.77	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	62.84	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	344.00	P202200107	11-190-100-610-000-000
		Supplies for staff, cust etc	50.56	P202200107	11-190-100-610-000-000
		Total Check Amount:	<u>645.14</u>		
33542	6/7/22	Johnstone Supply			
		Maint Supplies	1,454.92	P202200720	11-000-261-610-000-000
33543	6/7/22	Johnstone Supply			
		Maint Supplies	502.02	P202200720	11-000-261-610-000-000
33544	6/7/22	Phlegar, Kaitlin			
		Tuition Reimbursement	1,877.85	P202200855	11-000-100-561-000-000
33545	6/7/22	Hackettstown Board of Education			
		High School Tuition	222,232.60	P202200280	11-000-100-561-000-000
		High School Resource & in Class serv	9,927.10	P202200280	11-000-100-562-000-000
		ARP IDEA	1,848.90	P202200280	20-223-100-500-000-000
		Total Check Amount:	<u>234,008.60</u>		

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33546	6/7/22	Hackettstown Board of Education			
		High School Tuition	222,232.60	P202200280	11-000-100-561-000-000
		High School Resource & in Class serv	9,927.10	P202200280	11-000-100-562-000-000
		ARP IDEA	1,848.90	P202200280	20-223-100-500-000-000
		Total Check Amount:	<u>234,008.60</u>		
N1118	6/8/22	UNUM LIFE INS CO.			
		Disability short & Long term	2,247.95	P202200081	11-000-291-270-000-000
		Disability short & Long term	2,186.95	P202200081	11-000-291-270-000-000
		Total Check Amount:	<u>4,434.90</u>		
33547	6/10/22	Advance Auto Parts			
		Bus Supplies	402.25	P202200858	11-000-270-600-000-000
33548	6/10/22	TeachTown			
		Teachtown	600.00	P202200829	11-000-223-500-000-000
33549	6/10/22	DuHamel, Tom			
		I Heart Blank LLC	27.50	P202200608	60-990-320-339-200-000
33550	6/10/22	Kucharski, Linda			
		Tolls - 3 buses	30.00	P202200859	11-000-270-890-000-000
33551	6/10/22	Claypoch, Cassandra			
		Tolls	3.65	P202200860	11-000-270-890-000-000
33552	6/10/22	Kucharski, Linda			
		Cell phone	100.00	P202200842	11-000-270-890-000-000
33553	6/10/22	Waldele, Deborah			
		cell phone	100.00	P202200843	11-000-270-890-000-000
33554	6/10/22	Carlson, Roxanne			
		cell phone	100.00	P202200844	11-000-270-890-000-000
33555	6/10/22	DePaola, Francis			
		cell phone	100.00	P202200845	11-000-270-890-000-000
33556	6/10/22	Green, Lisa			
		cell phone	100.00	P202200846	11-000-270-890-000-000
33557	6/10/22	Tahinos, Antonia			
		cell phone	100.00	P202200847	11-000-270-890-000-000
33558	6/10/22	Claypoch, Cassandra			
		cell phone	100.00	P202200848	11-000-270-890-000-000
33559	6/10/22	Bigham, Steven			
		cell phone	100.00	P202200849	11-000-270-890-000-000
33560	6/10/22	Digilo, Jovanah			
		cell phone	100.00	P202200850	11-000-270-890-000-000

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33561	6/10/22	Longyhore, Ann cell phone	100.00	P202200851	11-000-270-890-000-000
33562	6/10/22	Camel, William cell phone	100.00	P202200852	11-000-270-105-000-000
33563	6/10/22	Ervey, Donna cell phone	100.00	P202200853	11-000-270-890-000-000
N1119	6/13/22	Horizon BCBSNJ Horizon BCBS Horizon BCBS Horizon BCBS Horizon BCBS	66,477.10 70,477.26 28,496.07 28,496.07	P202200861 P202200861 P202200861 P202200861	11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			193,946.50		
N1120	6/13/22	DELTA DENTAL Dental Ins Dental Ins Dental Ins Dental Ins	4,787.03 88.08 5,040.70 88.08	P202200106 P202200106 P202200106 P202200106	11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000 11-000-291-270-000-000
Total Check Amount:			10,003.89		
33564	6/14/22	Kucharski, Linda	**VOIDED**		Check voided on 6/14/2022
33565	6/14/22	Cablevision Lightpath Inc. Internet provider	6,772.04	P202200078	11-000-230-339-000-000
33566	6/14/22	Advance Auto Parts Bus Supplies	80.45	P202200864	11-000-270-600-000-000
33567	6/14/22	Calais School June 2022	6,690.86	P202200650	20-487-200-500-000-001
33568	6/14/22	Washington Township Board of Education Vehicle Maint. Bus	16,900.33	P202200865	11-000-270-420-000-000
33569	6/15/22	Speech Buddies Set of 5-Pronunciation Tools	304.00	P202200868	11-000-219-600-000-000
33570	6/15/22	United Site Services Port a johns ATS & Bus yard	172.00	P202200067	11-000-261-420-001-000
33571	6/15/22	School Health Corp. Hunterdon County ESC Bid#210 Vendor Bid#400 Hunterdon County ESC Bid#210 Vendor Bid#400	46.47 167.06	P202200828 P202200828	11-000-213-600-000-000 11-000-213-600-000-000
Total Check Amount:			213.53		
33572	6/15/22	Washington Township Board of Education Vehicle Maint. Bus	7,320.63	P202200871	11-000-270-420-000-000

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33573	6/15/22	SUBURBAN PROPANE propane	65.50	P202200049	11-000-262-621-000-001
33574	6/15/22	Surveillance-247, LLC	2,000.00	P202200762	20-256-400-720-000-000
33575	6/15/22	Zonar Systems Home Bse Service	252.00	P202200872	11-000-270-600-000-000
33576	6/15/22	Direct Waste Services, Inc. ATS & MVS waste pickup	764.94	P202200086	11-000-261-420-001-000
33577	6/15/22	ReadyRefresh by Nestle Water & papercups	3.00	P202200582	60-990-320-890-200-000
33578	6/15/22	Washington Township Board of Education	**VOIDED**	Check voided on 6/15/2022	
33579	6/15/22	Washington Township Board of Education Bus Rentals April 2022	850.00	P202200874	11-000-270-420-000-000
33580	6/15/22	QUILL CORPORATION Paper 20 cartons	803.80	P202200741	11-190-100-610-000-000
33581	6/15/22	Fuller Paper Company Custodial Supplies	315.19	P202200875	11-000-262-610-000-000
		Custodial Supplies	1,426.96	P202200875	11-000-262-610-000-000
		Custodial Supplies	379.60	P202200875	11-000-262-610-000-000
		Custodial Supplies	393.75	P202200875	11-000-262-610-000-000
		Custodial Supplies	691.36	P202200875	11-000-262-610-000-000
		Custodial Supplies	48.07	P202200875	11-000-262-610-000-000
		Total Check Amount:	<u>3,254.93</u>		
33582	6/15/22	Dr. L. Hanes & Associates Speech Therapy	1,664.30	P202200495	20-483-200-500-000-001
33583	6/15/22	Peck, Allison, P.T. PT Services	770.00	P202200876	11-000-217-320-000-000
		PT Services	1,980.00	P202200876	11-000-217-320-000-000
		PT Services	2,442.00	P202200876	11-000-217-320-000-000
		PT Services	2,618.00	P202200876	11-000-217-320-000-000
		PT Services	1,804.00	P202200876	11-000-217-320-000-000
		PT Services	2,442.00	P202200876	11-000-217-320-000-000
		PT Services	2,442.00	P202200876	11-000-217-320-000-000
		PT Services	3,674.00	P202200876	11-000-217-320-000-000
		PT Services	2,376.00	P202200876	11-000-217-320-000-000
		PT Services	3,630.00	P202200876	11-000-217-320-000-000
		Total Check Amount:	<u>24,178.00</u>		
33584	6/16/22	Eurofins environment testing	141.35	P202200651	11-000-262-300-000-000

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33585	6/16/22	Dr. L. Hanes & Associates Speech Therapy	1,324.30	P202200495	20-483-200-500-000-001
33586	6/16/22	DePaola, Francis DOT Physical - F. DePaola	100.00	P202200877	11-000-270-890-000-000
33587	6/16/22	Busch Law Group, LLC	**VOIDED**	Check voided on 6/16/2022	
33588	6/16/22	Busch Law Group, LLC Legal Services	4,372.50	P202200878	11-000-230-331-000-000
33589	6/16/22	IGS Solar Solar supply charge	3,691.96	P202200095	11-000-262-622-100-001
33590	6/16/22	Johnstone Supply LRD08 2.5-4, 0A Overload Relay	107.20	P202200736	11-000-261-610-000-000
33591	6/16/22	Eclectic Architecture LLC RH Air Conditioning	1,200.00	P202200881	60-990-320-890-100-000
33592	6/16/22	NJSBA	**VOIDED**	Check voided on 6/16/2022	
33593	6/17/22	NJSBA Superintendent Search	6,250.00	P202100362	11-000-230-590-000-000
33594	6/17/22	Franco, Rosangela Spanish Supplies	211.44	P202200882	11-190-100-610-000-000
33595	6/17/22	WageWorks, Inc. Cobra Invoice Period	50.80	P202200274	11-000-291-270-000-000
33596	6/17/22	WageWorks, Inc. Cobra	385.18	P202200274	11-000-291-270-000-000
33597	6/17/22	Sonova USA Inc. Roger X (02) (champagne)	1,731.99	P202200769	11-212-100-610-000-000
33598	6/17/22	BLUE RIDGE LUMBER Building Supplies	457.89	P202200883	11-000-263-600-000-000
		Building Supplies	86.92	P202200883	11-000-263-600-000-000
		Building Supplies	133.08	P202200883	11-000-263-600-000-000
		Building Supplies	373.67	P202200883	11-000-263-600-000-000
		Total Check Amount:	<u>1,051.56</u>		
33599	6/17/22	Sherwin-Willaims Co. Painting Supplies	16.89	P202200884	11-000-262-610-000-000
33600	6/20/22	Pena, Jill Aid in Liue - 2 students	1,000.00	P202200207	11-000-270-503-000-000
33601	6/20/22	Clerico, Jana Aid in lieu	500.00	P202200172	11-000-270-503-000-000

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33602	6/20/22	DeJesus, Genesis Aid in Lieu	1,000.00	P202200815	11-000-270-503-000-000
33603	6/20/22	Gross, Brendan Aid in Lieu	500.00	P202200250	11-000-270-503-000-000
33604	6/20/22	Dericks, Kurt Aid in Lieu	500.00	P202200183	11-000-270-503-000-000
33605	6/20/22	LaPooh, Bryan & Meg Aid in Lieu	500.00	P202200187	11-000-270-503-000-000
33606	6/20/22	Fortunato, Caryn aid in lieu	500.00	P202200352	11-000-270-503-000-000
33607	6/20/22	Nagle, Robert & Lynnette Student Transportation	500.00	P202200346	11-000-270-503-000-000
33608	6/20/22	Green, Craig Aid in Lieu	500.00	P202200178	11-000-270-503-000-000
33609	6/20/22	Campbell, Patricia Aid in Lieu 21-22	500.00	P202200674	11-000-270-503-000-000
33610	6/20/22	Sainte, Dieulane Aid in Lieu	500.00	P202200186	11-000-270-503-000-000
33611	6/20/22	Saint-Armard, Proslone Aid in Lieu	500.00	P202200169	11-000-270-503-000-000
33612	6/20/22	Costello, Suzette Aid in Lieu	500.00	P202200188	11-000-270-503-000-000
33613	6/20/22	Ferguson, Joanne Aid in Lieu	500.00	P202200181	11-000-270-503-000-000
33614	6/20/22	Weissner, Wendy Aid in Lieu 7 months	400.00	P202200418	11-000-270-503-000-000
33615	6/20/22	Richvalsky, Courtney Aid in Lieu	500.00	P202200221	11-000-270-503-000-000
33616	6/20/22	Quiles, Kimberly Aid in Lieu	500.00	P202200176	11-000-270-503-000-000
33617	6/20/22	Jones, Gina Maria Aid in Lieu	500.00	P202200175	11-000-270-503-000-000
33618	6/20/22	Strowbridge, Jared Aid in Lieu	500.00	P202200177	11-000-270-503-000-000
33619	6/20/22	Mercado, Alex Aid in Lieu	500.00	P202200253	11-000-270-503-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
33620	6/20/22	Taliano, Michael Aid in Lieu - 2 students	1,000.00	P202200209	11-000-270-503-000-000
33621	6/20/22	Adamie, Ayman Aid in Lieu	500.00	P202200210	11-000-270-503-000-000
33622	6/20/22	Ayhan, Melahat Aid in Lieu	500.00	P202200185	11-000-270-503-000-000
33623	6/20/22	Donnelly, Robert Aid in Lieu	500.00	P202200184	11-000-270-503-000-000
33624	6/20/22	Cuccio, Anthony Aid in Lieu	500.00	P202200168	11-000-270-503-000-000
33625	6/20/22	Metternich, Christopher Aid in Lieu	500.00	P202200190	11-000-270-503-000-000
33626	6/20/22	Sharrett, Rich Aid in Lieu	500.00	P202200192	11-000-270-503-000-000
33627	6/20/22	Pohle, Darryl & Nilgun Aid in Lieu	500.00	P202200194	11-000-270-503-000-000
33628	6/20/22	Falotico, Marilyn & Richard	1,000.00	P202200195	11-000-270-503-000-000
33629	6/20/22	Prudenti, Venita Aid in Lieu	500.00	P202200196	11-000-270-503-000-000
33630	6/20/22	Cetani, Anthony & Bethann Aid in Lieu	500.00	P202200214	11-000-270-503-000-000
33631	6/20/22	Bisbing, Jaime Aid in Lieu - 2 students	1,000.00	P202200193	11-000-270-503-000-000
33632	6/20/22	Rosa, Paula Aid in Lieu	500.00	P202200200	11-000-270-503-000-000
33633	6/20/22	Severinsen, Kari Aid in Lieu - 2 students	1,000.00	P202200191	11-000-270-503-000-000
33634	6/20/22	Calero, Carla Aid in Lieu	500.00	P202200171	11-000-270-503-000-000
33635	6/20/22	Crespo-Campos, Maria Pia Aid in Lieu - 2 students	1,000.00	P202200199	11-000-270-503-000-000
33636	6/20/22	Barrett-Kaiser, Patricia Aid in Lieu	500.00	P202200182	11-000-270-503-000-000
33637	6/20/22	Johnson, David & Jennifer Aid in Lieu	500.00	P202200198	11-000-270-503-000-000

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
33638	6/20/22	di Palma, Steven & Christine Aid in Lieu - 2 students	1,000.00	P202200197	11-000-270-503-000-000
33639	6/20/22	Bostdorff, Nicole Aid in Lieu - 2 students	1,000.00	P202200180	11-000-270-503-000-000
N1121	6/20/22	Jersey Central Power & Light ATS Electric	18.18	P202200632	11-000-262-622-000-001
		ATS Electric	1,751.93	P202200632	11-000-262-622-000-001
		ATS Electric	4.09	P202200632	11-000-262-622-000-001
		RH Electric	317.53	P202200632	11-000-262-622-000-002
		MVS Electric	3,724.78	P202200632	11-000-262-622-000-002
		MVS Electric	45.18	P202200632	11-000-262-622-000-002
		MVS Electric	4.40	P202200632	11-000-262-622-000-002
		Total Check Amount:	5,866.09		
33640	6/21/22	Educational Services Commission of Morris Cour May	3,300.00	P202200515	11-000-100-562-000-000
		May	7,999.00	P202200515	11-000-100-562-000-000
		Total Check Amount:	11,299.00		
33641	6/21/22	Government Leasing and Finance, Inc. School Bus Leases	64,775.81	P202200886	11-000-270-443-000-000
33642	6/21/22	ABA Initiatives, LLC Therapy Services	2,650.00	P202200888	11-000-217-320-000-000
33643	6/21/22	LenoxSoceyFormidoniGiordanoLangCarriggCase **VOIDED**			Check voided on 6/21/2022
33644	6/21/22	WARREN CO SPEC SVCS SC D Transportation June 2022 Special Services	16,894.83	P202200890	11-000-270-518-000-000
33645	6/21/22	Marlin Business Bank Postage machine	36.83	P202200066	11-000-230-530-000-000
33646	6/21/22	Phoenix Advisors, LLC Annual Fee 2022	1,000.00	P202200891	11-000-230-339-000-000
33647	6/21/22	Universal Supply Group Inc. Maint Supplies	93.09	P202200892	11-000-261-610-000-000
		Maint Supplies	36.29	P202200892	11-000-261-610-000-000
		Total Check Amount:	129.38		
33648	6/21/22	GateHouse Media New York Holdings, Inc. NJ Herald Ad	12.87	P202200893	11-000-230-530-000-000
33649	6/21/22	Adams Fire Protection, Inc. Fire Extinguishers	681.75	P202200894	11-000-262-420-000-000
		Fire Extinguishers	987.75	P202200894	11-000-262-420-000-000
		Total Check Amount:	1,669.50		

<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>
33650	6/21/22	Shaeffer, Stephanie Speech Lang Auditory Verbal therapy	390.00	P202200607	11-000-216-320-000-000
33651	6/21/22	Eurofins Environmental Testing	212.30	P202200895	11-000-262-300-000-000
33652	6/22/22	Fairview Lake YMCA Camp & Conference Cente 8th Grade Day Trip	804.00	P202200896	20-451-200-600-000-000
33653	6/22/22	NJSBA Plaque	71.00	P202200856	11-000-230-890-000-000
33654	6/22/22	Green Township School District Orton Gillingham Training	1,018.14	P202200897	11-000-223-500-000-000
33655	6/22/22	Prevention Resources, Inc. NJCAP Programming	425.00	P202200898	20-487-200-500-000-005
33656	6/22/22	WIRE'S ELEC SHOP INC Replaced Vanity Light	210.00	P202200899	11-000-261-420-001-000
33657	6/22/22	Peck, Allison, P.T.	**VOIDED**	Check voided on 6/22/2022	
33658	6/22/22	Peck, Allison, P.T. PT Services	1,672.00	P202200900	11-000-217-320-000-000
33659	6/22/22	New Jersey Schools Insurance Group Workers comp ins	4,179.52	P202200204	11-000-291-260-000-000
33660	6/22/22	Johnstone Supply Maint Supplies	161.76	P202200901	11-000-217-320-000-000
33661	6/22/22	Joseph Carricato	**VOIDED**	Check voided on 6/22/2022	
33662	6/22/22	Joseph Carricato RH DJ	1,500.00	P202200903	60-990-320-610-100-000
33663	6/22/22	Castle Printing Co. RH Artwork/Banner/Yard Signs	735.00	P202200902	60-990-320-610-100-000
33664	6/22/22	Celebration Fireworks, Inc. RH Fireworks Balance	6,262.50	P202200904	60-990-320-610-100-000
33665	6/22/22	Rymon, Karen OT Therapy Services	1,879.75	P202200905	11-000-217-320-000-000
33666	6/23/22	Stavros. Melissa Tolls	10.00	P202200907	11-000-270-890-000-000
33667	6/23/22	Wendel, Christine Summer Reading - Ice Cream	26.43	P202200908	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>
33668	6/23/22	LenoxSoceyFormidoniGiordanoLangCarriggCase Legal Services	5,000.00	P202200889	11-000-230-331-000-000
33669	6/23/22	Calico Country Flowers Carnations	88.80	P202200909	11-000-230-610-000-000
33670	6/23/22	WIRE'S ELEC SHOP INC bus yard - install posts	3,675.00	P202200235	11-000-270-420-000-000
33671	6/23/22	RMR Elevator Company, Inc. Elevator Repairs	1,104.00	P202200910	11-000-261-420-001-000
		Elevator Repairs	1,500.00	P202200910	11-000-261-420-001-000
		Elevator Repairs	263.00	P202200910	11-000-261-420-001-000
		Total Check Amount:	<u>2,867.00</u>		
The Grand Total of all Checks from Fund 11 is:			956,928.75		
The Grand Total of all Checks from Fund 20 is:			27,886.26		
The Grand Total of all Checks from Fund 60 is:			10,548.00		
The Grand total of all checks for this period is:			995,363.01		

Allamuchy Board of Education Report of Activity for Calico Country Flowers

Processing 2021-2022 Data

Calico Country Flowers

Vendor Number: 7053

District has NOT received evidence of NJ Business Certification

Purchase Order Activity

<u>PONumber</u>	<u>AccountNumber</u>	<u>Title</u>	<u>Date</u>	<u>Check Amt</u>	<u>POAmount</u>	<u>Comments</u>
202200542P	11-000-230-610-000-000	Admin Office Supplies	1/28/22		140.00	4 Cut plants
	Check #: 33201		2/26/22	140.00		4 Cut plants
202200599P	11-000-230-610-000-000	Admin Office Supplies	2/26/22		375.00	carnations 250 mix
	Check #: 33182		2/26/22	375.00		carnations 250 mix
202200909P	11-000-230-610-000-000	Admin Office Supplies	5/24/22		88.80	Carnations
	Check #: 33669		6/23/22	88.80		Carnations
Check and Purchase Order Totals:				603.80	603.80	

The Balance Due to Calico Country Flowers is: \$0.00

Purchase Order Reclassification Activity

<u>PONumber</u>	<u>Original Account</u>	<u>New Account</u>	<u>Date</u>	<u>Reclass Amt</u>	<u>Comments</u>
202200909	11-000-230-610-000-000	11-190-100-890-000-000	6/23/22	88.80	

The total of all Deposits and Refunds for all selected vendors is:	0.00
The total of all Balance Sheet (Manual) Checks for all selected vendors is:	0.00
The total of all Purchase Orders for all selected vendors is:	603.80
The total of all Checks paying Purchase Orders for all selected vendors is:	603.80
The Grand Total of all Checks for all selected vendors is:	603.80

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS

101 Cash in checking account	\$ 1,049,565.86	
102-106 Other cash equivalents	\$ 249,883.61	
Total cash		\$ 1,299,449.47
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
116 Capital reserve account		\$ 203,532.08
117 Maintenance reserve account		\$ 71,813.05
121 Tax levy receivable		\$ 0.00
Accounts receivable		
132 Interfund	\$ 25,569.40	
141 Intergovernmental - state	\$ 80,189.58	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 308,380.32	
153 Other Accounts Receivable	\$ 145,932.61	
		\$ 560,071.91
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
181 Prepaid Expenses		\$ 0.00
199 Other current assets		\$ 261.00

RESOURCES

301 Estimated revenues (from adjusted budget)	\$ 10,796,737.00	
302 Less: revenues collected or accrued	\$ (9,856,077.28)	
		\$ 940,659.72
TOTAL ASSETS AND RESOURCES		\$ 3,075,787.23

LIABILITIES AND FUND EQUITY

LIABILITIES

401 Interfund loans payable	\$ 0.00
402 Interfund accounts payable	\$ 0.00
411 Intergovernmental accounts payable - state	\$ 3,411.90
412 Intergovernmental accounts payable - federal	\$ 76,511.30
413 Intergovernmental accounts payable - other	\$ 0.00
421 Accounts payable	\$ 3,593.68
422 Judgments payable	\$ 0.00
430 Compensated absences payable	\$ 0.00
431 Contracts payable	\$ 0.00
451 Loans payable	\$ 0.00
481 Deferred revenues	\$ 0.00
499 Other current liabilities	\$ 4,763.87
Total liabilities	\$ 88,280.75

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	1,212,489.88		
754 Reserve for encumbrances - prior year			\$	23,168.54		
761 Reserved fund balance Capital Reserve - July 1, 2021		\$	203,532.08			
604 Add: Increase in capital reserve		\$	0.00			
307 Less: Budgeted withdrawal from capital reserve - eligible costs		\$	0.00			
309 Less: Budgeted withdrawal from capital reserve - excess costs		\$	(100,000.00)			
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc		\$	0.00			
Subtotal - capital reserve				\$	103,532.08	
764 Reserved fund balance Maintenance Reserve - July 1, 2021		\$	71,813.05			
606 Add: Increase in maintenance reserve		\$	0.00			
310 Less: Budgeted withdrawal from maintenance reserve		\$	0.00			
Subtotal - maintenance reserve				\$	71,813.05	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	100,906.35	
772 Designated Fund Balance - ARRA/SEMI				\$	0.00	
601 Appropriations		\$	11,283,475.38			
602 Less: expenditures	\$	8,615,707.97				
603 Less: encumbrances	\$	1,340,009.70	\$	(9,955,717.67)	\$	1,327,757.71
Appropriations less expenditures					\$	2,839,667.61
Unappropriated:						
770 Fund Balance, July 1, 2021				\$	282,033.87	
303 Less: budgeted fund balance				\$	(134,195.00)	
Unappropriated fund balance					\$	147,838.87
Total fund equity					\$	2,987,506.48
TOTAL LIABILITIES AND FUND EQUITY						
					\$	<u>3,075,787.23</u>

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 11,283,475.38	\$ 9,955,717.67	\$ 1,327,757.71
Less: Revenues	\$ (10,796,737.00)	\$ (9,856,077.28)	\$ (940,659.72)
Subtotal	\$ 486,738.38	\$ 99,640.39	\$ 387,097.99
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ (100,000.00)	\$ 0.00	\$ (100,000.00)
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (148,192.10)	\$ (148,192.10)	\$ 0.00
Total current year budgeted fund balance	\$ 134,195.00	\$ (48,551.71)	\$ 182,746.71
Add: Unappropriated fund balance			\$ 147,838.87
Total of budgeted and unappropriated fund balance			\$ <u>330,585.58</u>

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	134,195.00	148,192.10	282,387.10	99,640.39	182,746.71
307/309/317	Bgtd wdrwl from cap rsv	100,000.00	0.00	100,000.00	0.00	100,000.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	9,956,614.00	0.00	9,956,614.00	9,176,353.28	780,260.72
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	840,123.00	0.00	840,123.00	679,724.00	160,399.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		11,030,932.00	148,192.10	11,179,124.10	9,955,717.67	1,223,406.43

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Regular Programs - Classroom Instruction		2,138,016.00	(67,549.31)	2,070,466.69	1,662,613.54	0.00	407,853.15	0.00
Regular Programs-Home Instruction		5,000.00	(3,813.00)	1,187.00	693.00	384.00	110.00	0.00
Regular Programs-Undistrib Instruction		353,946.00	(6,372.40)	347,573.60	299,999.88	43,524.70	4,049.02	2,821.56
Special Education-Multiply Hdcp		76,901.00	98,531.37	175,432.37	148,003.96	1,831.99	25,596.42	0.00
Special Education-Resource Room		405,605.00	(39,966.72)	365,638.28	294,552.19	0.00	71,086.09	0.00
Special Education-Prsc Hdcp/Part Time		51,311.00	(19,493.54)	31,817.46	25,045.16	0.00	6,772.30	0.00
Curricular Activities-Instruction		102,080.00	(24,982.00)	77,098.00	41,080.00	0.00	36,018.00	0.00
Athletic Programs-Instruction		11,530.00	(11,030.00)	500.00	0.00	0.00	500.00	0.00
Extended School Year		40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
Undistributed Expense-Instruction		2,835,019.00	(106,432.04)	2,728,586.96	1,860,863.33	864,879.68	2,843.95	7,996.50
Health Services		135,363.00	3,326.00	138,689.00	108,331.80	844.39	29,512.81	0.00
Other Support Svc-Related Svcs		108,514.00	(1,302.00)	107,212.00	81,512.82	7,325.00	18,374.18	0.00
Other Support Svc-Extra. Svcs		83,789.00	48,390.34	132,179.34	99,950.56	4,555.51	27,673.27	0.00
Other Support Svc-Students-Reg		102,532.00	37,275.00	139,807.00	111,743.15	0.00	28,063.85	0.00
Other Support Svc-Students-Spec		206,166.00	(71,838.99)	134,327.01	99,364.76	8,963.60	25,998.65	0.00
Impr of Inst-Other Sup-Instruc		9,800.00	(8,500.00)	1,300.00	0.00	1,300.00	0.00	0.00
Library and Educ Media		82,621.00	(16,988.00)	65,633.00	39,735.18	0.00	25,897.82	26,250.94
Inst. staff training svcs		7,500.00	13,654.00	21,154.00	7,006.50	2,651.70	11,495.80	0.00
Support svc-general admin		335,864.00	(9,908.80)	325,955.20	214,318.40	55,456.65	56,180.15	19,620.71
Support Svc-School Admin		288,275.00	(2,776.00)	285,499.00	232,531.67	329.61	52,637.72	0.00
Business and Other Support Svcs		187,674.00	(4,370.12)	183,303.88	162,666.80	0.00	20,637.08	23,140.30
Maintenance of Plant Services		128,849.00	174,639.48	303,488.48	236,357.69	22,548.08	44,582.71	42,045.47
Operation of Plant		610,062.00	125,779.21	735,841.21	510,451.96	61,799.97	163,589.28	0.00
Care & Upkeep of Grounds		73,020.00	26,254.00	99,274.00	84,227.24	3,963.66	11,083.10	0.00
Student Transportation Svcs		891,068.00	(42,964.75)	848,103.25	719,201.17	61,402.13	67,499.95	42,132.90
Employee Benefits		1,633,961.00	(38,707.58)	1,595,253.42	1,330,707.37	91,310.14	173,235.91	127,084.66
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,904,466.00	71,506.15	10,975,972.15	8,431,609.63	1,233,070.81	1,311,291.71	291,093.04

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equip		0.00	5,600.00	5,600.00	5,600.00	0.00	0.00	0.00
Fund transfers		126,466.00	71,085.95	197,551.95	178,498.34	2,587.61	16,466.00	181,999.66
Grand Totals for fund 12:		126,466.00	76,685.95	203,151.95	184,098.34	2,587.61	16,466.00	181,999.66

Fund 13 (Special Schools Fund)

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

Fund 18 (Educational Jobs Fund)

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

Grand Totals for all Subfunds of Fund 10: 11,030,932.00 148,192.10 11,179,124.10 8,615,707.97 1,235,658.42 1,327,757.71 473,092.70

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	134,195.00	148,192.10	282,387.10	99,640.39	182,746.71
307/309/317	Bgtd wdrwl from cap rsv	100,000.00	0.00	100,000.00	0.00	100,000.00
310	Bgtd wdrwl from maint rsv	0.00	0.00	0.00	0.00	0.00
10-1210-000-000	Tax Levy	9,523,405.00	0.00	9,523,405.00	8,498,676.93	1,024,728.07
10-1300-000-000	TUITION	0.00	0.00	0.00	0.00	0.00
10-1310-000-000	Tuition From Individuals	124,000.00	0.00	124,000.00	311,423.50	(187,423.50)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	25,357.50	(25,357.50)
10-1330-000-000	Summer School Tuition	0.00	0.00	0.00	0.00	0.00
10-1420-000-000	Transportation fee other lea	226,709.00	0.00	226,709.00	311,744.08	(85,035.08)
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	556.03	(556.03)
10-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	4,130.21	(4,130.21)
10-1510-000-000	Interest From Investments	0.00	0.00	0.00	10.23	(10.23)
10-1510-100-000	Unemployment Comp Interest Rev	0.00	0.00	0.00	0.00	0.00
10-1515-000-000	Int Earned on Cap & Maint Res	100.00	0.00	100.00	0.00	100.00
10-1730-000-000	Stud. Org. Memb. Dues and Fees	12,500.00	0.00	12,500.00	4,425.00	8,075.00
10-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
10-1910-000-000	Rentals	25,000.00	0.00	25,000.00	2,391.50	22,608.50
10-1920-000-000	Donations	0.00	0.00	0.00	0.00	0.00
10-1930-000-000	Sale of Assets	0.00	0.00	0.00	0.00	0.00
10-1950-000-000	Srvcs Provided to Other LEA's	44,900.00	0.00	44,900.00	0.00	44,900.00
10-1980-000-000	Refunds From Prior Year	0.00	0.00	0.00	0.00	0.00
10-1981-000-000	State Health Benefits Refund	0.00	0.00	0.00	0.00	0.00
10-1990-000-000	Miscell Rev from Local Sources	0.00	0.00	0.00	17,638.30	(17,638.30)
10-3121-000-000	Cat Transp Aid	277,862.00	0.00	277,862.00	222,289.60	55,572.40
10-3131-000-000	Extraordinary Aid	40,000.00	0.00	40,000.00	40,717.00	(717.00)
10-3132-000-000	Cat Spec Ed Aid	484,811.00	0.00	484,811.00	387,848.80	96,962.20
10-3177-000-000	Cat Security Aid	37,450.00	0.00	37,450.00	28,868.60	8,581.40
10-3178-000-000	Adjustment Aid	0.00	0.00	0.00	0.00	0.00
10-3190-000-000	Other State Aid	0.00	0.00	0.00	0.00	0.00
10-3256-000-000	School Security Grant	0.00	0.00	0.00	0.00	0.00
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		11,030,932.00	148,192.10	11,179,124.10	9,955,717.67	1,223,406.43

FY2022 Data is Posted to 4/30/2022

Minimum Expense General Ledger Report

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	PK/KDGN SAL	329,451.00	(100,432.00)	229,019.00	184,125.42	0.00	44,893.58	0.00
11-120-100-101	3-5 TCH SAL	1,210,176.00	74,147.34	1,284,323.34	1,029,209.38	0.00	255,113.96	0.00
11-130-100-101	6-8 TCH SALARY	598,389.00	(41,264.65)	557,124.35	449,278.74	0.00	107,845.61	0.00
Regular Programs - Classroom Instruction		2,138,016.00	(67,549.31)	2,070,466.69	1,662,613.54	0.00	407,853.15	0.00
11-150-100-101	HOME INSTR SAL	2,000.00	(1,290.00)	710.00	600.00	0.00	110.00	0.00
11-150-100-320	OOD Dist reg ed	3,000.00	(2,523.00)	477.00	93.00	384.00	0.00	0.00
Regular Programs-Home Instruction		5,000.00	(3,813.00)	1,187.00	693.00	384.00	110.00	0.00
11-190-100-104	Substitutes Salary	36,000.00	6,910.25	42,910.25	41,748.83	0.00	1,161.42	0.00
11-190-100-320	Pur Prof Educational Serv	42,000.00	(21,000.00)	21,000.00	15,750.00	5,250.00	0.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	85,250.00	14,714.00	99,964.00	74,463.71	25,499.62	0.67	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	43,996.00	(29,412.00)	14,584.00	13,634.70	828.65	120.65	0.00
11-190-100-610	GEN SUPPLIES	70,600.00	(12,693.32)	57,906.68	44,195.11	10,945.29	2,766.28	2,821.56
11-190-100-640	TEXTBOOKS	73,000.00	31,282.23	104,282.23	104,282.23	0.00	0.00	0.00
11-190-100-890	Other Objects	3,100.00	3,826.44	6,926.44	5,925.30	1,001.14	0.00	0.00
Regular Programs-Undistrib Instruction		353,946.00	(6,372.40)	347,573.60	299,999.88	43,524.70	4,049.02	2,821.56
11-212-100-101	MD TEACH SAL	52,219.00	118,596.37	170,815.37	146,751.50	200.00	23,863.87	0.00
11-212-100-106	MH Aide Salaries	19,282.00	(19,282.00)	0.00	0.00	0.00	0.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	(4,400.00)	0.00	0.00	0.00	0.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	3,617.00	4,617.00	1,252.46	1,631.99	1,732.55	0.00
Special Education-Multiply Hdcp		76,901.00	98,531.37	175,432.37	148,003.96	1,831.99	25,596.42	0.00
11-213-100-101	RES CTR SAL	179,770.00	(21,211.98)	158,558.02	126,689.26	0.00	31,868.76	0.00
11-213-100-106	RES CTR AIDE SA	223,835.00	(17,871.74)	205,963.26	166,794.66	0.00	39,168.60	0.00
11-213-100-610	RES CTR SUPPL	2,000.00	(883.00)	1,117.00	1,068.27	0.00	48.73	0.00
Special Education-Resource Room		405,605.00	(39,966.72)	365,638.28	294,552.19	0.00	71,086.09	0.00
11-215-100-101	PSD TEACH SAL	27,414.00	4,002.46	31,416.46	24,644.24	0.00	6,772.22	0.00
11-215-100-106	PSD AIDE SAL	23,647.00	(23,647.00)	0.00	0.00	0.00	0.00	0.00
11-215-100-610	PSD GEN SUPPL	250.00	151.00	401.00	400.92	0.00	0.08	0.00
Special Education-Prsc Hdcp/Part Time		51,311.00	(19,493.54)	31,817.46	25,045.16	0.00	6,772.30	0.00
11-401-100-100	Salaries	99,980.00	(25,383.00)	74,597.00	41,080.00	0.00	33,517.00	0.00
11-401-100-600	CO-CURR SUPPLIE	2,000.00	401.00	2,401.00	0.00	0.00	2,401.00	0.00
11-401-100-800	CO-CURR OTHER	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Curricular Activities-Instruction		102,080.00	(24,982.00)	77,098.00	41,080.00	0.00	36,018.00	0.00
11-402-100-100	Salaries	10,030.00	(10,030.00)	0.00	0.00	0.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00
11-402-100-610	General Supplie	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Athletic Programs-Instruction		11,530.00	(11,030.00)	500.00	0.00	0.00	500.00	0.00
11-422-100-100	ESY Salaries	40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
Extended School Year		40,000.00	20,652.00	60,652.00	60,651.50	0.00	0.50	0.00
11-000-100-561	Tuit LEA NJ Reg	2,222,326.00	54,288.00	2,276,614.00	1,556,241.75	720,371.80	0.45	0.00
11-000-100-562	Tuit LEA Sp Ed	117,760.00	114,087.60	231,847.60	160,000.52	71,593.48	253.60	5,814.00
11-000-100-563	Voc. School Dist	47,276.00	12,734.60	60,010.60	32,172.20	27,838.40	0.00	0.00
11-000-100-566	TUIT PRIV NJ	299,541.00	(295,830.24)	3,710.76	3,710.40	0.00	0.36	2,182.50
11-000-100-569	TUITION CHARTER SCHOOLS	148,116.00	8,288.00	156,404.00	108,738.46	45,076.00	2,589.54	0.00
Undistributed Expense-Instruction		2,835,019.00	(106,432.04)	2,728,586.96	1,860,863.33	864,879.68	2,843.95	7,996.50
11-000-213-100	Salaries	129,278.00	6,721.00	135,999.00	108,226.80	0.00	27,772.20	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	4,000.00	(3,500.00)	500.00	0.00	0.00	500.00	0.00
11-000-213-600	HLTH SUPPLIES	2,000.00	0.00	2,000.00	0.00	844.39	1,155.61	0.00
11-000-213-800	HLTH OTH OBJ	85.00	105.00	190.00	105.00	0.00	85.00	0.00
Health Services		135,363.00	3,326.00	138,689.00	108,331.80	844.39	29,512.81	0.00
11-000-216-100	Salaries	96,014.00	(12,330.00)	83,684.00	65,310.40	0.00	18,373.60	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	10,715.00	22,715.00	15,390.00	7,325.00	0.00	0.00
11-000-216-600	SPEECH SUPPLIES	500.00	313.00	813.00	812.42	0.00	0.58	0.00
Other Support Svc-Related Svcs		108,514.00	(1,302.00)	107,212.00	81,512.82	7,325.00	18,374.18	0.00
11-000-217-106	PERSON AID	45,789.00	57,747.34	103,536.34	79,967.80	(1,619.99)	25,188.53	0.00
11-000-217-320	THERAPY SVS	38,000.00	(9,357.00)	28,643.00	19,982.76	6,175.50	2,484.74	0.00
Other Support Svc-Extra. Svcs		83,789.00	48,390.34	132,179.34	99,950.56	4,555.51	27,673.27	0.00
11-000-218-104	GUID SALARY	101,532.00	37,275.00	138,807.00	111,014.15	0.00	27,792.85	0.00
11-000-218-600	Supplies & Materials	1,000.00	0.00	1,000.00	729.00	0.00	271.00	0.00
Other Support Svc-Students-Reg		102,532.00	37,275.00	139,807.00	111,743.15	0.00	28,063.85	0.00

FY2022 Data is Posted to 4/30/2022

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-219-104	CST PROF SALARY	77,266.00	18,343.00	95,609.00	73,817.52	0.00	21,791.48	0.00
11-000-219-105	CST SECT SALARY	41,200.00	(22,095.92)	19,104.08	19,104.08	0.00	0.00	0.00
11-000-219-320	CST PROF SVS	85,500.00	(69,194.08)	16,305.92	3,966.35	8,182.40	4,157.17	0.00
11-000-219-600	CST SUPPLIES	2,000.00	1,108.01	3,108.01	2,326.81	781.20	0.00	0.00
11-000-219-890	Membership Dues Fees	200.00	0.00	200.00	150.00	0.00	50.00	0.00
Other Support Svc-Students-Spec		206,166.00	(71,838.99)	134,327.01	99,364.76	8,963.60	25,998.65	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	(8,500.00)	0.00	0.00	0.00	0.00	0.00
11-000-221-320	Curriculum Services	1,300.00	0.00	1,300.00	0.00	1,300.00	0.00	0.00
Impr of Inst/Other Sup-Instruc		9,800.00	(8,500.00)	1,300.00	0.00	1,300.00	0.00	0.00
11-000-222-100	Salaries	72,821.00	3,885.00	76,706.00	59,738.40	0.00	16,967.60	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	9,500.00	(20,873.00)	(11,373.00)	(19,545.46)	0.00	8,172.46	23,895.94
11-000-222-600	LIB SUP/MAT	300.00	0.00	300.00	(457.76)	0.00	757.76	2,355.00
Library and Educ Media		82,621.00	(16,988.00)	65,633.00	39,735.18	0.00	25,897.82	26,250.94
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	13,654.00	21,154.00	7,006.50	2,651.70	11,495.80	0.00
Inst. staff training svcs		7,500.00	13,654.00	21,154.00	7,006.50	2,651.70	11,495.80	0.00
11-000-230-100	Salaries	138,000.00	(10,595.00)	127,405.00	81,166.64	0.00	46,238.36	0.00
11-000-230-270	District Admin Health Benefits	5,314.00	(5,314.00)	0.00	0.00	0.00	0.00	0.00
11-000-230-320	Shared services CSA	0.00	16,723.70	16,723.70	0.00	16,723.70	0.00	0.00
11-000-230-331	ADM LEGAL SV	50,000.00	(2,818.50)	47,181.50	46,044.09	1,136.50	0.91	0.00
11-000-230-332	Audit Fees	18,500.00	6,500.00	25,000.00	25,000.00	0.00	0.00	0.00
11-000-230-339	ADM PROF SVS	16,000.00	46,165.00	62,165.00	28,436.16	28,253.48	5,475.36	15,163.36
11-000-230-530	Communications/Telephone	57,500.00	(50,604.00)	6,896.00	3,520.27	2,645.57	730.16	57.35
11-000-230-590	Other Purchased Services (400-500 Series)	20,550.00	(93.00)	20,457.00	14,206.91	6,250.00	0.09	4,400.00
11-000-230-610	GENERAL OFFICE SUPPLIES	5,000.00	(188.00)	4,812.00	4,507.64	303.40	0.96	0.00
11-000-230-890	ADM DUES,WKSHOP	25,000.00	(9,685.00)	15,315.00	11,436.69	144.00	3,734.31	0.00
Support svc-general admin		335,864.00	(9,908.80)	325,955.20	214,318.40	55,456.65	56,180.15	19,620.71
11-000-240-103	SCHOOL PRIN SAL	164,428.00	22,070.00	186,498.00	155,314.98	0.00	31,183.02	0.00
11-000-240-105	SCHOOL SECT SAL	88,546.00	(5,645.00)	82,901.00	62,392.29	0.61	20,508.10	0.00
11-000-240-270	School Admin Health Benefits	19,201.00	(19,201.00)	0.00	0.00	0.00	0.00	0.00
11-000-240-300	Purchased Professional & Tech Services	15,000.00	0.00	15,000.00	14,320.79	0.00	679.21	0.00
11-000-240-600	SCHOOL OFF SUPP	1,000.00	0.00	1,000.00	503.61	329.00	167.39	0.00
11-000-240-800	Other Objects	100.00	0.00	100.00	0.00	0.00	100.00	0.00
Support Svc-School Admin		288,275.00	(2,776.00)	285,499.00	232,531.67	329.61	52,637.72	0.00
11-000-251-100	Salaries	147,486.00	11,017.88	158,503.88	138,433.60	0.00	20,070.28	23,140.30
11-000-251-270	Business Admin Health Benefits	21,033.00	(21,033.00)	0.00	0.00	0.00	0.00	0.00
11-000-251-340	PURCHASED TECH SERVICES	18,455.00	5,645.00	24,100.00	24,099.39	0.00	0.61	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	500.00	0.00	500.00	133.81	0.00	366.19	0.00
11-000-251-610	SUPPLIES & MATERIALS	200.00	0.00	200.00	0.00	0.00	200.00	0.00
Business and Other Support Svcs		187,674.00	(4,370.12)	183,303.88	162,666.80	0.00	20,637.08	23,140.30
11-000-261-100	Salaries	43,619.00	57,649.00	101,268.00	85,000.89	0.00	16,267.11	0.00
11-000-261-420	MAINT SVS	70,000.00	95,120.48	165,120.48	125,060.90	15,511.06	24,548.52	42,045.47
11-000-261-610	MAINT SUPPL	14,230.00	19,979.00	34,209.00	23,693.91	7,037.02	3,478.07	0.00
11-000-261-800	Maintenance Prog	1,000.00	1,891.00	2,891.00	2,601.99	0.00	289.01	0.00
Maintenance of Plant Services		128,849.00	174,639.48	303,488.48	236,357.69	22,548.08	44,582.71	42,045.47
11-000-262-100	Salaries	239,862.00	(34,970.14)	204,891.86	162,714.38	0.00	42,177.48	0.00
11-000-262-300	Purch Prof SVS	20,000.00	(5,000.00)	15,000.00	11,269.38	1,656.77	2,073.85	0.00
11-000-262-420	PLNT CUST SVS	40,000.00	135,763.79	175,763.79	49,248.48	13,197.00	113,318.31	0.00
11-000-262-490	PLT WATER SVS	15,000.00	298.00	15,298.00	11,629.92	3,667.23	0.85	0.00
11-000-262-520	INSURANCES	40,000.00	(5,287.00)	34,713.00	34,712.41	0.00	0.59	0.00
11-000-262-610	PLNT SUPPLIES	60,000.00	(10,003.44)	49,996.56	40,741.16	9,255.40	0.00	0.00
11-000-262-621	Energy - Propane - Villa	5,000.00	0.00	5,000.00	3,698.75	1,301.25	0.00	0.00
11-000-262-622	Energy - Electric - Villa	98,000.00	17,944.00	115,944.00	79,806.21	30,683.83	5,453.96	0.00
11-000-262-624	Energy - Htg Fuel - Villa	91,200.00	27,034.00	118,234.00	116,194.27	2,038.49	1.24	0.00
11-000-262-800	PLNT OTHER	1,000.00	0.00	1,000.00	437.00	0.00	563.00	0.00
Operation of Plant		610,062.00	125,779.21	735,841.21	510,451.96	61,799.97	163,589.28	0.00
11-000-263-100	Grounds	58,020.00	3,312.66	61,332.66	51,099.96	0.00	10,232.70	0.00
11-000-263-300	Purchased Prof Svcs	13,000.00	22,368.00	35,368.00	31,048.50	3,469.10	850.40	0.00
11-000-263-600	Grounds supplies	2,000.00	573.34	2,573.34	2,078.78	494.56	0.00	0.00
Care & Upkeep of Grounds		73,020.00	26,254.00	99,274.00	84,227.24	3,963.66	11,083.10	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-270-105	Transportation Secretary	52,825.00	(57,942.00)	(5,117.00)	(5,118.03)	0.03	1.00	5,118.03
11-000-270-160	Sal Pupil Trans home to school	251,799.00	(16,058.79)	235,740.21	198,280.54	0.00	37,459.67	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	75,000.00	(3,043.00)	71,957.00	5,993.39	0.00	19,963.61	0.00
11-000-270-162	Salary - Pupil Transportation	16,000.00	(2,902.00)	13,098.00	12,070.00	0.00	1,028.00	0.00
11-000-270-390	Communication Services	10,000.00	2,696.00	12,696.00	6,904.00	1,842.00	3,950.00	0.00
11-000-270-420	TRNS REP/MAINT	100,000.00	50,796.51	150,796.51	140,045.19	10,751.32	0.00	0.00
11-000-270-443	Lease Purchase Pymt	85,744.00	0.25	85,744.25	85,744.24	0.00	0.01	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	7,934.00	57,934.00	28,034.00	29,900.00	0.00	0.00
11-000-270-511	TRNS CONT REG	9,000.00	(9,000.00)	0.00	0.00	0.00	0.00	0.00
11-000-270-514	Contract (spec ed) Vendors	15,000.00	(15,000.00)	0.00	0.00	0.00	0.00	0.00
11-000-270-515	TRNS SP ED JNT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	826.28	140,826.28	135,926.28	4,900.00	0.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	25,000.00	849.00	25,849.00	23,981.60	1,866.57	0.83	0.00
11-000-270-600	TRNS SUP/MAT	56,500.00	(2,121.00)	54,379.00	39,740.97	12,054.71	2,583.32	36,431.87
11-000-270-890	Misc Expenses	3,200.00	0.00	3,200.00	1,598.99	87.50	1,513.51	583.00
Student Transportation Svcs		891,068.00	(42,964.75)	848,103.25	719,201.17	61,402.13	67,499.95	42,132.90
11-000-291-220	PERS FICA	130,000.00	47,821.58	177,821.58	177,821.58	0.00	0.00	0.00
11-000-291-232	TPAF ERIP CONT	10,000.00	(10,000.00)	0.00	0.00	0.00	0.00	0.00
11-000-291-241	PERS CONTR	135,000.00	12,294.00	147,294.00	147,294.00	0.00	0.00	0.00
11-000-291-249	DCRP Employer Contribution	5,000.00	0.00	5,000.00	2,764.37	0.00	2,235.63	0.00
11-000-291-250	Unemployment Comp	0.00	416.00	416.00	0.00	0.00	416.00	0.00
11-000-291-260	WORKMENS COMPSA	65,000.00	0.00	65,000.00	48,168.95	15,714.76	1,116.29	0.00
11-000-291-270	EMPL HLTH BENEF	1,257,961.00	(19,219.18)	1,238,741.82	1,021,328.81	69,925.83	147,487.18	16,697.79
11-000-291-280	TUITION REIMB	20,000.00	2,867.61	22,867.61	10,791.53	5,669.55	6,406.53	216.89
11-000-291-290	Employee Benefits	1,000.00	(88,540.59)	(87,540.59)	(103,114.40)	0.00	15,573.81	110,169.98
11-000-291-299	Unused Sick Pmnt to Ret Staff	10,000.00	15,653.00	25,653.00	25,652.53	0.00	0.47	0.00
Employee Benefits		1,633,961.00	(38,707.58)	1,595,253.42	1,330,707.37	91,310.14	173,235.91	127,084.66
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,904,466.00	71,506.15	10,975,972.15	8,431,609.63	1,233,070.81	1,311,291.71	291,093.04

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
12-000-270-443	L/P School Buses	0.00	5,600.00	5,600.00	5,600.00	0.00	0.00	0.00
Equip		0.00	5,600.00	5,600.00	5,600.00	0.00	0.00	0.00
12-000-400-600	EQUIP TRANSPORTATION	0.00	9,800.00	9,800.00	9,800.00	0.00	0.00	0.00
12-001-604-000	Increase in Capital Reserve	25,100.00	0.00	25,100.00	9,405.53	594.47	15,100.00	0.00
12-000-400-710	FAC/PROP IMP	100,000.00	61,285.95	161,285.95	159,292.81	1,993.14	0.00	181,999.66
12-000-400-896	Assess Debt Srvc SDA Funding	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00	0.00
Fund transfers		126,466.00	71,085.95	197,551.95	178,498.34	2,587.61	16,466.00	181,999.66
Grand Totals for fund 12:		126,466.00	76,685.95	203,151.95	184,098.34	2,587.61	16,466.00	181,999.66

Fund 13 (Special Schools Fund)

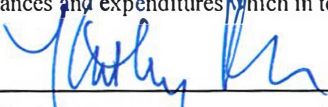
Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Grand Totals for fund 13:		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fund 18 (Educational Jobs Fund)

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

Grand Totals for all Subfunds of Fund 10: 11,030,932.00 148,192.10 11,179,124.10 8,615,707.97 1,235,658.42 1,327,757.71 473,092.70

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


 Jim Minkewicz, Business Administrator


 Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS

101 Cash in checking account	\$	(267,431.08)	
102-106 Other cash equivalents	\$	0.00	
Total cash			\$ (267,431.08)
111 Investments			\$ 0.00
114 Investment interest receivable			\$ 0.00
121 Tax levy receivable			\$ 0.00
Accounts receivable			
132 Interfund	\$	0.00	
141 Intergovernmental - state	\$	(24,806.00)	
142 Intergovernmental - federal	\$	71,065.71	
143 Intergovernmental - other	\$	0.00	
153 Other Accounts Receivable	\$	0.00	
			\$ 46,259.71
Loans receivable			
131 Interfund	\$	0.00	
151 Other Loans Receivable	\$	0.00	
			\$ 0.00
199 Other current assets			\$ 0.00

RESOURCES

301 Estimated revenues (from adjusted budget)	\$	799,490.55	
302 Less: revenues collected or accrued	\$	(339,019.00)	
			\$ 460,471.55
TOTAL ASSETS AND RESOURCES			\$ 239,300.18

LIABILITIES AND FUND EQUITY

LIABILITIES

401 Interfund loans payable	\$	0.00	
402 Interfund accounts payable	\$	0.00	
411 Intergovernmental accounts payable - state	\$	0.00	
412 Intergovernmental accounts payable - federal	\$	5,810.47	
413 Intergovernmental accounts payable - other	\$	0.00	
421 Accounts payable	\$	0.00	
422 Judgments payable	\$	0.00	
430 Compensated absences payable	\$	0.00	
431 Contracts payable	\$	0.00	
451 Loans payable	\$	0.00	
481 Deferred revenues	\$	0.00	
499 Other current liabilities	\$	6,450.35	
Total liabilities	\$		\$ 12,260.82

FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year			\$	126,650.74	
754 Reserve for encumbrances - prior year			\$	0.00	
760 Other reserves			\$	0.00	
771 Designated Fund Balance			\$	0.00	
601 Appropriations		\$	800,707.54		
602 Less: expenditures	\$	574,600.90			
603 Less: encumbrances	\$	126,650.74	\$	(701,251.64)	
Appropriations less expenditures			\$	99,455.90	
				\$ 226,106.64	
Unappropriated:					
770 Fund Balance, July 1, 2021			\$	0.00	
303 Less: budgeted fund balance			\$	932.72	
Unappropriated fund balance				\$ 932.72	
Total fund equity				\$ 227,039.36	
TOTAL LIABILITIES AND FUND EQUITY				\$	239,300.18

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	(45,404.72)	46,621.71	1,216.99	362,232.64	(361,015.65)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	5,591.55	0.00	5,591.55	360.00	5,231.55
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	23,012.00	23,012.00	0.00	23,012.00
4xxx	From Federal Sources	233,731.00	537,915.00	771,646.00	338,659.00	432,987.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		193,158.83	607,548.71	800,707.54	701,251.64	99,455.90

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Ungrouped Accounts		46,591.55	565,510.00	612,101.55	388,082.83	115,732.25	108,286.47	0.00
Local Projects		0.00	0.00	0.00	3,798.50	9,298.50	(13,097.00)	5,500.00
Title I		30,000.28	(4,630.00)	25,370.28	22,280.28	0.00	3,090.00	0.00
IDEA Part B		99,067.00	(4,083.00)	94,984.00	91,045.73	1,619.99	2,318.28	0.00
IDEA (Prog. 251)		0.00	5,566.00	5,566.00	5,164.00	0.00	402.00	0.00
Title II Part A		7,500.00	(503.00)	6,997.00	6,997.00	0.00	0.00	0.00
Title IV		9,000.00	1,216.71	10,216.71	12,623.18	0.00	(2,406.47)	0.00
Title IV		1,000.00	0.00	1,000.00	200.00	0.00	800.00	0.00
R.E.A.P. GRANT		0.00	44,472.00	44,472.00	44,409.38	0.00	62.62	0.00
Grand Totals for fund 20:		193,158.83	607,548.71	800,707.54	574,600.90	126,650.74	99,455.90	5,500.00

Revenues Summary

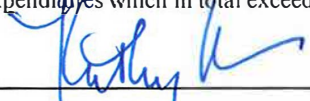
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	(45,404.72)	46,621.71	1,216.99	362,232.64	(361,015.65)
20-1920-212-000	Sustainability/Outdoor Ed/HU	0.00	0.00	0.00	360.00	(360.00)
20-1921-454-000	RH Steiveson Grant	5,591.55	0.00	5,591.55	0.00	5,591.55
20-3256-256-000	School Security Grant	0.00	23,012.00	23,012.00	0.00	23,012.00
20-4409-224-000	ARP IDEA PS	0.00	1,578.00	1,578.00	0.00	1,578.00
20-4411-231-000	Title I	30,719.00	(4,630.00)	26,089.00	26,089.00	0.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4419-223-000	ARP IDEA BASIC	0.00	18,489.00	18,489.00	20,067.00	(1,578.00)
20-4421-250-000	IDEA Basic	100,000.00	(5,016.00)	94,984.00	94,984.00	0.00
20-4423-251-000	IDEA-Preschool	0.00	5,566.00	5,566.00	5,566.00	0.00
20-4451-270-000	Title II A	7,500.00	(503.00)	6,997.00	6,997.00	0.00
20-4451-270-001	Title IIA C/O	40.00	0.00	40.00	0.00	40.00
20-4471-280-000	Title IV Part A	10,000.00	0.00	10,000.00	10,000.00	0.00
20-4502-451-000	REAP	44,472.00	0.00	44,472.00	0.00	44,472.00
20-4530-477-000	ESSER I CARES	0.00	0.00	0.00	0.00	0.00
20-4531-478-000	CARES Digital Divide Grant	0.00	0.00	0.00	0.00	0.00
20-4533-480-000	Addr Studnt Learning Loss Grnt	0.00	0.00	0.00	0.00	0.00
20-4534-483-000	CRRSA Act - ESSER II	41,000.00	57,056.00	98,056.00	83,056.00	15,000.00
20-4535-484-000	ESSER II Learning Acceleration	0.00	25,000.00	25,000.00	12,250.00	12,750.00
20-4536-485-000	ESSER II Mental Health Grant	0.00	45,000.00	45,000.00	45,000.00	0.00
20-4537-486-000	ACSERS Program	0.00	0.00	0.00	34,650.00	(34,650.00)
20-4540-487-000	ARP-ESSER	0.00	395,375.00	395,375.00	0.00	395,375.00
Grand Totals		193,158.83	607,548.71	800,707.54	701,251.64	99,455.90

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Tnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-223-100-500	ARP IDEA BASIC	0.00	18,489.00	18,489.00	12,941.40	5,547.60	0.00	0.00
20-224-200-300	ARP IDEA PS	0.00	1,578.00	1,578.00	1,578.00	0.00	0.00	0.00
20-256-400-720	School Security Grant	0.00	23,012.00	23,012.00	13,397.82	2,024.80	7,589.38	0.00
20-454-100-610	RH Steiveson Grant	5,591.55	0.00	5,591.55	12,213.78	(6,622.23)	0.00	0.00
20-483-200-500	CRRSA ESSER II Grant Program	41,000.00	57,056.00	98,056.00	40,146.23	57,909.77	0.00	0.00
20-484-200-500	CRRSA - Learning Accel. Grant	0.00	25,000.00	25,000.00	19,640.00	5,360.00	0.00	0.00
20-485-200-500	CRRSA - Mental Health Grant	0.00	45,000.00	45,000.00	45,000.00	0.00	0.00	0.00
20-487-200-500	ARP-ESSER Grant Program	0.00	395,375.00	395,375.00	243,165.60	51,512.31	100,697.09	0.00
Ungrouped Accounts		46,591.55	565,510.00	612,101.55	388,082.83	115,732.25	108,286.47	0.00
20-212-100-600	Local projects	0.00	0.00	0.00	3,798.50	9,298.50	(13,097.00)	5,500.00
Local Projects		0.00	0.00	0.00	3,798.50	9,298.50	(13,097.00)	5,500.00
20-231-100-100	Personal Services - Salaries	30,000.28	(4,869.00)	25,131.28	22,041.28	0.00	3,090.00	0.00
20-231-100-600	General Supplies	0.00	239.00	239.00	239.00	0.00	0.00	0.00
Title I		30,000.28	(4,630.00)	25,370.28	22,280.28	0.00	3,090.00	0.00
20-250-100-300	IDEA ED SVS	0.00	47,492.00	47,492.00	47,492.00	0.00	0.00	0.00
20-250-100-600	IDEA SUPPL	1,754.10	1,030.90	2,785.00	2,785.00	0.00	0.00	0.00
20-250-200-300	IDEA NON PUBLIC	97,312.90	(52,605.90)	44,707.00	40,768.73	1,619.99	2,318.28	0.00
IDEA Part B		99,067.00	(4,083.00)	94,984.00	91,045.73	1,619.99	2,318.28	0.00
20-251-200-300	IDEA PS PROF & TECH SVC	0.00	5,566.00	5,566.00	5,164.00	0.00	402.00	0.00
IDEA (Prog. 251)		0.00	5,566.00	5,566.00	5,164.00	0.00	402.00	0.00
20-270-200-300	Pur Prof Tec Serv	7,500.00	(503.00)	6,997.00	6,997.00	0.00	0.00	0.00
Title II Part A		7,500.00	(503.00)	6,997.00	6,997.00	0.00	0.00	0.00
20-280-100-600	Instructional Supplies	9,000.00	1,216.71	10,216.71	12,623.18	0.00	(2,406.47)	0.00
Title IV		9,000.00	1,216.71	10,216.71	12,623.18	0.00	(2,406.47)	0.00
20-280-200-300	Prof Tech Services-Support	1,000.00	0.00	1,000.00	200.00	0.00	800.00	0.00
Title IV		1,000.00	0.00	1,000.00	200.00	0.00	800.00	0.00
20-451-100-600	SUPP/MAT	0.00	22,082.40	22,082.40	22,082.40	0.00	0.00	0.00
20-451-200-600	OTHER SUP/MAT	0.00	22,389.60	22,389.60	22,326.98	0.00	62.62	0.00
R.E.A.P. GRANT		0.00	44,472.00	44,472.00	44,409.38	0.00	62.62	0.00
Grand Totals for fund 20:		193,158.83	607,548.71	800,707.54	574,600.90	126,650.74	99,455.90	5,500.00

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



Jim Minkewicz, Business Administrator



Date

Interim Balance Sheet

ASSETS AND RESOURCES

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

LIABILITIES AND FUND EQUITY

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

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	0.00	
754 Reserve for encumbrances - prior year			\$	0.00	
760 Other reserves			\$	0.00	
771 Designated Fund Balance			\$	0.00	
601 Appropriations		\$	0.00		
602 Less: expenditures	\$	771,200.00			
603 Less: encumbrances	\$	0.00	\$	(771,200.00)	\$ (771,200.00)
Appropriations less expenditures					\$ (771,200.00)

Unappropriated:

770 Fund Balance, July 1, 2021			\$	(0.49)	
303 Less: budgeted fund balance			\$	0.00	
Unappropriated fund balance					\$ (0.49)
Total fund equity					\$ (771,200.49)

TOTAL LIABILITIES AND FUND EQUITY

\$ (771,200.49)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

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

Revenues/Sources of Funds

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

Fund 40 (Debt Service Fund)

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

Revenues Summary

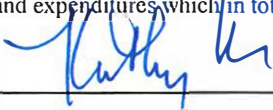
Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	562,506.00	(562,506.00)
40-5200-000-000	TRANSFERS	0.00	0.00	0.00	0.00	0.00
40-1210-000-000	TAX LEVY D.S.	708,106.00	0.00	708,106.00	145,600.00	562,506.00
40-3160-000-000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

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

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

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



Jim Minkewicz, Business Administrator

6-21-22

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account		\$ (212,140.38)	
102-106 Other cash equivalents		<u>\$ 0.00</u>	
Total cash			\$ (212,140.38)
111 Investments			\$ 0.00
114 Investment interest receivable			\$ 0.00
121 Tax levy receivable			\$ 0.00
Accounts receivable			
132 Interfund	\$	0.00	
141 Intergovernmental - state	\$	0.00	
142 Intergovernmental - federal	\$	0.00	
143 Intergovernmental - other	\$	25,398.25	
153 Other Accounts Receivable	<u>\$</u>	<u>2,600.00</u>	
			\$ 27,998.25
Loans receivable			
131 Interfund	\$	0.00	
151 Other Loans Receivable	<u>\$</u>	<u>0.00</u>	
			\$ 0.00
199 Other current assets			\$ 0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	\$	0.00	
302 Less: revenues collected or accrued	<u>\$</u>	<u>(132,731.31)</u>	
			<u>\$ (132,731.31)</u>
TOTAL ASSETS AND RESOURCES			<u>\$ (316,873.44)</u>

LIABILITIES AND FUND EQUITY

LIABILITIES			
401 Interfund loans payable			\$ 0.00
402 Interfund accounts payable			\$ 0.00
411 Intergovernmental accounts payable - state			\$ 0.00
412 Intergovernmental accounts payable - federal			\$ 0.00
413 Intergovernmental accounts payable - other			\$ 0.00
421 Accounts payable			\$ 2,225.00
422 Judgments payable			\$ 0.00
430 Compensated absences payable			\$ 0.00
431 Contracts payable			\$ 0.00
451 Loans payable			\$ 0.00
481 Deferred revenues			\$ 17,765.00
499 Other current liabilities			\$ 0.00
Total liabilities			<u>\$ 19,990.00</u>

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	12,265.01	
754 Reserve for encumbrances - prior year			\$	0.00	
760 Other reserves			\$	0.00	
771 Designated Fund Balance			\$	0.00	
601 Appropriations		\$	186.65		
602 Less: expenditures	\$	103,228.90			
603 Less: encumbrances	\$	12,265.01	\$	(115,493.91)	\$ (115,307.26)
Appropriations less expenditures					\$ (103,042.25)

Unappropriated:

770 Fund Balance, July 1, 2021			\$	(235,321.19)	
303 Less: budgeted fund balance			\$	0.00	
Unappropriated fund balance					\$ (235,321.19)
Total fund equity					\$ (338,363.44)
TOTAL LIABILITIES AND FUND EQUITY					<u>\$ (318,373.44)</u>

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 186.65	\$ 115,493.91	\$ (115,307.26)
Less: Revenues	\$ 0.00	\$ (132,731.31)	\$ 132,731.31
Subtotal	\$ 186.65	\$ (17,237.40)	\$ 17,424.05
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (186.65)	\$ (186.65)	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ (17,424.05)	\$ 17,424.05
Add: Unappropriated fund balance			\$ (235,321.19)
Total of budgeted and unappropriated fund balance			<u>\$ (217,897.14)</u>

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	186.65	186.65	(17,237.40)	17,424.05
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	132,731.31	(132,731.31)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		0.00	186.65	186.65	115,493.91	(115,307.26)

Fund 60 (Rutherford Hall Budget)

Account Group	Group Title	Original Bgt	New App'r/mnt	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		0.00	0.00	0.00	66,272.60	189.50	(66,462.10)	0.00
Administrative Costs		0.00	0.00	0.00	7,390.80	1,185.18	(8,575.98)	0.00
Purchased Services		0.00	0.00	0.00	575.00	3,234.00	(3,809.00)	0.00
Supplies		0.00	0.00	0.00	17,922.51	6,360.58	(24,283.09)	0.00
Other Expenses		0.00	186.65	186.65	11,067.99	1,295.75	(12,177.09)	0.00
Grand Totals for fund 60:		0.00	186.65	186.65	103,228.90	12,265.01	(115,307.26)	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	186.65	186.65	(17,237.40)	17,424.05
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	1,330.00	(1,330.00)
60-1510-000-000	Rutherford Hall Interest Rev.	0.00	0.00	0.00	0.00	0.00
60-1630-000-000	Grant Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1631-000-000	School Food & Beverage Sales	0.00	0.00	0.00	0.00	0.00
60-1632-000-000	Gift Shop Sales	0.00	0.00	0.00	0.00	0.00
60-1633-000-000	Sturm Art Sales	0.00	0.00	0.00	0.00	0.00
60-1710-101-000	Admis - Grant Funct. Lectures	0.00	0.00	0.00	0.00	0.00
60-1710-102-000	Admis Grant Fuct.-Museum	0.00	0.00	0.00	1,031.00	(1,031.00)
60-1710-103-000	Admis-Grant Funct.-Concerts	0.00	0.00	0.00	0.00	0.00
60-1710-103-101	Jazz Concert Admissions	0.00	0.00	0.00	0.00	0.00
60-1710-103-102	Comedy Shows	0.00	0.00	0.00	0.00	0.00
60-1710-104-000	Admis-Grant Funct.-Tours	0.00	0.00	0.00	0.00	0.00
60-1710-106-000	Admis-Grant Funds-Theater Grou	0.00	0.00	0.00	0.00	0.00
60-1710-107-000	High Tea	0.00	0.00	0.00	0.00	0.00
60-1710-108-000	Downton Abbey Luncheons	0.00	0.00	0.00	0.00	0.00
60-1710-109-000	YOGA	0.00	0.00	0.00	0.00	0.00
60-1710-110-000	Tap Dancing	0.00	0.00	0.00	0.00	0.00
60-1710-201-000	Summer Art Camp	0.00	0.00	0.00	2,302.00	(2,302.00)
60-1710-202-000	Hunger Games Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-202-101	Jedi/Star Wars Summer Camp	0.00	0.00	0.00	0.00	0.00
60-1710-203-000	Harry Potter Summer Camp #1	0.00	0.00	0.00	0.00	0.00
60-1710-203-100	Harry Potter Summer Camp #1	0.00	0.00	0.00	0.00	0.00
60-1710-203-101	Harry Potter Summer Camp #2	0.00	0.00	0.00	0.00	0.00
60-1710-203-102	Camp Half-Blood Themed Camp	0.00	0.00	0.00	0.00	0.00
60-1710-204-000	Rent a Plot at RH	0.00	0.00	0.00	0.00	0.00
60-1710-205-000	French Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-206-000	Spanish Immersion Camp	0.00	0.00	0.00	0.00	0.00
60-1710-207-000	Learning in the Landscape	0.00	0.00	0.00	0.00	0.00
60-1710-208-000	Art Camp: Landscape & Art	0.00	0.00	0.00	0.00	0.00
60-1710-208-100	Art Camp - School Year	0.00	0.00	0.00	0.00	0.00
60-1710-209-000	Sailing Camp	0.00	0.00	0.00	0.00	0.00
60-1710-210-000	Living In the Great Depression	0.00	0.00	0.00	0.00	0.00
60-1710-211-000	Classic Sports & Games	0.00	0.00	0.00	0.00	0.00
60-1710-212-000	Pint Sized & Published	0.00	0.00	0.00	0.00	0.00
60-1710-213-000	Geo Caching Camp	0.00	0.00	0.00	0.00	0.00
60-1710-213-001	Outdoor Camp - Survival	0.00	0.00	0.00	0.00	0.00
60-1710-213-002	Outdoor Camp - Boating	0.00	0.00	0.00	0.00	0.00
60-1710-214-000	Mommy & Me	0.00	0.00	0.00	0.00	0.00
60-1710-215-100	STEAM Camp	0.00	0.00	0.00	0.00	0.00
60-1710-216-000	Preschool Mini Camp	0.00	0.00	0.00	256.00	(256.00)
60-1710-217-000	Giggster	0.00	0.00	0.00	0.00	0.00
60-1710-218-000	David's	0.00	0.00	0.00	0.00	0.00
60-1711-000-000	Admissions - School Functions	0.00	0.00	0.00	0.00	0.00
60-1715-000-000	Luau Fund Raiser	0.00	0.00	0.00	0.00	0.00
60-1750-100-000	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1750-100-100	Bridal Show Revenues	0.00	0.00	0.00	0.00	0.00
60-1780-000-000	Public Programming	0.00	0.00	0.00	0.00	0.00
60-1780-100-000	Girl Scout Programs	0.00	0.00	0.00	0.00	0.00
60-1790-000-000	CHPP 2021 Round 1	0.00	0.00	0.00	1,875.00	(1,875.00)
60-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
60-1910-000-000	Rutherford Hall Rentals	0.00	0.00	0.00	115,850.20	(115,850.20)
60-1910-000-105	Allamuchy Country Fair	0.00	0.00	0.00	0.00	0.00
60-1910-100-000	Warren Cty First Night	0.00	0.00	0.00	0.00	0.00
60-1910-100-100	Warren Cty First Night Parking	0.00	0.00	0.00	0.00	0.00
60-1910-101-000	Ruth Hall Fireworks Rm Rentals	0.00	0.00	0.00	0.00	0.00

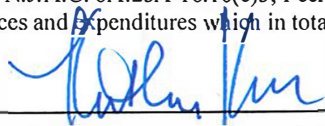
60-1911-000-000 School - Mt. Villa Rentals	0.00	0.00	0.00	0.00	0.00	0.00
60-1920-000-000 Private Contribs & Donations	0.00	0.00	0.00	0.00	0.00	0.00
60-1920-000-100 Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00	0.00
60-1920-100-000 Donations for Fireworks	0.00	0.00	0.00	0.00	0.00	0.00
60-1920-102-000 Fireworks Parking Fees	0.00	0.00	0.00	0.00	0.00	0.00
60-1920-103-000 Fireworks Vendor Fees	0.00	0.00	0.00	0.00	0.00	0.00
60-1920-104-000 Fireworks Bus/Entry Fee	0.00	0.00	0.00	0.00	0.00	0.00
60-1921-000-000 Public Contribs & Donations	0.00	0.00	0.00	0.00	9,037.11	(9,037.11)
60-1921-100-000 Earmarked Donations	0.00	0.00	0.00	0.00	0.00	0.00
60-1921-100-101 Donations E.M Under Priv Camp	0.00	0.00	0.00	0.00	0.00	0.00
60-1922-000-000 NJ Historical TRUST Grant	0.00	0.00	0.00	0.00	0.00	0.00
60-1922-100-000 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00	0.00
60-1922-100-100 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00	0.00
60-1980-000-000 Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
60-1990-000-000 Miscellaneous Revenues	0.00	0.00	0.00	0.00	1,050.00	(1,050.00)
60-1990-100-000 TIX Service Fees	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals	0.00	186.65	186.65	186.65	115,493.91	(115,307.26)

Minimum Expense General Ledger Report

Fund 60 (Rutherford Hall Budget)

Expend. Account #	Account Title	Original Bgt	New App/Tmsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	0.00	0.00	0.00	26,705.97	189.50	(26,895.47)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	23,364.37	0.00	(23,364.37)	0.00
60-990-320-183	Salaries - Custodial	0.00	0.00	0.00	633.34	0.00	(633.34)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	15,568.92	0.00	(15,568.92)	0.00
Salaries		0.00	0.00	0.00	66,272.60	189.50	(66,462.10)	0.00
60-990-320-335	Haunted Hall Costs	0.00	0.00	0.00	2,089.00	0.00	(2,089.00)	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	5,071.80	1,185.18	(6,256.98)	0.00
60-990-320-340	Purchased Technical Services	0.00	0.00	0.00	230.00	0.00	(230.00)	0.00
Administrative Costs		0.00	0.00	0.00	7,390.80	1,185.18	(8,575.98)	0.00
60-990-320-420	Cleaning & Repair Services	0.00	0.00	0.00	575.00	3,234.00	(3,809.00)	0.00
Purchased Services		0.00	0.00	0.00	575.00	3,234.00	(3,809.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	3,906.18	1,360.58	(5,266.76)	0.00
60-990-320-611	Function Supplies	0.00	0.00	0.00	13,573.63	5,000.00	(18,573.63)	0.00
60-990-320-622	RH Electricity	0.00	0.00	0.00	442.70	0.00	(442.70)	0.00
Supplies		0.00	0.00	0.00	17,922.51	6,360.58	(24,283.09)	0.00
60-990-320-890	Miscellaneous Expense	0.00	186.65	186.65	4,282.83	533.78	(4,629.96)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	2,077.30	761.97	(2,839.27)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	4,707.86	0.00	(4,707.86)	0.00
Other Expenses		0.00	186.65	186.65	11,067.99	1,295.75	(12,177.09)	0.00
Grand Totals for fund 60:		0.00	186.65	186.65	103,228.90	12,265.01	(115,307.26)	0.00

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



6-21-22

Jim Minkewicz, Business Administrator

Date

Allamuchy Board of Education Expense Reclassification List

04/01/22 to 04/30/22

<u>Date</u>	<u>PO Number</u>	<u>Ordering Name</u>	<u>Amount</u>	<u>Reclassification Details and Comments</u>
04/04/22	P202200135	Amazon Business	\$686.72	From 11-190-100-890-000-000 to 20-487-200-500-000-005 ESSER / Desk Shields Covid

The Net of expense reclassifications on Fund 10 is Expenditures: (\$686.72) Cash: \$686.72

The Net of expense reclassifications on Fund 20 is Expenditures: \$686.72 Cash: (\$686.72)

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
04/30/2211-190-100-104-002-000	Substitutes - Class Coverage	11-190-100-104-001-000	Substitutes - Per Diem	804.98
04/30/2211-190-100-104-002-000	Substitutes - Class Coverage	11-190-100-104-003-000	Substitutes - Permanent Sub	6,935.60
04/30/2211-212-100-101-000-001	MH Dis Teach Sal ATS	11-212-100-101-000-002	MH Sal Teachers MVS	5,810.30
04/30/2211-000-100-562-000-000	Tuition LEA Sp Ed	11-000-100-563-000-000	Voc. School Dist	1,324.40
04/30/2211-000-217-106-000-001	Pers Aide Sal ATS	11-000-217-106-000-002	Pers Aide Sal MVS	1,976.40
04/30/2211-000-219-320-000-000	CST Prof Svcs	11-000-219-105-000-000	CST Secty Salary	552.08
04/30/2211-000-219-320-000-000	CST Prof Svcs	11-000-219-600-000-000	CST Supplies	434.01
04/30/2211-000-262-420-000-000	Cust Cng Rep & Maint Svcs	11-000-262-100-003-000	Custodial - Substitutes	1,831.86
04/30/2211-000-262-420-000-000	Cust Cng Rep & Maint Svcs	11-000-262-610-000-000	Custodial Supplies	2,996.56
04/30/2211-000-263-100-000-000	Grounds Salaries	11-000-263-600-000-000	Grounds Supplies	98.34
04/30/2211-000-270-600-000-000	Trans Supplies & Mats	11-000-270-518-000-000	Trans Cont Svcs Sp Ed ESC/	10,000.00
04/30/2211-000-270-160-000-000	Trans Salaries - regular time	11-000-270-518-000-000	Trans Cont Svcs Sp Ed ESC/	14,602.28
04/30/2211-000-270-160-000-000	Trans Salaries - regular time	11-000-270-420-000-000	Trans Repair/Maintenance	1,949.51
04/30/2211-000-291-270-102-000	Health Benefit Waiver Pmts	11-000-291-220-000-000	PERS FICA	12,286.87
04/30/2211-000-291-270-102-000	Health Benefit Waiver Pmts	11-000-291-241-000-000	PERS CONTR	2,294.00
04/30/2211-190-100-610-000-000	Gen'l Supplies	11-190-100-640-000-000	Textbooks	584.23
04/30/2211-190-100-610-000-000	Gen'l Supplies	11-190-100-890-000-000	Other Objects	313.44

The total of all Budget Adjustments for fund 10 is: **64,794.86**

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

District of Allamuchy
All Governmental Funds
30-Apr-22

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(5) Ending Cash Balance
Fund 10 - General Fund	1,199,314.38	982,663.27	1,132,411.79	1,049,565.86
Prior Period Void Cks		-	-	
Fund 10 - TOTAL	1,199,314.38	982,663.27	1,132,411.79	1,049,565.86
Capital Reserve	203,532.08	-	-	203,532.08
Maintenance Reserve	71,813.05	-	-	71,813.05
Fund 20 - Special Revenue	(318,294.36)	120,716.00	69,852.72	(267,431.08)
Fund 30 - Capital Projects Fund	-	-	-	-
Fund 40 - Debt Service Fund	(562,506.49)		-	(562,506.49)
Total Government Funds	1,364,980.23	1,103,379.27	1,202,264.51	494,973.42
Fund 60 - Rutherford Hall	(214,348.01)	12,217.00	10,009.37	(212,140.38)
TOTAL ALL FUNDS	\$ 1,134,398.74	\$ 1,115,596.27	\$ 1,212,273.88	\$ 282,833.04



Business Administrator/Treasurer

4/30/2022

Date

STUDENT ACTIVITY ACCOUNT

2021-22 SCHOOL YEAR	OPENING BALANCE	2021 7	2021 8	2021 9	2021 10	2021 11	2021 12	2022 1	2022 2	2022 3	2022 4	2022 5	2022 6
<u>Active Accounts:</u>													
ATS Class of 2023	-	-	-	-	-	985.50	985.50	1,448.95	1,331.95	3,272.95			
ATS Class of 2022	2,152.06	2,152.06	2,152.06	2,152.06	2,152.06	2,934.06	2,934.06	2,669.28	2,850.06	2,850.06			
ATS Class of 2021	2,414.42	2,414.42	2,414.42	2,414.42	2,414.42	2,414.42	2,414.42	2,414.42	2,414.42	2,414.42			
Yearbook	4,402.25	4,402.25	4,402.25	4,402.25	4,402.25	4,402.25	4,402.25	4,402.25	4,402.25	4,402.25			
Music	3,216.17	3,216.17	3,216.17	3,216.17	3,216.17	3,180.22	3,180.22	3,180.22	3,180.22	3,180.22			
Drama	354.40	354.40	354.40	354.40	354.40	354.40	354.40	341.40	341.40	341.40			
Wolf Pack K-2	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	1,923.71	2,100.46	2,100.46	2,100.46	2,100.46			
Student Council	787.71	787.71	787.71	787.71	787.71	1,316.46	1,316.46	1,599.96	1,599.96	1,599.96			
Lego	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50	884.50			
Scholarship	3,577.52	3,577.52	3,577.52	3,577.52	3,577.52	3,577.52	3,577.52	3,577.52	3,577.52	3,577.52			
Field Trips	-	-	-	-	172.00	122.00	122.00	122.00	122.00	122.00			
Miscellaneous	17,125.84	17,570.63	17,516.67	17,516.71	17,426.93	17,426.97	17,261.34	17,093.88	16,807.88	16,807.93			
	35,931.33	37,283.37	37,229.41	37,229.45	37,311.67	39,522.01	39,533.13	39,834.84	39,612.62	41,553.67	-	-	-
<u>Other Accounts:</u>													
Surfers way	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00			
Steam	842.05	842.05	842.05	842.05	842.05	1,448.05	1,448.05	1,448.05	1,448.05	1,448.05			
Stop Hungry Now	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00	524.00			
Grade 3	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00	279.00			
Wolfpack 3-5	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01	566.01			
Wolfpack 6-8	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09	51.09			
Special Ed / Alex's Lemonade	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87	184.87			
	2,452.02	2,452.02	2,452.02	2,452.02	2,452.02	3,058.02	3,058.02	3,058.02	3,058.02	3,058.02	-	-	-
<u>Sustainability & Wellness:</u>													
Outdoor Ed	6,189.57	6,322.17	6,322.17	6,322.17	6,322.17	5,791.80	5,791.80	5,791.80	5,791.80	5,791.80			
Healthy U	4,310.21	4,310.21	4,310.21	4,310.21	4,310.21	4,310.21	4,415.21	4,130.21	4,130.21	4,130.21			
	10,499.78	10,632.38	10,632.38	10,632.38	10,632.38	10,102.01	10,207.01	9,922.01	9,922.01	9,922.01	-	-	-
TOTAL	48,883.13	50,367.77	50,313.81	50,313.85	50,396.07	52,682.04	52,798.16	52,814.87	52,592.65	54,533.70	-	-	-
Balance per bank	55,291.40	53,011.19	52,568.08	52,568.12	52,509.38	54,550.35	54,616.47	55,350.47	55,044.25	56,985.30			
Less: Outstanding chks	(6,408.27)	(4,085.42)	(2,254.27)	(2,254.27)	(2,113.31)	(1,868.31)	(1,818.31)	(2,535.60)	(2,451.60)	(2,451.60)			
Plus: DIT		-	-	-	-	-	-	-	-	-	-	-	-
Balance per books	48,883.13	50,367.77	50,313.81	50,313.85	50,396.07	52,682.04	52,798.16	52,814.87	52,592.65	54,533.70	-	-	-

(0.00) (0.00)



NORTHEAST COMMUNICATIONS, INC.

244 EAST UNION TURNPIKE
WHARTON, NJ 07885
USA

Voice: 973-328-4000

Fax: 973-328-0266

QUOTATION

Quote Number: 4779A

Quote Date: May 6, 2022

Page: 1

Quoted To:
ALLAMUCHY TWP BOE ATTN: JOE FLYNN 20 JOHNSONBURG ROAD ALLAMUCHY, NJ 07820

ALLAMUCHY TWP BOE 20 JOHNSONBURG ROAD ATTN: JOE FLYNN ALLAMUCHY, NJ 07820
--

Customer ID	Good Thru	Payment Terms	Sales Rep
A0200BOE	6/5/22	Net 10 Days	

Qty	Item	Description	Unit Price	Amount
1	LABOR	LABOR PER HOUR PER MAN TO REMOVE WARREN COUNTY SPECIAL SERVICES FREQUENCIES FROM 16 CM200DS	110.00	110.00

Subtotal	110.00
Sales Tax	
Freight	
TOTAL	110.00

Quote Prepared By: Martin Walker, Technical Support Supervisor
973-328-4000 Ext. 203 / 973-840-9547 Cell
martinw@northeastcom.com

POLICY GUIDE

First Reading Policies and Regulations

PROGRAM
2417/page 1 of 2
Student Intervention and Referral Services
Apr 22
M

[See POLICY ALERT Nos. 177, 203, and 227]

2417 STUDENT INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation in each school building in which general education students are served, a coordinated system for planning and delivering intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board of Education **shall choose the ~~adopts~~ this** appropriate multidisciplinary team approach, **such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model** for planning and delivering the services required under N.J.A.C. 6A:16-8.

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to **support and** students in the general education program and may be provided for students who have been determined to need special education programs and services pursuant to N.J.A.C. 6A:16-8.1(a). The intervention and referral services provided for students who have been determined to need special education programs and services shall be coordinated with the student's Individualized Education Program Team, as appropriate. **Child Study Team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6.**

The functions of the system of intervention and referral services in each school building which general education students are served shall be pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.

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The I&RS Team **in each school building** shall review and assess the effectiveness of ~~the provisions of~~ each intervention and referral services action plan in achieving the **identified** outcomes, ~~identified in each action plan~~ and modify each action plan to achieve the outcomes, as appropriate.

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2

Adopted:

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PROGRAM

2431.4/page 1 of 3

Prevention and Treatment of Sports-Related
Concussions and Head Injuries

Jan 22

M

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

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

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

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

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

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

A student who participates in an athletic competition or practice **for a contact sport** and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from

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

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

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

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

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

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

Adopted:

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REGULATION GUIDE

PROGRAM
R 2431.4/page 1 of 6
Prevention and Treatment of Sports-Related
Concussions and Head Injuries
Jan 22
M

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

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

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

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.
4. The school district shall offer the free online course by NFHS (National Federation of State High School Associations), in conjunction with the CDC entitled Concussion in Sports. This course includes a Certification of Completion and New Jersey State Requirements for concussion management are included in the course work. The course is appropriate for coaches, officials, parents and students.
<https://nfhslearn.com/courses/concussion-in-sports-2>

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B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
 - a. Appearing dazed, stunned, or disoriented;
 - b. Forgetting plays or demonstrating short-term memory difficulty;
 - c. Exhibiting difficulties with balance or coordination;
 - d. Answering questions slowly or inaccurately; and/or
 - e. Losing consciousness.
2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer,

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school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:

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

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

1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.
 - a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
 - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
 - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.

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2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
 - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

E. Medical Examination and Written Medical Clearance

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
 - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
 - b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and
 - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
2. The student's written medical clearance from a physician must indicate a medical examination has determined:
 - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
 - b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
3. The student's written medical clearance must be reviewed and approved by the school physician.

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

F. Graduated Return to Athletic Competition and Practice Protocol

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

a. Back to Regular Activities (Such as School)

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

b. Light Aerobic Activity

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

c. Moderate Activity

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

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine,

POLICY GUIDE

and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

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

f. Athletic Competition

The student may return to athletic competition or practice.

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

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

G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries

1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.

2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:

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- a. Take rest breaks as needed;
- b. Spend fewer hours at school;
- c. Be given more time to take tests or complete assignments (all courses should be considered);
- d. Receive help with schoolwork;
- e. Reduce time spent on the computer, reading, and writing; and/or
- f. Be granted early dismissal from class to avoid crowded hallways.

STUDENTS
5512/page 1 of 30
Harassment, Intimidation, and Bullying
Apr 22
M

[See POLICY ALERT Nos. 179, 180, 181, 182, 183, 188, 193, 194, 200, 216, and 227]

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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C.	Student Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Reporting Procedure
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
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H.	Range of Responses to an Incident of Harassment, Intimidation, or Bullying

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- J. Consequences and Appropriate Remedial Action for False Accusation
- K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination
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- M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review
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- P. Reports to Law Enforcement
- Q. Collective Bargaining Agreements and Individual Contracts
- R. Students with Disabilities
- S. Approved Private Schools for Students with Disabilities (APSSD)

- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); ~~or~~ adoptive parent(s); legal guardian(s); foster parent(s); or parent surrogate(s) of a student. ~~When~~ ~~Where~~ parents are separated or divorced, "parent" means the person or agency which has legal custody of the

POLICY GUIDE

student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to **their his/her** person or damage to **their his/her** property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

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C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators,

POLICY GUIDE

and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

~~Consequences and Appropriate Remedial Actions – Students~~

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Consequences – Students

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Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

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In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

Appropriate Remedial Actions – Students

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of

problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

~~Factors for Determining Consequences – Student Considerations~~

- ~~1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;~~
- ~~2. Degrees of harm;~~
- ~~3. Surrounding circumstances;~~
- ~~4. Nature and severity of the behavior(s);~~
- ~~5. Incidences of past or continuing patterns of behavior;~~
- ~~6. Relationships between the parties involved; and~~
- ~~7. Context in which the alleged incidents occurred.~~

~~Factors for Determining Consequences – School Considerations~~

- ~~1. School culture, climate, and general staff management of the learning environment;~~
- ~~2. Social, emotional, and behavioral supports;~~
- ~~3. Student-staff relationships and staff behavior toward the student;~~
- ~~4. Family, community, and neighborhood situation; and~~
- ~~5. Alignment with Board policy and regulations/procedures.~~

Factors for Determining Remedial Measures

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Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

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Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. ~~Admonishment;~~
2. ~~Temporary removal from the classroom;~~
3. ~~Deprivation of privileges;~~
4. ~~Classroom or administrative detention;~~

5. ~~Referral to disciplinarian;~~
6. ~~In-school suspension;~~
7. ~~Out-of-school suspension (short-term or long-term);~~
8. ~~Reports to law enforcement or other legal action; or~~
9. ~~Expulsion.~~

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways **they** ~~he or she~~ can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of **their** ~~his or her~~ actions on others;

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11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure **they he-or she do does** not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;

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11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination,

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and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victim's² physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. **The written report**

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shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. **The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.** The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. **The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.**

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation,

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or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;

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- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional

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development opportunities that may address effective practices of successful school climate programs or approaches; and

- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

[Option – Principal’s Preliminary Determination

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14. ~~The Superintendent or designee may sign off on the preliminary determination.~~

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

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The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. **The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.**

~~An investigation concerning a staff member shall not be conducted by a staff member who is supervised by the staff member being investigated or who is an administrator in the district. The Principal or designee, in consultation with the Superintendent or designee, will appoint a staff member to complete these investigations.~~

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The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling **as a result of the finding of the investigation**, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action **including seeking further information**, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the

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Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. **A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).**

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

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For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by

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the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A.18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.45, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment,

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intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding,

termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent **or designee** shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home

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page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. **The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.**

The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

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A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 ~~et seq.~~

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review

The Superintendent shall develop and implement a process for annually discussing the school district’s Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools’ Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15 c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A.

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18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related acts ~~and potentially bias crimes~~ and school officials must report to law enforcement officials **any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e),** ~~either serious acts or those which may be part of a larger pattern in accordance with~~ **and pursuant to** the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

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Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-~~32~~37

N.J.A.C. 6A:16-7.1 et seq.; ~~6A:16-7.9 et seq.~~

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:

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[See **POLICY ALERT Nos. 182 and 227**]

7410 MAINTENANCE AND REPAIR

The Board of Education recognizes the fixed assets of the school district represent a significant investment of this community and maintenance is a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5. A “comprehensive maintenance plan” means a school district’s multi-year maintenance plan covering required maintenance activities for each school facility in the school district adopted pursuant to N.J.A.C. 6A:26.

Required maintenance activities include those activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

In accordance with N.J.A.C. 6A:26-20.4(a), expenditures for required maintenance activities set forth in N.J.A.C. 6A:26-20.3 shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4.

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The school district's comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Education resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.

The required annual maintenance budget amount as reported in its comprehensive maintenance plan shall be included in the district's annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26-20.8(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26-20.8(b). The Executive County Superintendent shall not approve the school district's budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq.

Commencing September 1, 2002, no person shall be employed by the Board of Education as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.

[Required for School Districts with Two or Less District Buildings

___ Maintenance and repair requests and repairs shall be processed in accordance with the procedures as outlined in Regulation 7410.]

[Required for School Districts with Three or More District Buildings

___ Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.]

N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50; 18A:18A-43; 18A:21-1
N.J.A.C. 6A:23A-6.9; 6A:26-1.1 et seq.; 6A:26-20.3; 6A:26-20.4; 6A:26-20.5;
6A:26-20.6; 6A:26-20.8

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[See POLICY ALERT Nos. 182 and 227]

[Required for School Districts with Two or Less District Buildings]

R 7410 MAINTENANCE AND REPAIR

A. Inspection

1. The Principal or designee and the appropriate custodial staff member shall inspect the facility daily for proper functioning and cleanliness.
2. The Principal or designee with the appropriate custodial staff member shall make a regular inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.

B. Reports

1. Reports of each inspection required in A. above will be made on a form and forwarded to the Superintendent or designee.

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2. The buildings and grounds supervisor will report to the business administrator those repairs or improvements that can be completed by district staff and those improvements or repairs that require the services of an outside contractor.

C. Repairs by District Staff

1. Any staff member may prepare, on the prescribed form, a work order request for repairs, improvements, and/or maintenance. All work order requests will be submitted to the buildings and grounds supervisor and/or the head custodian.
2. The buildings and grounds supervisor and/or the head custodian will assign a priority to those work orders to be performed by district staff. The priority code will be:
 - a. Emergency, for work that must be done immediately;
 - b. High Priority, for work that affects health or safety;
 - c. Normal Priority, for work that affects neither health nor safety; and
 - d. Low Priority, for work that can be completed during the summer months or whenever staff is available.
3. Work scheduled to be performed by the school district staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
4. The work order form shall include, at a minimum, the following information:
 - a. Name of the person making the request;
 - b. Date of request;
 - c. Location of repair;
 - d. A description of the work to be performed;
 - e. Scheduled date of completion; and
 - f. Signature of approval by the buildings and grounds supervisor.

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D. Repairs by Outside Contractors

1. When it appears to be necessary to utilize outside contracting services to complete a repair, improvement, or maintenance item, the Principal; appropriate custodial or maintenance staff member; the School Business Administrator/Board Secretary; and any other staff member designated by the Superintendent or School Business Administrator/Board Secretary will confer in the preparation of a project specification.
2. The School Business Administrator/Board Secretary or designee will prepare the required documents in the event the project requires to be bid or quoted in accordance with law or if it is determined the district wants to obtain quotes for the work even if quotes are not required by law.
3. In the event the project does not need to be bid or quoted, the buildings and grounds supervisor shall prepare a purchase order requisition that indicates:
 - a. The recommended vendor(s);
 - b. A description of the work required and its location; and
 - c. The actual cost of the project.
4. The staff member designated by the Superintendent shall be responsible for supervising the conduct of the work.

E. Replacements and Improvements

1. The Superintendent and School Business Administrator/Board Secretary and others designated by the Superintendent will prepare a replacement schedule that lists all district equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
2. Replacements required, but not scheduled, shall be submitted to the Superintendent, School Business Administrator/Board Secretary, and Principal for a school building level need, by the end of September on a budget request form for consideration in the next annual budget.
3. A comprehensive district maintenance plan shall be prepared in accordance with N.J.A.C. 6A:26-20.5 in order to meet facility needs and comply with law.

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in School Buildings – COVID-19

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

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

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

For the purpose of this Policy, “employee” means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse’s office or any adjoining clinical areas.

For the purpose of this Policy, “healthcare setting” means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse’s office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.

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

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Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.

By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

29 CFR §1910.502(q)

Adopted:

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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Athletic Head Injury Safety Training Program

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

B. Prevention

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

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

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

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

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

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

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

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

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

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

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

F. Graduated Return to Athletic Competition and Practice Protocol

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

a. Back to Regular Activities (Such as School)

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

b. Light Aerobic Activity

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

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c. Moderate Activity

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

d. Heavy, Non-Contact Activity

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

e. Practice and Full Contact

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

f. Athletic Competition

The student may return to athletic competition or practice.

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

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

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

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

Adopted:

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

8420 EMERGENCY AND CRISIS SITUATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

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

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

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

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

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

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

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

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REGULATION

[See POLICY ALERT No. 227]

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

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

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

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

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

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

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

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

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C. Mandatory Reporting

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

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

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

Adopted:

Comprehensive Equity Plan Statement of Assurance 2022-2023

send the signed form to your Executive County Superintendent
by June 30, 2022

School District, Charter School or Renaissance School Project Information School Year 2022-2023:

Name of County:

Name of School District/Charter School/Renaissance School Project:

Address:

Affirmative Action Officer (AAO):

Telephone #:

AAO Email:

Alternate Contact Person:

Telephone #:

Title:

Email:

1. The school district, charter school or renaissance school project has reviewed its implementation strategies for school year 2021-2022 and provides assurance that the implementation timeline has been met at each school within the district, charter school or renaissance school project, if applicable. The areas of noncompliance as indicated in the CEP have met specific indicators of achievement at each site, if applicable, during this previous school year.
2. The school district, charter school or renaissance school project will continue to fully implement the NJDOE approved 2019-2022 Comprehensive Equity Plan through the 2022-2023 school year.
3. The district, charter school or renaissance school project will achieve and maintain compliance with all applicable laws, codes, and regulations governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

Certification:

By signing below, the Chief School Administrator or Charter or Renaissance School Project Lead Person certifies that all statements above are true and correct:

Name and Title:

Signature:

Date: