

Allamuchy Board of Education

Regular Meeting Minutes

February 24, 2020

The regular meeting of the Allamuchy Township Board of Education held on February 24, 2020 is called to order at 7:30p.m. in the Media Center at the Allamuchy Township School by Ms. Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on January 8, 2020 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

	<u>Present</u>	<u>Absent</u>
Stephen Bienko		X
James Britt		X
William Cramer	X	
Giovanni Cusmano		X
Harriett Gaddy	X	
Craig Green	X	
Venita Prudenti	X	
Mary Renaud	X	
Lisa Strutin, President	X	

ALSO PRESENT: Joseph Flynn, Superintendent
 James Schlessinger, School Business Administrator
 Donna Trainello, Board Secretary

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

Moved by Mr. Cramer and seconded by Ms. Prudenti

- A. BE IT RESOLVED, that the minutes of the regular board meeting held on January 27, 2020, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on January 27, 2020, be approved. (Appendix 1B)

CARRIED: 5-0-1 in a voice vote (Mr. Green)

IV. STUDENT REPRESENTATIVE REPORT

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V. ACKNOWLEDGEMENTS

GRADE	NAME	AWARD
K	Mia Clerico	Responsibility
1	Lucas Sucamelli	Respect
2	Daniel Fezenko	Responsibility
3	Nico Castelomendes	Respect
4	Roberto Montes De Oca	Respect
5	Jada Gordon	Citizenship
6	Matthew McGovern	Respect
7	Reese Puma	Respect
8	Logan Molloy	Respect

Teacher of the month - Mrs. Nancy Baglio

VI. PRESENTATIONS

Tim Vrabel, T.M. Vrabel & Associates - Audit for the year ended June 30, 2019

- *The audit report can be found on the District website (www.aes.k12.nj.us) under 'our district', then 'business office', then 'documents'*

VII. PRESIDENT'S REPORT

- Ms. Strutin has set a new deliverable of Friday afternoon prior to a Board meeting for the production, distribution and posting to the website of the agenda for the meeting
- Attended senior luncheon
- Acknowledgement of Laurie Rapisardi's resignation

VIII. COMMITTEE REPORTS

A. Operations (J. Britt, Chair)

- Budget process has begun
- Increasing speech therapy
- RH operations - will apply with the assistance of hist arch for two grants
- Transition plan for RH staff
- Discussion of July 4th event and LR unused leave payout

B. Human Resources (M. Renaud, Chair)

- Did not meet

C. Education (C. Green, Chair)

- Did not meet

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D. Governance (V. Prudenti, Chair)

- Did not meet; new policy alert has come out since and will meet next month
- Asked that board members review bylaws and policies

E. Town Council Liaison (S. Bienko & M. Renaud)

- Liaisons could not attend town meeting

F. Rutherford Hall Liaison (L. Strutin and M. Renaud)

- Foundation did not meet
- Friends met and are in process of nominating new officers
- Comedy night upcoming
- Historical lecture on March 4

G. Hackettstown Board of Education Representative (H. Gaddy)

- HHSD instituting new security alert system (LENS) - largely grant funded
- Resolved to dissolve shared services agreement

IX. SUPERINTENDENT'S REPORT

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

Current Month: February

1 Investigations; 1 HIB

2 Out-of-School Suspensions; 0 In-School Suspensions

Previous Month: January

4 Investigations; 2 HIB

2 Out-of-School Suspensions; 0 In-School Suspensions

B. Enrollment by Grade

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
K	25	26	26	26	26	27				
1	49	50	50	49	49	50				
2	57	57	57	57	57	56				
3	47	48	48	49	49	50				
4	54	55	55	55	55	55				
5	37	35	34	35	35	37				
6	45	46	45	45	45	44				
7	57	57	57	57	57	57				
8	44	45	44	44	45	45				
PSD	9	9	9	10	10	9				

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Total	424	428	425	427	428	430				
9	40	41	42	42	42	42				
10	39	42	40	40	39	39				
11	31	30	31	31	31	30				
12	30	31	31	31	31	31				
Total	140	144	144	144	143	142				
GT	564	572	569	571	571	572				

- Will be HIB discussion in executive session
- New after school activities are being rolled out
- 3rd grade bathroom repairs have been made
- Locker room clean-up/repair underway
- Additional facilities projects being discussed at committee level
- QSAC review coming up on Feb 27 with county office
- Recap of community forum and mock board meeting
- Next community forum will be March 10
- Mr. Flynn, Ms. Tuohy and Ms. Strutin will present at NJSBA on Friday (Feb 28) re shared services

X. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

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

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

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

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

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XI. BOARD COMMITTEE ACTION REPORTS

A. Operations:

Moved by Ms. Renaud , seconded by Ms. Prudenti to table item 5 to the executive session;
carried 5-1-0 (C. Green)

Moved by Ms. Renaud and seconded by Ms. Prudenti, on the recommendation of the
Superintendent and School Business Administrator, to approve the following resolution(s):
(items 1-4, 6-10)

1. Budget Adjustments (Appendix 2)

BE IT RESOLVED to approve the following budget adjustment(s) for January, 2020:

Expense Budget Transfers	Fund 10	\$ 137,153.94
Expense Budget Transfers	Fund 20	\$ 1,000.00

2. Bills List (Appendix 3)

BE IT RESOLVED, that the general account bills list check #31059 through #31130 for a
total amount of \$1,130,711.57 be approved for payment.

3. Student Activity (Appendix 4)

BE IT RESOLVED, to approve the Student Activity Account in the amount of \$66,287.45
at Investors Bank as of 1/31/2020.

4. Monthly Certification of Budget (Appendix 5)

- a. BE IT RESOLVED, that the Allamuchy Board of Education accepts the Board
Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6A:23-2.12(c) 3 that
as of 1/31/2020 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 1/31/2020 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 January 31, 2020
with a total Governmental Funds Account cash balance of \$984,831.79.

5. Memorandum of Agreement (MOA)

~~BE IT RESOLVED, to approve the Memorandum of Agreement with the Rutherford Hall
Foundation to sell and display limited advertising on the electronic sign on the Mountain
Villa School property (Appendix 6).~~

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6. Speech Therapist

BE IT RESOLVED, to approve the Contract for Services with Ronda Wojcicki to provide Speech Therapy services to the District for up to six hours per week at a rate of \$70.00/hour effective February 25, 2020 through June 30, 2020 (Appendix 7).

7. Receipt of Donated Property

BE IT RESOLVED, to accept, with gratitude, the donation of warehouse racking, valued at approximately \$3,000, from Turtle & Hughes, Inc.

8. Grant-Writing Services

BE IT RESOLVED, to approve the services of Michael J. Margulies, Historical Architect, to assist the District in applying for a grant from the Preserve New Jersey Historic Preservation Fund administered by the New Jersey Historic Trust, for a fee of \$3,500 (Appendix 8A).

9. Grant-Writing Services

BE IT RESOLVED, to approve the services of Michael J. Margulies, Historical Architect, to assist the District in applying for a grant from the "Warren County Municipal and Charitable Conservancy Trust Fund, for a fee of \$2,500 (Appendix 8B).

10. Comprehensive Annual Financial Report (CAFR)

BE IT RESOLVED, to accept the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management report for fiscal year ended June 30, 2019.

CARRIED: 6-0 in a roll call vote

B. Human Resources

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

1. Wage Adjustment

BE IT RESOLVED, to increase the rate of pay for substitute custodians from \$10.00/hour to \$11.00/hour, effective January 1, 2020, to comply with the change to the statutory minimum wage in the state of New Jersey.

2. Wage/Status Adjustment

BE IT RESOLVED, to modify the roles of Sarah Lamonaco, Brendan Poff, Lynn Quinto and Ray Larsen from custodial substitutes to custodial permanent part-time effective February 1, 2020, at a rate of \$13.00/hour.

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3. Substitute Bus Driver

BE IT RESOLVED, to approve Leslie Smith as a substitute bus driver for the 2019-20 school year, effective February 25, 2020 at a rate of \$20.00/hour

4. Resignation

BE IT RESOLVED, to accept, with regrets, the resignation of Laurie Rapisardi, effective April 12, 2020.

5. Temporary Coverage of Rutherford Hall Director Duties

BE IT RESOLVED, to approve the following adjustments for current employees for assuming additional duties related to the management of Rutherford Hall in the absence of a permanent Director:

- Jessica Taenzer: increase regular pay rate to \$18.00/hour, plus stipend of \$3.00/hour
- Janet Cunningham: increase regular pay rate to \$17.00/hour, plus stipend of \$2.00/hour

The regular pay rate increases shall be effective March 1, 2020. The stipend rates shall be effective March 1, 2020 through June 30, 2020 only.

6. Custodial Internship

BE IT RESOLVED, to enter into agreement with Abilities of Northwest New Jersey to allow students between the ages of 14 and 21 to work on an internship at no cost to the district (Appendix 9).

7. Student Teacher

BE IT RESOLVED, to approve Heather Piell as a student teacher returning to the District to complete her TPA.

CARRIED: 6-0 in a roll call vote.

C. Education

Moved by Mr. Green and seconded by Mr. Cramer, on the recommendation of the Superintendent, to approve the following resolution(s):

1. Class Trips

BE IT RESOLVED, to approve the following class trips for the 2019-2020 school year:

Teacher	Grd	Date	Brief Descr of Trip	Location	Costs			
					Bus	Student	Board	TOTAL
Ricci	8	4/20/2020	Pax Amicus	Budd Lake, NJ	\$ 500	\$ 920	\$ -	\$ 1,420
Baglio	4	6/8/2020	Living Historical Farm	Stroudsburg, PA	\$ 500	\$ 348	\$ -	\$ 848
VanHaste	3	4/30/2020	Sussex Cty Farm & Horse Show	Augusta, NJ	\$ 250	\$ 200	\$ -	\$ 450

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2. Attendance at Professional Conferences

BE IT RESOLVED, to approve the following requests for attendance professional conferences with mileage reimbursed at the current rate:

Staff Member	Date	Workshop Name	Costs		
			Fee	Mileage	Total
Clinebell	03/16/2020	NJCEC	\$ 125	\$ 29	\$ 154
Patterson	03/20/2020	Holocaust Propaganda	\$ -	\$ 28	\$ 28
Ricci	03/21/2020	Holocaust Propaganda	\$ -	\$ -	\$ -
Clinebell	05/02/2020	Creating Learning Environments	\$ 30	\$ -	\$ 30
Tshudy	03/23/2020	Addressing Critical Social Stressors	\$ 100	\$ 29	\$ 129
Phlegar	05/02/2020	Creating Learning Environments	\$ 30	\$ -	\$ 30
Sauter	03/18/2020	Centenary Literacy Workshop	\$ 45	\$ -	\$ 45
Samiljian	03/18/2020	Centenary Literacy Workshop	\$ 45	\$ -	\$ 45
Arrambide	03/18/2020	Centenary Literacy Workshop	\$ 45	\$ -	\$ 45
Cleere	03/18/2020	Centenary Literacy Workshop	\$ 45	\$ -	\$ 45

3. Field Trips to Rutherford Hall

BE IT RESOLVED, to approve the plan to pilot the acceptance of field trips from other Districts to Rutherford Hall and development of related curriculum.

CARRIED: 6-0 in a roll call vote

D. Governance

No action required.

XII. OLD BUSINESS

Moved by Ms. Renaud and seconded by Mr. Green, on the recommendation of the Superintendent, to approve the following resolution:

1. Annual Appointments & Reorganization Items

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

Carried 6-0 in a roll call vote

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XIII. PUBLIC COMMENTS

- Ms. Moyer, resident - 3rd grade bathroom only has one operating faucet. Mr. Flynn mentioned the parts have been ordered and are expected very soon.
- Ms. Moyer, resident - asked for information about locker room project, status and expected completion date.
- Ms. Moyer, Ms. McGovern, Ms. Stineley, residents - regarding 8th grade scheduling meetings, requested guidance by an advisor at ATS through the scheduling process and course selection.
- Ms. Stineley, resident - question re impact of Hackettstown shared services decisions.
- Ms. Muhlenbruch, teacher - clarified share discussion refers to Hackettstown and Great Meadows.
- Ms. Tuohy, resident, councilmember - would like for the Board to consider having a PA system to allow the public to be able to hear better.

XIV. BOARD DISCUSSION

None.

XV. EXECUTIVE SESSION

Enter Executive Session at 9:00 pm:

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

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

- AEA contract negotiation
- JM and LM o/b/o JM vs. ATBoE
- HIB finding
- Operations item #5

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

CARRIED: 6-0 via roll call vote

Executive Session

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Exit Executive Session at 10:00pm:

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

BE IT RESOLVED, that the Board of Education has been in executive session for the past 60 minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: 6-0 in a voice vote

Action Item(s) from Executive Session Discussion:

Moved by Dr. Gaddy and seconded by Mr. Cramer,

1. HIB Finding

BE IT RESOLVED, to [uphold/modify/reject] the HIB finding as recommended by the Superintendent.

CARRIED: 5-0-1 (Mr. Green)

Moved by Ms. Prudenti and seconded by Mr. Cramer,

2. Memorandum of Agreement (MOA)

BE IT RESOLVED, to approve the Memorandum of Agreement with the Rutherford Hall Foundation to sell and display limited advertising on the electronic sign on the Mountain Villa School property (Appendix 6), amended as follows:

- Amend paragraph B-6 to strike all language after "...until June 30, 2020."

CARRIED 4-2-0 (Mr. Green, Dr. Gaddy)

XVI. ADJOURNMENT

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

BE IT RESOLVED, to adjourn the meeting at 10:00 p.m.

CARRIED: 6-0 in a voice vote

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
02/01/2011	190-100-104-000-000 Substitutes Salary	11-000-213-300-000-002 Sub Health Services	Fund sub nurses & nurse supplies	1,000.00
02/01/2011	190-100-640-000-000 Textbooks	11-000-213-600-000-000 Health Supply	Fund sub nurses & nurse supplies	162.23
02/01/2011	000-219-320-000-000 CST Prof Svcs	11-000-218-104-000-002 Guidance Salary MVS	fund add'l FTE from 0.2 to 0.7	20,000.00
02/01/2011	000-217-320-000-000 Therapy Svcs	11-000-218-104-000-002 Guidance Salary MVS	fund add'l FTE from 0.2 to 0.7	5,529.17
02/01/2011	190-100-640-000-000 Textbooks	11-000-223-500-000-000 Staff Training	fund add'l staff training	2,000.00
02/01/2011	000-262-624-000-002 Energy - Htg Fuel - Villa	11-000-262-624-000-001 Energy - Htg Fuel - ATS	reallocate/fund heating oil	2,030.00
02/01/2011	000-262-800-000-000 Custodial Other Objects	11-000-262-624-000-001 Energy - Htg Fuel - ATS	reallocate/fund heating oil	89.48
02/01/2011	000-270-503-000-000 Trans - AILO for Non-Public	11-000-270-511-000-000 Trans Cont Svcs Home & Schl	fund rental of bus (4 months x \$1000)	4,000.00
02/01/2011	000-291-221-000-000 Teacher/Substitute FICA	11-000-291-249-000-000 DCRP Employer Contribution	shift funding to DCRP contributions	1,730.00
02/01/2011	000-291-232-000-000 TPAF ERIP Contrib	11-000-291-249-000-000 DCRP Employer Contribution	shift funding to DCRP contributions	786.88
02/01/2011	000-262-100-003-000 PT - Sub Sal	11-000-262-100-004-001 PT Custodial Sal ATS	reallocate among part time custodial lines	10,600.00
02/01/2011	000-262-100-003-000 PT - Sub Sal	11-000-262-100-004-002 PT Custodial Sal MVS	reallocate among part time custodial lines	20,000.00
02/01/2011	000-263-100-000-001 Grounds Salaries ATS	11-000-263-100-000-002 Grounds Salaries MVS	reallocate salary between buildings	3,056.22
02/01/2011	000-262-420-000-000 Cust Cng Rep & Maint Svcs	11-000-262-610-000-000 Custodial Supplies	fund supplies for repairs	4,111.87
02/01/2011	000-270-420-000-000 Trans Repair/Maintenance	11-000-270-162-000-000 Trans Sal - Pupil Other	fund additional payroll needs	13,600.00
The total of all Budget Adjustments for fund 10 is:				88,695.85

Date	2/1/2020
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Fund	Direction	Function	Comments/Description	Source Account	Source Acct Title	Target Account	Target Acct Title	Sum of Amount
11	Inter-Function		Fund sub nurses & nurse supplies	11-190-100-104-000-000	Substitutes Salary	11-000-213-300-000-002	Sub Health Services	1,000.00
				11-190-100-640-000-000	Textbooks	11-000-213-600-000-000	Health Supply	162.23
			fund add'l staff training	11-190-100-640-000-000	Textbooks	11-000-223-500-000-000	Staff Training	2,000.00
			fund add'l FTE from 0.2 to 0.7	11-000-217-320-000-000	Therapy Srvc	11-000-218-104-000-002	Guidance Salary MVS	5,529.17
				11-000-219-320-000-000	CST Prof Srvc	11-000-218-104-000-002	Guidance Salary MVS	20,000.00
			Inter-Function Total					
	Within Function	11-000-262	reallocate among part time custodial lin	11-000-262-100-003-000	PT - Sub Sal	11-000-262-100-004-001	PT Custidial Sal ATS	10,600.00
						11-000-262-100-004-002	PT Custidial Sal MVS	20,000.00
			fund supplies for repairs	11-000-262-420-000-000	Cust Clng Rep & Maint Svcs	11-000-262-610-000-000	Custodial Supplies	4,111.87
				reallocate/fund heating oil	11-000-262-624-000-002	Energy - Htg Fuel - Villa	11-000-262-624-000-001	Energy - Htg Fuel - ATS
			11-000-262-800-000-000		Custodial Other Objects	11-000-262-624-000-001	Energy - Htg Fuel - ATS	89.48
		11-000-263	reallocate salary between buildings	11-000-263-100-000-001	Grounds Salaries ATS	11-000-263-100-000-002	Grounds Salaries MVS	3,056.22
		11-000-270	fund additional payroll needs	11-000-270-420-000-000	Trans Repair/Maintenance	11-000-270-162-000-000	Trans Sal - Pupil Other	13,600.00
			fund rental of bus (4 months x \$1000)	11-000-270-503-000-000	Trans - AILO for Non-Public	11-000-270-511-000-000	Trans Cont Srvc Home & Schl	4,000.00
		11-000-291	shift funding to DCRP contributions	11-000-291-232-000-000	TPAF ERIP Contrib	11-000-291-249-000-000	DCRP Employer Contribution	786.88
				11-000-291-221-000-000	Teacher/Substitute FICA	11-000-291-249-000-000	DCRP Employer Contribution	1,730.00
	Within Function Total							60,004.45
11 Total								88,695.85
Grand Total								88,695.85

Allamuchy Board of Education Check Register from Feb 21, 2020 to Mar 13, 2020 for All Funds


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<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>
31070	2/19/20	Calais School	Check voided on 3/4/2020		
		18-19 Tuition adj	(3,730.14)	P202000530	11-000-100-566-000-000
		OOD HS Tuition #1013	(5,565.00)	P202000316	11-000-100-566-000-000
Total Check Amount:			(9,295.14)		
31092	2/19/20	New Jersey Council for Exceptional Children	Check voided on 3/11/2020		
		Embracing the Whole Child 3-16-2020	(115.00)	P202000528	11-000-223-500-000-000
31100	2/19/20	Shaeffer, Stephanie	Check voided on 2/29/2020		
		Auditory-Verbal 202001	(5,000.00)	P202000242	11-000-216-320-000-000
31119	2/20/20	FedEx	Check voided on 2/29/2020		
		express mailings	(100.00)	P202000543	11-000-230-530-000-000
31131	2/25/20	American Coachwerks, LLC			
		Bus repairs & maintenance	51.01	P201900615	11-000-270-420-000-000
		Bus repairs/inspections	1,287.69	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	688.70	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	(235.40)	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	1,088.15	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	730.80	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	2,999.53	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	463.35	P202000016	11-000-270-420-000-000
Total Check Amount:			7,073.83		
31132	2/25/20	Eurofins QC, Inc.			
		Treatment plant testing	151.35	P202000552	11-000-262-300-000-000
31133	2/25/20	Sherwin-Willaims Co.	**VOIDED** Check voided on 3/10/2020		

<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>
N0229	2/28/20	PAYROLL			
		STATE A/R	9,945.13	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,173.78	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	35,051.13	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	24,916.67	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	28,457.02	P202000001	11-130-100-101-000-001
		Substitutes Salary	2,114.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	4,254.26	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	2,192.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,422.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	1,876.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	3,529.01	P202000001	11-000-217-106-000-001
		Pers Aid Therapy Serv Supplies	20.63	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	2,374.65	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.92	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,183.69	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	4,365.99	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	4,635.29	P202000001	11-000-262-100-000-001
		PT Custodial Sal ATS	1,745.29	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	1,628.32	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	100.00	P202000001	11-000-263-100-000-001
		Grounds Salaries ATS	1,538.50	P202000001	11-000-263-100-000-001
		Grounds Salaries MVS	318.32	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	10,778.76	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,328.34	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	3,554.12	P202000001	11-000-270-162-000-000
		PERS FICA	43.44	P202000002	11-000-291-220-000-000
		PERS FICA	5,473.10	P202000002	11-000-291-220-000-000
		DCRP Employer Contribution	324.00	P202000002	11-000-291-249-000-000
		Employee Benefits	33.48	P202000001	11-000-291-290-000-000
		Employee Benefits	79.91	P202000001	11-000-291-290-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries-Office&Cler Non-Grant	2,046.10	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			225,095.50		

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31134	2/29/20	Shaeffer, Stephanie Auditory-Verbal 202001	500.00	P202000242	11-000-216-320-000-000
31135	2/29/20	FedEx express mailings	30.80	P202000543	11-000-230-530-000-000
N0020	2/29/20	Tix, Inc CC processing charges CC processing charges CC processing charges CC processing charges	58.50 15.00 36.00 1.50	P202000188 P202000188 P202000188 P202000188	60-990-320-892-200-000 60-990-320-892-200-000 60-990-320-892-200-000 60-990-320-892-200-000
Total Check Amount:			111.00		
N0021	2/29/20	Transfirst CC processing charges	657.68	P202000189	60-990-320-891-100-000
N0022	2/29/20	First Data Global Leasing - Transfirst CC on-site scanner rental (34.98/mo + 10.20 ann	34.98	P202000190	60-990-320-891-100-000
N0023	2/29/20	ALLAMUCHY CAFETERIA ACCT transfer aid funding to cafeteria acct transfer aid funding to cafeteria acct	1,646.88 25,677.61	10 - 411 10 - 412	I/G A/P - STATE I/G A/P-FEDERAL
Total Check Amount:			27,324.49		
N0024	2/29/20	Jersey Mail Systems, LLC postage for meter	250.00	P202000247	11-000-230-530-000-000
N0018	3/3/20	NJ HEALTH BEN FUND Health Benefits for retiree	324.60	P202000081	11-000-291-270-000-000
31136	3/4/20	Discovery Education renewal 19-20 inv#cinv-000746	1,600.00	P202000566	11-190-100-890-000-000
31137	3/4/20	Cablevision Lightpath Inc. optimum online	3,108.73	P202000568	11-000-230-530-000-000
31138	3/4/20	Shaeffer, Stephanie Auditory-Verbal 202001	260.00	P202000242	11-000-216-320-000-000
31139	3/4/20	SSP Architectural Group Rh Structural Repairs Rh Structural Repairs	4,200.00 2,800.00	P202000569 P202000569	12-000-400-710-000-000 12-000-400-710-000-000
Total Check Amount:			7,000.00		
31140	3/4/20	IGS Solar Solar electrical	1,812.06	P202000071	11-000-262-622-100-001
31141	3/4/20	Calais School 18-19 Tuition adj	3,730.14	P202000530	11-000-100-566-000-000

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31142	3/4/20	Monday, Lee, PhD., D.A.B.P.S. psychological 10313	250.00	P202000549	11-000-219-320-000-000
31143	3/5/20	Michalowski, Don Comedy Show 3-6-20	750.00	P202000570	60-990-320-337-000-000
N0019	3/5/20	WEX Bank Fuel for buses	4,541.94	P202000296	11-000-270-600-000-000
31145	3/9/20	Harbor Freight drill	147.97	P202000576	11-000-261-610-000-000
31146	3/10/20	Sherwin-Willaims Co. paint & supplies	98.77	P202000560	11-000-262-610-000-000
31147	3/12/20	Home Towne Hardware, LLC cust supplies	214.57	P202000545	11-000-262-610-000-000
31148	3/12/20	WARREN CO SPEC SVCS SC D Spec Ed transportation 19-20	10,633.64	P202000011	11-000-270-518-000-000
31149	3/12/20	WARREN CO SPEC SVCS SC D BEH Behaviorist	268.12	P202000012	11-000-217-320-000-000
		BEH Behaviorist	97.50	P202000012	11-000-217-320-000-000
		BEH Behaviorist	243.75	P202000012	11-000-217-320-000-000
		BEH Behaviorist	438.75	P202000012	11-000-217-320-000-000
Total Check Amount:			1,048.12		
31150	3/12/20	American Coachwerks, LLC Bus repairs/inspections	203.15	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	3,101.16	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	3,084.39	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	697.38	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	245.38	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	241.06	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	322.44	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	1,412.12	P202000016	11-000-270-420-000-000
Total Check Amount:			9,307.08		
31151	3/12/20	Atlantic Health System Student evaluations (3)	2,025.00	P202000584	11-000-219-320-000-000
31152	3/12/20	WARREN CO SPEC SVCS SC D Music Therapy	1,060.00	P202000581	11-000-261-610-000-000
		Music Therapy	1,060.00	P202000581	11-000-261-610-000-000
Total Check Amount:			2,120.00		
31153	3/12/20	HOBBIE HEAT & POWER INC. Boiler repairs	333.80	P202000585	11-000-219-320-000-000
		Boiler repair	910.23	P202000585	11-000-219-320-000-000
Total Check Amount:			1,244.03		

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31154	3/12/20	Amazon Capital Services			
		Maintenance supplies	431.74	P202000587	11-000-261-610-000-000
		Maintenance supplies	92.42	P202000587	11-000-261-610-000-000
		Maintenance supplies	29.12	P202000587	11-000-261-610-000-000
		Maintenance supplies	120.28	P202000587	11-000-261-610-000-000
		Maintenance supplies	99.93	P202000587	11-000-261-610-000-000
		Maintenance supplies	937.78	P202000587	11-000-261-610-000-000
		Maintenance supplies	89.99	P202000587	11-000-261-610-000-000
		Maintenance supplies	278.32	P202000587	11-000-261-610-000-000
		Maintenance supplies	286.11	P202000587	11-000-261-610-000-000
		Maintenance supplies	(3.99)	P202000587	11-000-261-610-000-000
		Maintenance supplies	180.75	P202000587	11-000-261-610-000-000
		Total Check Amount:	2,542.45		
31155	3/12/20	Andover Regional Board of Education			
		OOD Tuition (EF)	1,215.20	P202000457	11-000-100-569-000-000
		OOD Tuition (BF)	1,026.80	P202000457	11-000-100-569-000-000
		Total Check Amount:	2,242.00		
31156	3/12/20	Allied Oil Company			
		Heating Oil MVS	5,195.94	P202000015	11-000-262-624-000-002
		Heating oil RH	3,925.39	P202000015	11-000-262-624-004-000
		Total Check Amount:	9,121.33		
31157	3/12/20	Busch Law Group, LLC			
		legal servies 15263	3,872.00	P202000582	11-000-230-331-000-000
31158	3/12/20	Beauty & the Beast LLC			
		Wizard Magician 7-29-20	550.00	P202000572	60-990-320-340-000-000
		Wizard Magician - Prof Hamley	375.00	P202000572	60-990-320-340-000-000
		Total Check Amount:	925.00		
31159	3/12/20	CPI			
		training booklets	220.00	P202000558	11-000-223-500-000-000
31160	3/12/20				
		OOD Tuition #03031612019	7,242.00	P202000158	11-000-100-569-000-000
31161	3/12/20	Calais School			
		OOD HS Tuition #1013	3,038.02	P202000316	11-000-100-566-000-000
31162	3/12/20	DELTA DENTAL			
		Employee Dental Insurance	4,592.01	P202000069	11-000-291-270-000-000
		Employee Dental Insurance	128.60	P202000069	11-000-291-270-000-000
		Total Check Amount:	4,720.61		
31163	3/12/20	DC HELMS, INC.			
		BOX J enveloped 2 cartons	310.00	P202000542	11-000-230-610-000-000
31164	3/12/20	Direct Waste Services, Inc.			
		Waste & recycle	698.00	P202000301	11-000-262-420-000-000

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31165	3/12/20	Eclectic Architecture LLC			
		RH Storm water	1,915.00	P202000573	12-000-400-710-000-000
		RH Toilet Rm	280.00	P202000573	12-000-400-710-000-000
		Total Check Amount:	2,195.00		
31166	3/12/20	ECLC			
		OOD Tuition HS \$0406	4,764.00	P202000152	11-000-100-566-000-000
31167	3/12/20	Fuller Paper Company			
		cleaning supplies janitor carts	141.54	P202000583	11-000-262-610-000-000
		cleaning supplies janitor carts	467.32	P202000583	11-000-262-610-000-000
		cleaning supplies janitor carts	419.88	P202000583	11-000-262-610-000-000
		cleaning supplies janitor carts	155.22	P202000583	11-000-262-610-000-000
		cleaning supplies janitor carts	85.00	P202000583	11-000-262-610-000-000
		cleaning supplies janitor carts	12.40	P202000583	11-000-262-610-000-000
		Total Check Amount:	1,281.36		
31168	3/12/20	Gallegly, Jennifer			
		mileage reimb	180.60	P202000562	11-000-230-890-000-000
		2-20 workshop and tolls reimb	439.05	P202000562	11-000-230-890-000-000
		Total Check Amount:	619.65		
31169	3/12/20	Gramon Family of Schools			
		OOD HS Tuition 0204080819	6,175.84	P202000160	11-000-100-566-000-000
31170	3/12/20	Howson, James			
		Revolution War Program	75.00	P202000578	11-190-100-890-000-000
31171	3/12/20	Hackettstown Supply Co., Inc.			
		plumbing supplies	10.78	P202000093	11-000-261-610-000-000
		plumbing supplies	95.08	P202000093	11-000-261-610-000-000
		plumbing supplies	37.30	P202000093	11-000-261-610-000-000
		plumbing supplies	15.00	P202000093	11-000-261-610-000-000
		plumbing supplies	237.29	P202000093	11-000-261-610-000-000
		Total Check Amount:	395.45		
31172	3/12/20	Hackettstown Board of Education			
		Tuition (2,062,500) net of 17-18 adj (62,454)	200,004.60	P202000003	11-000-100-561-000-000
		17-18 adj for LLD	3,598.60	P202000003	11-000-100-562-000-000
		Resource Rm (60,000) plus 17-18 adj (394)	6,039.40	P202000003	11-000-100-562-000-000
		Total Check Amount:	209,642.60		
31173	3/12/20	Hibrett Puratex			
		methanol treatment plant	295.00	P202000547	11-000-261-610-000-000
31174	3/12/20	Integrated Therapeutics Group, LLC			
		Tuition	9,400.00	P202000215	11-000-100-562-000-000
		Educational Services	1,650.00	P202000215	11-000-100-562-000-000
		Educational Services	1,120.00	P202000215	11-000-100-562-000-000
		Total Check Amount:	12,170.00		

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31175	3/12/20	JDM Group			
		Tech services	45.00	P202000014	11-190-100-340-000-000
		Tech services	4,216.67	P202000014	11-190-100-340-000-000
		Total Check Amount:	4,261.67		
31176	3/12/20	LICON LIGHTING CORP			
		lighting products	251.32	P202000554	11-000-262-610-000-000
		lighting products	714.00	P202000554	11-000-262-610-000-000
		lighting products	182.00	P202000554	11-000-262-610-000-000
		Total Check Amount:	1,147.32		
31177	3/12/20	Cablevision Lightpath Inc.			
		optimum online	3,108.73	P202000568	11-000-230-530-000-000
31178	3/12/20	Medco Supply Company			
		health supplies	12.21	P202000544	11-000-213-600-000-000
31179	3/12/20	Marlin Business Bank			
		insurance fee postage meter and ink	16.83	P202000494	11-000-230-530-000-000
31180	3/12/20	Municipal Capital Corp.			
		copiers lease/purchase	1,757.00	P202000063	11-190-100-340-000-000
31181	3/12/20	NJ EDUCATION ASSO			
		Exceptional Children Conf 5-2-20	60.00	P202000571	11-000-223-500-000-000
31182	3/12/20	New Jersey Schools Insurance Group			
		Workers comp ins.	5,182.58	P202000009	11-000-291-260-000-000
31183	3/12/20	PATTERSON, VICTORIA			
		workshop mileage reimb 1-23 and 1-30	56.00	P202000564	11-000-223-500-000-000
31184	3/12/20	NCS Pearson Inc.			
		Vineland-3 Q-global Scoring 1 year subscription	60.00	P202000523	11-000-219-600-000-000
31185	3/12/20	Roto-Rooter Plumbing & Drain Service			
		Clogged sewer & drains	640.00	P202000579	11-000-261-420-001-000
		Urinals & drains	960.00	P202000579	11-000-261-420-001-000
		Total Check Amount:	1,600.00		
31186	3/12/20	ReadyRefresh by Nestle			
		Drinking water	36.87	P202000051	60-990-320-890-200-000
31187	3/12/20	R&L DataCenters, Inc.			
		payroll services	1,796.00	P202000588	11-000-230-339-000-000
31188	3/12/20	PAIGE SCHMIEDEKE			
		mileage reimb for 2-20 workshop	104.30	P202000563	11-000-223-500-000-000
		2-20 workshop reimb	217.19	P202000563	11-000-223-500-000-000
		Total Check Amount:	321.49		

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31189	3/12/20	SSP Architectural Group			
		Rh Structural Repairs	2,800.00	P202000569	12-000-400-710-000-000
		Rh Structural Repairs	4,200.00	P202000569	12-000-400-710-000-000
		Total Check Amount:	7,000.00		
31190	3/12/20	Sussex County Regional Cooperative			
		Gramon school trans HS	3,724.01	P202000250	11-000-270-518-000-000
31191	3/12/20	Shaeffer, Stephanie			
		Auditory-Verbal 202002	760.00	P202000242	11-000-216-320-000-000
31192	3/12/20	Shred-it USA			
		Shredding services	406.32	P202000058	11-000-262-420-000-000
31193	3/12/20	The Spoken Path, LLC.			
		Direct speech services #39	1,740.00	P202000186	11-000-216-320-000-000
31194	3/12/20	TRI STATE PAPER & CLEAN			
		cleaning paper supplies etc	132.40	P202000084	11-000-262-610-000-000
31195	3/12/20	VIKING TERMITE & PEST			
		Pest control	249.85	P202000045	11-000-262-420-000-000
		Pest control	50.94	P202000045	11-000-262-420-000-000
		Pest control	228.22	P202000045	11-000-262-420-000-000
		Total Check Amount:	529.01		
31196	3/12/20	WILLOWGLEN ACADEMY INC			
		OOD Tuition HS #2419	10,178.80	P202000151	11-000-100-566-000-000
31197	3/12/20	Yudichak, Kenneth			
		Treatment Plant Serv	700.00	P202000082	11-000-262-300-000-000
31198	3/12/20	Zonar Systems			
		Home base service	315.00	P202000182	11-000-270-600-000-000
31199	3/13/20	Horizon BCBSNJ			
		OMNIA - DT	19,055.00	P202000004	11-000-251-270-000-000
		Health Omnia	8,421.30	P202000004	11-000-291-270-000-000
		Health Cobra	2,058.34	P202000004	11-000-291-270-000-000
		Heath POS	42,323.19	P202000004	11-000-291-270-000-000
		OMNIA - LR	15,055.00	P202000004	60-990-320-270-000-000
		Total Check Amount:	86,912.83		
31200	3/13/20	SUBURBAN PROPANE			
		Propane - treatment plant & greenhouse	156.60	P202000134	11-000-262-621-000-001
		Propane - treatment plant & greenhouse	358.36	P202000134	11-000-262-621-000-001
		Total Check Amount:	514.96		

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31201	3/13/20	Cintas			
		cleaning supplies, uniforms, etc	1,258.86	P202000502	11-000-262-610-000-000
		cleaning supplies, uniforms, etc	616.81	P202000502	11-000-262-610-000-000
		Total Check Amount:	<u>1,875.67</u>		
31202	3/13/20	Andover Regional Board of Education			
		OOD Tuition (EF)	1,215.20	P202000457	11-000-100-569-000-000
		OOD Tuition (BF)	1,026.80	P202000457	11-000-100-569-000-000
		Total Check Amount:	<u>2,242.00</u>		
31203	3/13/20	QUILL CORPORATION			
		name plates for board member and dividers	54.38	P202000561	11-000-230-610-000-000
31204	3/13/20	Park Avenue Locks			
		Yale 7100 series Rim Exit device	764.12	P202000580	11-000-261-610-000-000
31205	3/13/20	Discovery Education			
		Discovery Education Experience	1,800.00	P202000590	11-190-100-890-000-000

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N0313	3/13/20	PAYROLL			
		FICA	9,945.13	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,137.67	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,627.39	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	24,826.38	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	28,570.62	P202000001	11-130-100-101-000-001
		Home Instr Salary ATS	900.00	P202000001	11-150-100-101-000-001
		Substitutes Salary	1,408.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	3,692.20	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	2,192.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,422.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Co-Curric Salary	300.00	P202000001	11-401-100-100-000-000
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	2,296.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	3,545.51	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	2,608.13	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.92	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,614.94	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	1,927.04	P202000001	11-000-261-100-000-000
		Plant Maint Salaries	1,613.02	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	4,635.29	P202000001	11-000-262-100-000-001
		PT Custodial Sal ATS	964.75	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	1,376.22	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	1,538.50	P202000001	11-000-263-100-000-001
		Grounds Salaries ATS	100.00	P202000001	11-000-263-100-000-001
		Grounds Salaries MVS	233.50	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	9,919.56	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,239.81	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	2,440.70	P202000001	11-000-270-162-000-000
		FICA	5,134.00	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	302.06	P202000002	11-000-291-249-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries - Custodial Grant	1,768.50	P202000001	60-990-320-183-100-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			219,871.49		

<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>
		The Grand Total of all Checks from Fund 10 is:	47,214.75		
		The Grand Total of all Checks from Fund 11 is:	835,465.06		
		The Grand Total of all Checks from Fund 12 is:	16,195.00		
		The Grand Total of all Checks from Fund 20 is:	2,630.80		
		The Grand Total of all Checks from Fund 60 is:	26,913.53		
<hr/>					
		The Grand total of all checks for this period is:	928,419.14		

Student Activity Account

Investors Bank

Miscellaneous	7095.88
Grade 8	15731.38
Yearbook	2763.24
Music	548.92
Drama	2224.86
Student Council	966.21
Grade 7	11576.60
Stop Hungry Now	524.00
Grade 3	279.00
Outdoor Ed	5695.90
Wolf Pack K-2	1923.71
Wolf Pack 3-5	566.01
Wolf Pack 6-8	51.09
Scholarship Fund	3,877.52
Steam	842.05
Surfers Way	5.00
Lego	1630.00
Healthy U	1301.62
Alex Lemonade	184.87
Balance 02/29/2020	57,787.86

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION
District of Allamuchy
All Governmental Funds
For the Month Ending FEBRUARY 29, 2020

	(1) Beginning Cash Balance	(2) Cash Receipts	(3) Cash Disbursements	(4) Reclassifications	(5) Ending Cash Balance
Fund 10 - General Fund	850,359.85	159,903.78	1,123,269.78	-	(113,006.15)
Tuition Reserve	-	-	-	-	-
Fund 10 - TOTAL	850,359.85	159,903.78	1,123,269.78	-	(113,006.15)
Capital Reserve	177,695.38	-	-	-	177,695.38
Maintenance Reserve	35,823.10	-	-	-	35,823.10
Fund 20 - Special Revenue	(92,250.05)	93,163.58	22,131.32	-	(21,217.79)
Fund 30 - Capital Projects Fund	-	-	-	-	-
Fund 40 - Debt Service Fund	13,203.51	-	-	-	13,203.51
Total Government Funds	984,831.79	253,067.36	1,145,401.10	-	92,498.05
Fund 60 - Rutherford Hall	(222,469.29)	16,184.50	14,156.19	-	(220,440.98)
TOTAL ALL FUNDS	\$ 762,362.50	\$ 269,251.86	\$ 1,159,557.29	\$ -	\$ (127,942.93)

March 11, 2020

Date

Note regarding negative ending cash balance at 2/29/2020:

The check for February's monthly Tax Levy from the Town was not received and deposited until March 3. This delayed receipt had only a 'paper' impact on our financial statements, as the majority of checks approved at the February 24 meeting did not actually need to be mailed out until early March. The negative balance is simply a timing issue, and there is no cause for concern that the BoE will overdraw its checking account at the bank. As seen on the first line of the following page, the actual cash-in-bank balance of our general account was \$566,952.73 at February 29, 2020.

INVESTORS BANK GENERAL ACCOUNT RECORDS

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
Bank Accounts					
Genl Acct INVESTORS - FEBRUARY 2020 Bal	1,506,736.06	-	268,152.86	1,207,936.19	566,952.73
Petty Cash	<u>700.00</u>	-	-	-	<u>700.00</u>
Sub Total Genl Acct	1,507,436.06	-	268,152.86	1,207,936.19	567,652.73
- Prior period outstanding checks	(745,199.76)	-	-	(711,463.02)	(33,736.74)
+ New outstanding checks this month	-	-	-	<u>673,339.60</u>	<u>(673,339.60)</u>
SUB TOTAL GENERAL FUND	762,236.30	-	268,152.86	1,169,812.77	(139,423.61)
Adjustments:					
General to Agency over-transfer	-	-	-	(10,000.00)	10,000.00
Cleared check - bank/book diff	(0.30)	-	-	-	(0.30)
Deposits in transit at 6/30	310.48	-	-	-	310.48
Deposits in Transit at 1/31	71.50	-	(71.50)	-	-
Misdirected deposit	(255.48)	-	-	(255.48)	-
TOTAL GENL FUND CK ACCT. FEBRUARY 2020	762,362.50	-	269,251.86	1,159,557.29	(127,942.93)

GENERAL FUND CHECKING ACCOUNT BOOK BALANCES

	Prev. Month End Balance	Petty Cash	Current Mo. Receipts	Current Mo. Disb. + Reclass	Ending Balance
FEBRUARY 2020 Fund 10:	850,359.85	-	159,903.78	1,123,269.78	(113,006.15)
Fund 10 Reclass	-	-	-	-	-
Fund 10 Total	850,359.85	-	159,903.78	1,123,269.78	(113,006.15)
Capital Reserve	177,695.38	-	-	-	177,695.38
Maintenance Reserve	35,823.10	-	-	-	35,823.10
Tuition Reserve	-	-	-	-	-
Fund 20:	(92,250.05)	-	93,163.58	22,131.32	(21,217.79)
Fund 20 Reclass:	-	-	-	-	-
Fund 20 Total	(92,250.05)	-	93,163.58	22,131.32	(21,217.79)
Fund 30:	-	-	-	-	-
Fund 40:	13,203.51	-	-	-	13,203.51
Fund 60 Genl Ck. Acct:	(222,469.29)	-	16,184.50	14,156.19	(220,440.98)
Fund 60 Reclass	-	-	-	-	-
Fund 60 Total:	(222,469.29)	-	16,184.50	14,156.19	(220,440.98)
TREASURER REPORT TOTALS:	762,362.50	-	269,251.86	1,159,557.29	(127,942.93)

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS	
101 Cash in checking account	\$ (113,006.15)
102-106 Other cash equivalents	\$ 0.00
Total cash	\$ (113,006.15)
111 Investments	\$ 0.00
114 Investment interest receivable	\$ 0.00
116 Capital reserve account	\$ 177,695.38
117 Maintenance reserve account	\$ 35,823.10
121 Tax levy receivable	\$ 3,781,280.00
Accounts receivable	
132 Interfund	\$ 9,543.52
141 Intergovernmental - state	\$ 325,961.82
142 Intergovernmental - federal	\$ 0.00
143 Intergovernmental - other	\$ 95,434.60
153 Other Accounts Receivable	\$ 126,315.29
	\$ 557,255.23
Loans receivable	
131 Interfund	\$ 0.00
151 Other Loans Receivable	\$ 0.00
	\$ 0.00
181 Prepaid Expenses	\$ 0.00
199 Other current assets	\$ 0.00
RESOURCES	
301 Estimated revenues (from adjusted budget)	\$ 10,060,569.00
302 Less: revenues collected or accrued	\$ (10,064,338.07)
	\$ (3,769.07)
TOTAL ASSETS AND RESOURCES	\$ 4,435,278.49

LIABILITIES AND FUND EQUITY

LIABILITIES	
401 Interfund loans payable	\$ 0.00
402 Interfund accounts payable	\$ 0.00
411 Intergovernmental accounts payable - state	\$ 675.09
412 Intergovernmental accounts payable - federal	\$ 12,141.05
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	\$ 5,048.67
Total liabilities	\$ 17,864.81

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year		\$	3,643,509.65	
754 Reserve for encumbrances - prior year		\$	(40,396.61)	
761 Reserved fund balance Capital Reserve - July 1, 2019	\$	177,695.38		
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	\$	0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc	\$	0.00		
Subtotal - capital reserve			\$	177,695.38
764 Reserved fund balance Maintenance Reserve - July 1, 2019	\$	46,645.10		
606 Add: Increase in maintenance reserve	\$	0.00		
310 Less: Budgeted withdrawal from maintenance reserve	\$	(17,272.00)		
Subtotal - maintenance reserve			\$	29,373.10
760 Other reserves			\$	0.00
771 Designated Fund Balance			\$	113,272.00
772 Designated Fund Balance - ARRA/SEMI			\$	0.00
601 Appropriations		\$	10,325,034.53	
602 Less: expenditures	\$	6,413,029.35		
603 Less: encumbrances	\$	3,603,113.04	\$	(10,016,142.39)
Appropriations less expenditures			\$	308,892.14
				\$ 4,232,345.66
Unappropriated:				
770 Fund Balance, July 1, 2019			\$	364,300.02
303 Less: budgeted fund balance			\$	(179,232.00)
Unappropriated fund balance				\$ 185,068.02
Total fund equity				\$ 4,417,413.68
TOTAL LIABILITIES AND FUND EQUITY				\$ 4,435,278.49

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 10,325,034.53	\$ 10,016,142.39	\$ 308,892.14
Less: Revenues	\$ (10,060,569.00)	\$ (10,064,338.07)	\$ 3,769.07
Subtotal	\$ 264,465.53	\$ (48,195.68)	\$ 312,661.21
Change in capital reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ 0.00	\$ 0.00	\$ 0.00
Change in maintenance reserve			
Plus - Increase in reserve	\$ 0.00	\$ 0.00	\$ 0.00
Less - Withdrawal from reserve	\$ (17,272.00)	\$ (10,822.00)	\$ (6,450.00)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (67,961.53)	\$ (67,961.53)	\$ 0.00
Total current year budgeted fund balance	\$ 179,232.00	\$ (126,979.21)	\$ 306,211.21
Add: Unappropriated fund balance			\$ 185,068.02
Total of budgeted and unappropriated fund balance			\$ 491,279.23

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	179,232.00	67,961.53	247,193.53	(59,017.68)	306,211.21
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	17,272.00	17,272.00	10,822.00	6,450.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	9,253,961.00	105,000.00	9,358,961.00	9,362,730.07	(3,769.07)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	701,608.00	0.00	701,608.00	701,608.00	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		10,134,801.00	190,233.53	10,325,034.53	10,016,142.39	308,892.14

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
ADVERTISED		2,004,835.00	(26,188.00)	1,978,647.00	1,195,643.92	783,003.08	0.00	0.00
Regular Programs-Home Instruction		6,000.00	112.50	6,112.50	2,171.00	2,890.00	1,051.50	0.00
Regular Programs-Undistrib Instruction		245,491.00	36,034.78	281,525.78	184,592.84	54,814.59	42,118.35	871.64
Special Education-Multiply Hdep		130,877.50	(11,496.06)	119,381.44	75,199.30	43,605.58	576.56	0.00
Special Education-Resource Room		252,711.50	51,847.61	304,559.11	189,986.59	114,162.45	410.07	0.00
Special Education-Autistic		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education-Prsc Hdep/Part Time		78,266.00	(23,727.25)	54,538.75	35,023.10	19,166.14	349.51	0.00
Basic Skills/Remedial-Instruction		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Curricular Activities-Instruction		89,075.00	(503.87)	88,571.13	36,012.00	52,463.00	96.13	0.00
Athletic Programs-Instruction		2,500.00	(180.00)	2,320.00	388.00	435.00	1,497.00	11.00
Undistributed Expense-Instruction		2,691,826.00	5,595.00	2,697,421.00	1,646,028.15	999,733.09	51,659.76	12,301.42
Health Services		125,387.00	2,757.21	128,144.21	80,407.12	47,023.59	713.50	0.00
Other Support Svc-Related Svcs		91,901.00	(1,459.52)	90,441.48	55,436.08	34,970.40	35.00	0.00
Other Support Svc-Extra. Svcs		200,100.00	4,045.84	204,145.84	106,034.38	96,640.63	1,470.83	0.00
Other Support Svc-Students-Reg		70,071.00	26,402.21	96,473.21	58,191.90	38,281.31	0.00	0.00
Other Support Svc-Students-Spec		194,391.10	(12,672.75)	181,718.35	125,348.26	53,770.82	2,599.27	0.00
Impr of Inst-Other Sup-Instruc		10,000.00	0.00	10,000.00	2,323.75	7,516.25	160.00	0.00
Library and Educ Media		79,541.00	0.00	79,541.00	45,797.89	27,456.40	6,286.71	0.00
Inst. staff training svcs		7,500.00	2,000.00	9,500.00	8,393.01	234.58	872.41	0.00
Support svc-general admin		287,986.90	8,057.91	296,044.81	170,379.32	58,912.36	66,753.13	14,317.09
Support Svc-School Admin		312,683.10	0.00	312,683.10	183,840.93	127,198.17	1,644.00	6,720.00
Business and Other Support Svcs		174,708.00	0.00	174,708.00	108,063.73	65,221.00	1,423.27	5,320.00
Maintenance of Plant Services		178,692.00	(40,064.52)	138,627.48	110,524.70	23,006.76	5,096.02	0.00
Operation of Plant		490,460.80	25,089.91	515,550.71	410,380.08	98,874.53	6,296.10	0.00
Care & Upkeep of Grounds		65,286.00	606.32	65,892.32	42,302.03	21,100.43	2,489.86	0.00
Student Transportation Svcs		756,143.10	144,876.13	901,019.23	607,034.69	246,921.82	47,062.72	1,430.50
Employee Benefits		1,456,770.00	69,244.46	1,526,014.46	834,681.44	674,170.44	17,162.58	136,391.52
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,003,203.00	260,377.91	10,263,580.91	6,314,184.21	3,691,572.42	257,824.28	177,363.17

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	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
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equip		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund transfers		131,598.00	23,150.00	154,748.00	98,845.14	4,835.00	51,067.86	0.00
Grand Totals for fund 12:		131,598.00	23,150.00	154,748.00	98,845.14	4,835.00	51,067.86	0.00

Fund 13 (Special Schools Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Summer school salary		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Special Education-Resource Room		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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: 10,134,801.00 283,527.91 10,418,328.91 6,413,029.35 3,696,407.42 308,892.14 177,363.17

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	179,232.00	67,961.53	247,193.53	(59,017.68)	306,211.21
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	17,272.00	17,272.00	10,822.00	6,450.00
10-1210-000-000	Tax Levy	9,075,073.00	0.00	9,075,073.00	9,075,073.00	0.00
10-1300-000-000	TUITION	0.00	0.00	0.00	0.00	0.00
10-1310-000-000	Tuition From Individuals	15,000.00	0.00	15,000.00	20,750.00	(5,750.00)
10-1320-000-000	Tuition From LEA's	0.00	0.00	0.00	0.00	0.00
10-1330-000-000	Summer School Tuition	0.00	0.00	0.00	0.00	0.00
10-1420-000-000	Transportation fee other lea	56,350.00	105,000.00	161,350.00	222,167.00	(60,817.00)
10-1440-000-000	Trans Fees from Other Sources	0.00	0.00	0.00	2,285.00	(2,285.00)
10-1500-000-000	Miscellaneous Revenue	67,538.00	0.00	67,538.00	11,818.92	55,719.08
10-1510-000-000	Interest From Investments	0.00	0.00	0.00	5,924.30	(5,924.30)
10-1510-100-000	Unemployment Comp Interest Re	0.00	0.00	0.00	0.00	0.00
10-1515-000-000	Interest Earned on Capital Res	1,000.00	0.00	1,000.00	0.00	1,000.00
10-1730-000-000	Stud. Org. Memb. Dues and Fees	0.00	0.00	0.00	9,562.00	(9,562.00)
10-1791-000-000	Other Activities - School	0.00	0.00	0.00	0.00	0.00
10-1910-000-000	Rentals	39,000.00	0.00	39,000.00	15,149.85	23,850.15
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	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00
10-3121-000-000	Cat Transp Aid	277,862.00	0.00	277,862.00	277,862.00	0.00
10-3131-000-000	Extraordinary Aid	40,000.00	0.00	40,000.00	40,000.00	0.00
10-3132-000-000	Cat Spec Ed Aid	346,296.00	0.00	346,296.00	346,296.00	0.00
10-3177-000-000	Cat Security Aid	37,450.00	0.00	37,450.00	37,450.00	0.00
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
10-4410-000-000	Education Jobs Grant	0.00	0.00	0.00	0.00	0.00
Grand Totals		10,134,801.00	190,233.53	10,325,034.53	10,016,142.39	308,892.14

Minimum Expense General Ledger Report**Fund 11 (Current Expense Fund)**

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-110-100-101	PK/KDGN SAL	249,045.00	(64,861.00)	184,184.00	113,407.12	70,776.88	0.00	0.00
11-120-100-101	3-5 TCH SAL	1,129,208.00	53,018.00	1,182,226.00	716,012.61	466,213.39	0.00	0.00
11-125-100-104	Permanent Substitute Salary	18,674.00	0.00	18,674.00	11,205.00	7,469.00	0.00	0.00
11-130-100-101	6-8 TCH SALARY	607,908.00	(14,345.00)	593,563.00	355,019.19	238,543.81	0.00	0.00
ADVERTISED		2,004,835.00	(26,188.00)	1,978,647.00	1,195,643.92	783,003.08	0.00	0.00
11-150-100-101	HOME INSTR SAL	6,000.00	(2,250.00)	3,750.00	525.00	2,725.00	500.00	0.00
11-150-100-320	OOD Dist reg ed	0.00	2,362.50	2,362.50	1,646.00	165.00	551.50	0.00
Regular Programs-Home Instruction		6,000.00	112.50	6,112.50	2,171.00	2,890.00	1,051.50	0.00
11-190-100-104	Substitutes Salary	72,000.00	(32,920.00)	39,080.00	20,013.00	19,067.00	0.00	0.00
11-190-100-320	Pur Prof Educational Serv	0.00	31,500.00	31,500.00	21,000.00	0.00	10,500.00	0.00
11-190-100-340	PURCHASED TECH SERVICES	36,495.00	45,934.60	82,429.60	57,745.06	23,743.59	940.95	726.07
11-190-100-500	Other Purchased Services (400-500 Series)	40,496.00	0.00	40,496.00	15,753.19	8,797.81	15,945.00	0.00
11-190-100-610	GEN SUPPLIES	60,000.00	4,939.77	64,939.77	61,072.96	3,206.19	660.62	145.57
11-190-100-640	TEXTBOOKS	30,000.00	(13,419.59)	16,580.41	3,045.44	0.00	13,534.97	0.00
11-190-100-890	Other Objects	6,500.00	0.00	6,500.00	5,963.19	0.00	536.81	0.00
Regular Programs-Undistrib Instruction		245,491.00	36,034.78	281,525.78	184,592.84	54,814.59	42,118.35	871.64
11-212-100-101	MD TEACH SAL	125,477.50	(11,496.06)	113,981.44	70,375.86	43,605.58	0.00	0.00
11-212-100-106	MH Aide Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-212-100-300	Multiple Dis Prof Serv	4,400.00	0.00	4,400.00	4,400.00	0.00	0.00	0.00
11-212-100-610	MD GEN SUPPL	1,000.00	0.00	1,000.00	423.44	0.00	576.56	0.00
Special Education-Multiply Hdcp		130,877.50	(11,496.06)	119,381.44	75,199.30	43,605.58	576.56	0.00
11-213-100-101	RES CTR SAL	95,801.50	52,817.00	148,618.50	91,880.44	56,738.06	0.00	0.00
11-213-100-106	RES CTR AIDE SA	154,910.00	(969.39)	153,940.61	96,516.22	57,424.39	0.00	0.00
11-213-100-610	RES CTR SUPPL	2,000.00	0.00	2,000.00	1,589.93	0.00	410.07	0.00
Special Education-Resource Room		252,711.50	51,847.61	304,559.11	189,986.59	114,162.45	410.07	0.00
11-214-100-101	Special Ed - Autism	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-106	Autism Teach Sals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-300	Autism Prof Srvc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-214-100-610	Autism Supply	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education-Autistic		0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-215-100-101	PSD TEACH SAL	53,191.00	(23,050.50)	30,140.50	19,804.36	10,336.14	0.00	0.00
11-215-100-106	PSD AIDE SAL	24,575.00	(676.75)	23,898.25	15,068.25	8,830.00	0.00	0.00
11-215-100-610	PSD GEN SUPPL	500.00	0.00	500.00	150.49	0.00	349.51	0.00
Special Education-Prsc Hdcp/Part Time		78,266.00	(23,727.25)	54,538.75	35,023.10	19,166.14	349.51	0.00
11-230-100-101	Salaries of Basic Skills Teacher	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-600	Basic skills supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Basic Skills/Remedial-Instruction		0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-100	Salaries	88,475.00	0.00	88,475.00	36,012.00	52,463.00	0.00	0.00
11-401-100-600	CO-CURR SUPPLIE	500.00	(500.00)	0.00	0.00	0.00	0.00	0.00
11-401-100-800	CO-CURR OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-890	Misc Exp	100.00	(3.87)	96.13	0.00	0.00	96.13	0.00
Curricular Activities-Instruction		89,075.00	(503.87)	88,571.13	36,012.00	52,463.00	96.13	0.00
11-402-100-500	Purchased Services (300-500 Series)	1,000.00	0.00	1,000.00	399.00	435.00	166.00	0.00
11-402-100-610	General Supplye	1,500.00	(180.00)	1,320.00	(11.00)	0.00	1,331.00	11.00
Athletic Programs-Instruction		2,500.00	(180.00)	2,320.00	388.00	435.00	1,497.00	11.00
11-000-100-561	Tuit LEA NJ Reg	2,000,046.00	0.00	2,000,046.00	1,200,027.60	800,018.40	0.00	0.00
11-000-100-562	Tuit LEA Sp Ed	325,580.00	(84,500.00)	241,080.00	154,643.32	78,592.00	7,844.68	0.00
11-000-100-563	Voc. School Dist	11,700.00	0.00	11,700.00	(3,360.00)	0.00	15,060.00	3,360.00
11-000-100-564	Voc. School Dist Spec Ed	20,000.00	(16,644.00)	3,356.00	0.00	0.00	3,356.00	0.00
11-000-100-565	TUIT CO SP SERV	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-100-566	TUIT PRIV NJ	297,500.00	0.00	297,500.00	205,163.08	76,937.84	15,399.08	8,941.42
11-000-100-567	Tuition priv disabled/oth LEAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-100-568	Tuition State Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-100-569	TUITION CHARTER SCHOOLS	27,000.00	106,739.00	133,739.00	89,554.15	44,184.85	0.00	0.00
Undistributed Expense-Instruction		2,691,826.00	5,595.00	2,697,421.00	1,646,028.15	999,733.09	51,659.76	12,301.42

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-213-100	Salaries	122,187.00	(500.00)	121,687.00	75,364.20	46,322.80	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	2,000.00	1,992.00	3,992.00	2,578.75	699.75	713.50	0.00
11-000-213-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-600	HLTH SUPPLIES	1,000.00	1,275.21	2,275.21	2,274.17	1.04	0.00	0.00
11-000-213-800	HLTH OTH OBJ	200.00	(10.00)	190.00	190.00	0.00	0.00	0.00
Health Services		125,387.00	2,757.21	128,144.21	80,407.12	47,023.59	713.50	0.00
11-000-216-100	Salaries	79,301.00	(1,037.50)	78,263.50	48,243.10	30,020.40	0.00	0.00
11-000-216-320	Purch Prof Speech Serv	12,000.00	0.00	12,000.00	7,015.00	4,950.00	35.00	0.00
11-000-216-580	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-216-600	SPEECH SUPPLIES	600.00	(422.02)	177.98	177.98	0.00	0.00	0.00
Other Support Svc-Related Svcs		91,901.00	(1,459.52)	90,441.48	55,436.08	34,970.40	35.00	0.00
11-000-217-100	AIDES' SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-217-106	PERSON AID	170,100.00	839.28	170,939.28	94,369.39	76,569.89	0.00	0.00
11-000-217-320	THERAPY SVS	30,000.00	3,206.56	33,206.56	11,664.99	20,070.74	1,470.83	0.00
Other Support Svc-Extra. Svcs		200,100.00	4,045.84	204,145.84	106,034.38	96,640.63	1,470.83	0.00
11-000-218-104	GUID SALARY	69,371.00	26,332.50	95,703.50	57,422.19	38,281.31	0.00	0.00
11-000-218-390	GUID TECH SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-600	Supplies & Materials	700.00	69.71	769.71	769.71	0.00	0.00	0.00
Other Support Svc-Students-Reg		70,071.00	26,402.21	96,473.21	58,191.90	38,281.31	0.00	0.00
11-000-219-104	CST PROF SALARY	77,331.00	3,122.50	80,453.50	51,321.10	29,132.40	0.00	0.00
11-000-219-105	CST SECT SALARY	20,260.10	0.00	20,260.10	13,375.68	6,884.42	0.00	0.00
11-000-219-320	CST PROF SVS	95,000.00	(17,554.73)	77,445.27	57,252.00	17,694.00	2,499.27	0.00
11-000-219-390	CST TECH SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-600	CST SUPPLIES	1,500.00	1,759.48	3,259.48	3,199.48	60.00	0.00	0.00
11-000-219-890	Membership Dues Fees	300.00	0.00	300.00	200.00	0.00	100.00	0.00
Other Support Svc-Students-Spec		194,391.10	(12,672.75)	181,718.35	125,348.26	53,770.82	2,599.27	0.00
11-000-221-104	INSTR SUPP SAL	8,500.00	40.00	8,540.00	1,023.75	7,516.25	0.00	0.00
11-000-221-320	Curriculum Services	1,500.00	(40.00)	1,460.00	1,300.00	0.00	160.00	0.00
11-000-221-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Impr of Inst-Other Sup-Instruc		10,000.00	0.00	10,000.00	2,323.75	7,516.25	160.00	0.00
11-000-222-100	Salaries	68,641.00	0.00	68,641.00	41,184.60	27,456.40	0.00	0.00
11-000-222-300	PURCHASED PROF & TECH SVCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-320	Library Purch Prof & Tech Svcs	10,500.00	0.00	10,500.00	4,333.00	0.00	6,167.00	0.00
11-000-222-600	LIB SUP/MAT	400.00	0.00	400.00	280.29	0.00	119.71	0.00
Library and Educ Media		79,541.00	0.00	79,541.00	45,797.89	27,456.40	6,286.71	0.00
11-000-223-500	Other Purchased Services (400-500 Series)	7,500.00	2,000.00	9,500.00	8,393.01	234.58	872.41	0.00
Inst. staff training svcs		7,500.00	2,000.00	9,500.00	8,393.01	234.58	872.41	0.00
11-000-230-100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-270	District Admin Health Benefits	4,550.00	0.00	4,550.00	0.00	0.00	4,550.00	0.00
11-000-230-320	Shared services CSA	107,556.00	0.00	107,556.00	52,500.00	52,500.00	2,556.00	0.00
11-000-230-331	ADM LEGAL SV	40,000.00	3,798.78	43,798.78	23,629.72	0.00	20,169.06	0.00
11-000-230-332	Audit Fees	18,000.00	0.00	18,000.00	17,850.00	0.00	150.00	0.00
11-000-230-335	Election Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-338	Prof Svcs - HIB Only	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-339	ADM PROF SVS	23,500.00	4,259.13	27,759.13	15,830.00	321.00	11,608.13	0.00
11-000-230-530	Communications/Telephone	30,800.00	0.00	30,800.00	15,004.44	2,501.71	13,293.85	14,317.09
11-000-230-590	Other Purchased Services (400-500 Series)	31,250.00	(500.00)	30,750.00	20,832.99	0.00	9,917.01	0.00
11-000-230-610	GENERAL OFFICE SUPPLIES	6,140.90	500.00	6,640.90	6,035.90	601.65	3.35	0.00
11-000-230-890	ADM DUES,WKSHOP	26,190.00	0.00	26,190.00	18,696.27	2,988.00	4,505.73	0.00
Support svc-general admin		287,986.90	8,057.91	296,044.81	170,379.32	58,912.36	66,753.13	14,317.09
11-000-240-103	SCHOOL PRIN SAL	156,508.50	0.00	156,508.50	104,339.36	52,169.14	0.00	0.00
11-000-240-105	SCHOOL SECT SAL	127,224.60	0.00	127,224.60	71,250.57	55,974.03	0.00	0.00
11-000-240-270	School Admin Health Benefits	13,350.00	0.00	13,350.00	(5,705.00)	19,055.00	0.00	6,720.00
11-000-240-300	Purchased Professional & Tech Services	13,500.00	456.00	13,956.00	13,956.00	0.00	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-600	SCHOOL OFF SUPP	2,000.00	(456.00)	1,544.00	0.00	0.00	1,544.00	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		312,683.10	0.00	312,683.10	183,840.93	127,198.17	1,644.00	6,720.00

Report of the Secretary to the Allamuchy Board of Education General Fund - Fund 10

FY2020 Data is Posted to 2/29/2020

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Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-251-100	Salaries	140,958.00	0.00	140,958.00	94,792.00	46,166.00	0.00	0.00
11-000-251-270	Business Admin Health Benefits	14,750.00	0.00	14,750.00	(4,305.00)	19,055.00	0.00	5,320.00
11-000-251-330	PUR. PROF SERICES	2,000.00	(576.73)	1,423.27	0.00	0.00	1,423.27	0.00
11-000-251-340	PURCHASED TECH SERVICES	17,000.00	576.73	17,576.73	17,576.73	0.00	0.00	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-610	SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-832	INTEREST LEASE-PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business and Other Support Svcs		174,708.00	0.00	174,708.00	108,063.73	65,221.00	1,423.27	5,320.00
11-000-261-100	Salaries	63,242.00	0.00	63,242.00	59,153.36	4,088.64	0.00	0.00
11-000-261-420	MAINT SVS	100,000.00	(35,692.64)	64,307.36	46,052.40	17,468.67	786.29	0.00
11-000-261-580	Plant Maint Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-261-610	MAINT SUPPL	15,000.00	(5,403.87)	9,596.13	3,836.95	1,449.45	4,309.73	0.00
11-000-261-800	Maintenance Prog	450.00	1,031.99	1,481.99	1,481.99	0.00	0.00	0.00
Maintenance of Plant Services		178,692.00	(40,064.52)	138,627.48	110,524.70	23,006.76	5,096.02	0.00
11-000-262-100	Salaries	186,640.80	86.25	186,727.05	149,626.71	37,100.34	0.00	0.00
11-000-262-300	Purch Prof SVS	22,500.00	6,251.49	28,751.49	22,448.15	5,420.05	883.29	0.00
11-000-262-420	PLNT CUST SVS	29,395.00	(2,511.87)	26,883.13	21,983.25	3,417.01	1,482.87	0.00
11-000-262-440	Vehicle Lease Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-490	PLT WATER SVS	10,000.00	3,126.43	13,126.43	8,768.19	4,358.24	0.00	0.00
11-000-262-520	INSURANCES	35,000.00	1,733.60	36,733.60	36,733.60	0.00	0.00	0.00
11-000-262-580	Custodial Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-590	Misc Purch Serv	300.00	0.00	300.00	0.00	0.00	300.00	0.00
11-000-262-610	PLNT SUPPLIES	30,000.00	15,184.59	45,184.59	37,840.76	7,343.83	0.00	0.00
11-000-262-621	Energy - Propane - Villa	5,000.00	1,219.42	6,219.42	1,736.09	1,263.91	3,219.42	0.00
11-000-262-622	Energy - Electric - Villa	97,000.00	0.00	97,000.00	66,657.09	30,342.91	0.00	0.00
11-000-262-624	Energy - Htg Fuel - Villa	74,000.00	89.48	74,089.48	64,461.24	9,628.24	0.00	0.00
11-000-262-800	PLNT OTHER	625.00	(89.48)	535.52	125.00	0.00	410.52	0.00
Operation of Plant		490,460.80	25,089.91	515,550.71	410,380.08	98,874.53	6,296.10	0.00
11-000-263-100	Grounds	46,286.00	1,934.63	48,220.63	30,012.67	17,264.18	943.78	0.00
11-000-263-300	Purchased Prof Svcs	16,000.00	(2,139.72)	13,860.28	8,477.95	3,836.25	1,546.08	0.00
11-000-263-600	Grounds supplies	3,000.00	811.41	3,811.41	3,811.41	0.00	0.00	0.00
Care & Upkeep of Grounds		65,286.00	606.32	65,892.32	42,302.03	21,100.43	2,489.86	0.00
11-000-270-105	Transportation Secretary	51,170.40	0.00	51,170.40	34,192.00	16,978.40	0.00	0.00
11-000-270-160	Sal Pupil Trans home to school	166,767.76	0.00	166,767.76	128,594.63	38,173.13	0.00	0.00
11-000-270-161	Sal Pupil Tran Spec Ed	48,059.94	0.00	48,059.94	35,557.04	12,502.90	0.00	0.00
11-000-270-162	Salary - Pupil Transportation	25,000.00	13,600.00	38,600.00	26,069.74	0.00	12,530.26	1,430.50
11-000-270-163	Sal Pupil Trans Non-public	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-390	Communication Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-420	TRNS REP/MAINT	95,000.00	9,093.46	104,093.46	60,607.86	43,485.60	0.00	0.00
11-000-270-443	Lease Purchase Pymt	83,645.00	25,000.00	108,645.00	86,883.37	0.00	21,761.63	0.00
11-000-270-503	AILO for Non-Public Transp	50,000.00	(2,842.12)	47,157.88	19,500.00	21,000.00	6,657.88	0.00
11-000-270-511	TRNS CONT REG	3,000.00	2,980.55	5,980.55	5,650.00	0.00	330.55	0.00
11-000-270-512	TRNS FLD TRPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-514	Contract (spec ed) Vendors	11,000.00	3,654.00	14,654.00	14,654.00	0.00	0.00	0.00
11-000-270-515	TRNS SP ED JNT	0.00	842.12	842.12	842.12	0.00	0.00	0.00
11-000-270-518	Contracted Services Sp Ed ESC/	140,000.00	80,000.00	220,000.00	120,313.60	94,910.40	4,776.00	0.00
11-000-270-593	Transp Insurance, Travel Exp.	30,000.00	(6,388.94)	23,611.06	23,570.74	0.00	40.32	0.00
11-000-270-600	TRNS SUP/MAT	50,000.00	18,769.06	68,769.06	48,760.59	19,871.39	137.08	0.00
11-000-270-890	Misc Expenses	2,500.00	168.00	2,668.00	1,839.00	0.00	829.00	0.00
Student Transportation Svcs		756,143.10	144,876.13	901,019.23	607,034.69	246,921.82	47,062.72	1,430.50
11-000-291-220	PERS FICA	120,000.00	46,643.00	166,643.00	87,123.29	79,519.71	0.00	0.00
11-000-291-221	Teacher/Substitute FICA	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00
11-000-291-222	Employer Share Def CRV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-232	TPAF ERIP CONT	11,000.00	(987.00)	10,013.00	0.00	10,013.00	0.00	0.00
11-000-291-241	PERS CONTR	131,000.00	2,160.00	133,160.00	0.00	133,160.00	0.00	0.00
11-000-291-249	DCRP Employer Contribution	2,750.00	3,275.92	6,025.92	3,193.62	2,165.42	666.88	0.00
11-000-291-250	Unemployment Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-291-260	WORKMENS COMPSA	55,000.00	9,677.99	64,677.99	43,948.68	20,729.31	0.00	0.00
11-000-291-270	EMPL HLTH BENEF	1,076,020.00	19,282.53	1,095,302.53	672,108.87	422,932.60	261.06	136,391.52
11-000-291-280	TUITION REIMB	25,000.00	0.00	25,000.00	19,218.03	5,650.40	131.57	0.00
11-000-291-290	Employee Benefits	35,000.00	(18,332.12)	16,667.88	564.81	0.00	16,103.07	0.00
11-000-291-299	Unused Sick Pmnt to Ret Staff	0.00	8,524.14	8,524.14	8,524.14	0.00	0.00	0.00
Employee Benefits		1,456,770.00	69,244.46	1,526,014.46	834,681.44	674,170.44	17,162.58	136,391.52
606	Increase in Maint Rsv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 11:		10,003,203.00	260,377.91	10,263,580.91	6,314,184.21	3,691,572.42	257,824.28	177,363.17

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	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
12-212-100-730	MH Special Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-260-732	PLT SVC NI EQUI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-270-443	L/P School Buses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equip		0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-001-604-000	Increase in Capital Reserve	48,732.00	0.00	48,732.00	0.00	0.00	48,732.00	0.00
12-000-400-390	Other Prof Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-450	CONSTRUCTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-710	FAC/PROP IMP	81,500.00	23,150.00	104,650.00	98,845.14	4,835.00	969.86	0.00
12-000-400-721	L/P AGREE PRINC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-722	Bldgs. other than lease purch	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-780	Infrastructure	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-800	Cap Outlay Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-896	Assess Debt Srvc SDA Funding	1,366.00	0.00	1,366.00	0.00	0.00	1,366.00	0.00
Fund transfers		131,598.00	23,150.00	154,748.00	98,845.14	4,835.00	51,067.86	0.00
Grand Totals for fund 12:		131,598.00	23,150.00	154,748.00	98,845.14	4,835.00	51,067.86	0.00

Fund 13 (Special Schools Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
13-422-100-101	TEACHERS SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-422-100-610	GEN SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Summer school salary		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
18-213-100-101	Ed Jobs Fund Res Rm Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education-Resource Room		0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-220	Ed Jobs Fund Res Rm FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-232	Ed Jobs Fund Res Rm TPAF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-270	Ed Jobs Fund Res Rm Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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:	10,134,801.00	283,527.91	10,418,328.91	6,413,029.35	3,696,407.42	308,892.14	177,363.17
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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).

James Schlessinger, Business Administrator

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ (21,217.79)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (21,217.79)
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	\$ (175,913.29)	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 12,889.07	
		\$ (163,024.22)
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	\$ (4,000.00)	
		\$ (4,000.00)
TOTAL ASSETS AND RESOURCES		\$ (188,242.01)

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable	\$	0.00
402 Interfund accounts payable	\$	306.12
411 Intergovernmental accounts payable - state	\$	0.00
412 Intergovernmental accounts payable - federal	\$	38.70
413 Intergovernmental accounts payable - other	\$	0.00
421 Accounts payable	\$	0.00
422 Judgments payable	\$	0.00
430 Compensated absences payable	\$	0.00
431 Contracts payable	\$	0.00
451 Loans payable	\$	0.00
481 Deferred revenues	\$	0.00
499 Other current liabilities	\$	0.00
Total liabilities	\$	344.82

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year			\$	19,145.00		
754 Reserve for encumbrances - prior year			\$	(6,461.37)		
760 Other reserves			\$	0.00		
771 Designated Fund Balance			\$	0.00		
601 Appropriations		\$	198,781.03			
602 Less: expenditures	\$	134,081.40				
603 Less: encumbrances	\$	12,683.63	\$	(146,765.03)	\$	52,016.00
Appropriations less expenditures					\$	64,699.63
Unappropriated:						
770 Fund Balance, July 1, 2019			\$	(71,786.46)		
303 Less: budgeted fund balance			\$	(181,500.00)		
Unappropriated fund balance					\$	(253,286.46)
Total fund equity					\$	(188,586.83)
TOTAL LIABILITIES AND FUND EQUITY					\$	(188,242.01)

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	181,500.00	17,281.03	198,781.03	142,765.03	56,016.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	4,000.00	(4,000.00)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		181,500.00	17,281.03	198,781.03	146,765.03	52,016.00

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ed Jobs Fund		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
Local Projects		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I		31,500.00	9,114.24	40,614.24	15,946.01	9,051.13	15,617.10	0.00
IDEA Part B		89,000.00	17,480.50	106,480.50	77,625.50	15,895.50	12,959.50	0.00
IDEA (Prog. 251)		6,000.00	0.00	6,000.00	4,978.50	524.50	497.00	0.00
Title VI		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II Part A		8,500.00	12.00	8,512.00	7,879.00	0.00	633.00	0.00
Title IV		10,000.00	2,186.79	12,186.79	7,439.81	0.00	4,746.98	0.00
Title I - ARRA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
R.E.A.P. GRANT		32,000.00	4,000.00	36,000.00	20,212.58	2,725.00	13,062.42	0.00
Adult Ed - Federal		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals for fund 20:		181,500.00	32,793.53	214,293.53	134,081.40	28,196.13	52,016.00	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	181,500.00	17,281.03	198,781.03	142,765.03	56,016.00
20-1920-212-000	Rutherford Foundation	0.00	0.00	0.00	0.00	0.00
20-1920-403-000	Future fisherman foundation	0.00	0.00	0.00	0.00	0.00
20-1980-000-000	Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
20-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	4,000.00	(4,000.00)
20-2101-000-000	Garden Grant	0.00	0.00	0.00	0.00	0.00
20-2200-000-000	Rutherford/Stuyvesant Grant	0.00	0.00	0.00	0.00	0.00
20-4000-000-000	Rebel2	0.00	0.00	0.00	0.00	0.00
20-4300-000-000	Teaching American History	0.00	0.00	0.00	0.00	0.00
20-4411-231-000	Title I Part A	0.00	0.00	0.00	0.00	0.00
20-4412-232-000	Title II Part A	0.00	0.00	0.00	0.00	0.00
20-4413-232-000	Title I Part D	0.00	0.00	0.00	0.00	0.00
20-4415-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4417-260-000	Title VI	0.00	0.00	0.00	0.00	0.00
20-4421-250-000	IDEA Basic	0.00	0.00	0.00	0.00	0.00
20-4423-251-000	IDEA-Preschool	0.00	0.00	0.00	0.00	0.00
20-4430-000-000	Vocational Education	0.00	0.00	0.00	0.00	0.00
20-4440-000-000	Adult Basic Education	0.00	0.00	0.00	0.00	0.00
20-4451-270-000	Title II A Training	0.00	0.00	0.00	0.00	0.00
20-4452-271-000	Title II D Tech	0.00	0.00	0.00	0.00	0.00
20-4471-280-000	Title IV Part A	0.00	0.00	0.00	0.00	0.00
20-4495-290-000	Title V Innovative	0.00	0.00	0.00	0.00	0.00
20-4502-450-000	REAP	0.00	0.00	0.00	0.00	0.00
20-4503-450-000	Matrix	0.00	0.00	0.00	0.00	0.00
20-4511-450-000	Title 1A-ARRA	0.00	0.00	0.00	0.00	0.00
20-4514-455-000	IDEA Basic - ARRA	0.00	0.00	0.00	0.00	0.00
20-4515-458-000	IDEA Preschool - ARRA	0.00	0.00	0.00	0.00	0.00
20-4700-000-000	Private Industry	0.00	0.00	0.00	0.00	0.00
20-4999-000-000	Other	0.00	0.00	0.00	0.00	0.00
Grand Totals		181,500.00	17,281.03	198,781.03	146,765.03	52,016.00

Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-454-100-610	RH Steiveson Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ungrouped Accounts		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-190-100-500	Safety Grant	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
Ed Jobs Fund		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
20-212-100-600	Local projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Projects		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-100	Personal Services - Salaries	24,000.00	0.00	24,000.00	15,784.80	0.00	8,215.20	0.00
20-231-100-300	Purchased Prof & Tech Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-600	General Supplies	0.00	1,772.34	1,772.34	161.21	1,611.13	0.00	0.00
20-231-200-200	Employee Benefits	7,500.00	7,341.90	14,841.90	0.00	7,440.00	7,401.90	0.00
20-231-200-300	Purchased Prof & Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-500	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-400-731	Software and Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-400-732	Fac Acq & Constr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I		31,500.00	9,114.24	40,614.24	15,946.01	9,051.13	15,617.10	0.00
20-250-100-300	IDEA ED SVS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-100-500	IDEA Other Purchased Services	44,000.00	1,000.00	45,000.00	45,000.00	0.00	0.00	0.00
20-250-100-600	IDEA SUPPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-300	IDEA NON PUBLIC	45,000.00	16,480.50	61,480.50	32,625.50	15,895.50	12,959.50	0.00
20-250-200-500	IDEA OTHER PURC SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-600	IDEA SUPSVC S/M	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Part B		89,000.00	17,480.50	106,480.50	77,625.50	15,895.50	12,959.50	0.00
20-251-100-300	IDEA PSH ED SVS	6,000.00	0.00	6,000.00	4,978.50	524.50	497.00	0.00
20-251-100-500	IDEA Other Pur Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA (Prog. 251)		6,000.00	0.00	6,000.00	4,978.50	524.50	497.00	0.00
20-260-100-300	Purchased Prof & Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-100-600	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title VI		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-100	Title II A Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-300	Purchased Prof & Tech Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-600	General Supplies	8,500.00	0.00	8,500.00	7,867.00	0.00	633.00	0.00
20-270-200-200	EMP BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-300	Pur Prof Tec Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-600	Pur Prof supplies	0.00	12.00	12.00	12.00	0.00	0.00	0.00
20-271-400-731	Software Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-400-732	Fax Acq & Const	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II Part A		8,500.00	12.00	8,512.00	7,879.00	0.00	633.00	0.00
20-280-100-600	Instructional Supplies	7,500.00	2,186.79	9,686.79	7,439.81	0.00	2,246.98	0.00
20-280-200-300	Prof Tech Services-Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-600	Supplies and Materials-Support	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
Title IV		10,000.00	2,186.79	12,186.79	7,439.81	0.00	4,746.98	0.00
20-450-100-600	Title I ARRA Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I - ARRA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-100	PERS SERVICES	13,000.00	0.00	13,000.00	2,230.00	0.00	10,770.00	0.00
20-451-100-320	Professional Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-600	SUPP/MAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-890	Student Admin Fees	6,000.00	4,000.00	10,000.00	5,945.00	2,725.00	1,330.00	0.00
20-451-200-200	EMP BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-230	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-320	Prof Serv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-600	OTHER SUP/MAT	13,000.00	0.00	13,000.00	12,037.58	0.00	962.42	0.00
R.E.A.P. GRANT		32,000.00	4,000.00	36,000.00	20,212.58	2,725.00	13,062.42	0.00
20-456-200-100	TAH Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-200	TAH Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-320	TAH Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-580	TAH Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-600	TAH Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-456-200-800	TAH Stipends	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adult Ed - Federal		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Totals for fund 20:	181,500.00	32,793.53	214,293.53	134,081.40	28,196.13	52,016.00	0.00
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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).

James Schlessinger, Business Administrator

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ 13,203.51	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ 13,203.51
111 Investments		\$ 0.00
114 Investment interest receivable		\$ 0.00
121 Tax levy receivable		\$ 538,994.00
Accounts receivable		
132 Interfund	\$ 0.00	
141 Intergovernmental - state	\$ 49,202.00	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 0.00	
153 Other Accounts Receivable	\$ 0.00	
		\$ 49,202.00
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	\$ (762,800.00)	
		\$ (762,800.00)
TOTAL ASSETS AND RESOURCES		\$ (161,400.49)

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				\$	601,400.00	
754 Reserve for encumbrances - prior year				\$	0.00	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	762,800.00		
602 Less: expenditures	\$	161,400.00				
603 Less: encumbrances	\$	601,400.00	\$	(762,800.00)	\$	0.00
Appropriations less expenditures						\$ 601,400.00

Unappropriated:

770 Fund Balance, July 1, 2019	\$	(0.49)	
303 Less: budgeted fund balance	\$	(762,800.00)	
Unappropriated fund balance			\$ (762,800.49)
Total fund equity			\$ (161,400.49)

TOTAL LIABILITIES AND FUND EQUITY

\$ (161,400.49)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 762,800.00	\$ 762,800.00	\$ 0.00
Less: Revenues	\$ 0.00	\$ (762,800.00)	\$ 762,800.00
Subtotal	\$ 762,800.00	\$ 0.00	\$ 762,800.00
Less: adjustment to appropriations for Prior Year Encumbrances	\$ 0.00	\$ 0.00	\$ 0.00
Total current year budgeted fund balance	\$ 762,800.00	\$ 0.00	\$ 762,800.00
Add: Unappropriated fund balance			\$ (762,800.49)
Total of budgeted and unappropriated fund balance			\$ (0.49)

Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	762,800.00	0.00	762,800.00	0.00	762,800.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	700,394.00	(700,394.00)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	62,406.00	(62,406.00)
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		762,800.00	0.00	762,800.00	762,800.00	0.00

Fund 40 (Debt Service Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt service-regular		762,800.00	0.00	762,800.00	161,400.00	601,400.00	0.00	0.00
Grand Totals for fund 40:		762,800.00	0.00	762,800.00	161,400.00	601,400.00	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	762,800.00	0.00	762,800.00	0.00	762,800.00
40-5200-000-000 TRANSFERS		0.00	0.00	0.00	0.00	0.00
40-1210-000-000 TAX LEVY D.S.		0.00	0.00	0.00	700,394.00	(700,394.00)
40-3160-000-000 Debt Service Aid II		0.00	0.00	0.00	62,406.00	(62,406.00)
Grand Totals		762,800.00	0.00	762,800.00	762,800.00	0.00

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-723	PRIN LEASE PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-701-510-833	L/P INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-701-510-834	BOND INTEREST	322,800.00	0.00	322,800.00	161,400.00	161,400.00	0.00	0.00
40-701-510-910	BOND PRINC	440,000.00	0.00	440,000.00	0.00	440,000.00	0.00	0.00
Debt service-regular		762,800.00	0.00	762,800.00	161,400.00	601,400.00	0.00	0.00
Grand Totals for fund 40:		762,800.00	0.00	762,800.00	161,400.00	601,400.00	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).

James Schlessinger, Business Administrator

Date

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	\$ (220,440.98)	
102-106 Other cash equivalents	\$ 0.00	
Total cash		\$ (220,440.98)
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	\$ (1,900.00)	
142 Intergovernmental - federal	\$ 0.00	
143 Intergovernmental - other	\$ 25,008.25	
153 Other Accounts Receivable	\$ 2,600.00	
		\$ 25,708.25
Loans receivable		
131 Interfund	\$ 0.00	
151 Other Loans Receivable	\$ 0.00	
		\$ 0.00
199 Other current assets		\$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	\$ 0.00	
302 Less: revenues collected or accrued	\$ (88,790.67)	
		\$ (88,790.67)
TOTAL ASSETS AND RESOURCES		\$ (283,523.40)

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		\$ 13,127.00
422 Judgments payable		\$ 0.00
430 Compensated absences payable		\$ 0.00
431 Contracts payable		\$ 0.00
451 Loans payable		\$ 0.00
481 Deferred revenues		\$ 21,126.50
499 Other current liabilities		\$ 0.00
Total liabilities		\$ 34,253.50

FUND EQUITY

Appropriated:

753 Reserve for encumbrances - current year				\$	29,007.42	
754 Reserve for encumbrances - prior year				\$	(614.78)	
760 Other reserves				\$	0.00	
771 Designated Fund Balance				\$	0.00	
601 Appropriations			\$	863.22		
602 Less: expenditures	\$	154,523.46				
603 Less: encumbrances	\$	28,392.64	\$	(182,916.10)	\$	(182,052.88)
Appropriations less expenditures						\$ (153,660.24)

Unappropriated:

770 Fund Balance, July 1, 2019	\$	(165,616.66)	
303 Less: budgeted fund balance	\$	0.00	
Unappropriated fund balance			\$ (165,616.66)
Total fund equity			\$ (319,276.90)

TOTAL LIABILITIES AND FUND EQUITY

\$ (285,023.40)

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	\$ 863.22	\$ 182,916.10	\$ (182,052.88)
Less: Revenues	\$ 0.00	\$ (88,790.67)	\$ 88,790.67
Subtotal	\$ 863.22	\$ 94,125.43	\$ (93,262.21)
Less: adjustment to appropriations for Prior Year Encumbrances	\$ (863.22)	\$ (863.22)	\$ 0.00
Total current year budgeted fund balance	\$ 0.00	\$ 93,262.21	\$ (93,262.21)
Add: Unappropriated fund balance			\$ (165,616.66)
Total of budgeted and unappropriated fund balance			\$ (258,878.87)

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	863.22	863.22	94,125.43	(93,262.21)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	88,790.67	(88,790.67)
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	863.22	863.22	182,916.10	(182,052.88)

Fund 60 (Rutherford Hall Budget)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Salaries		0.00	0.00	0.00	98,066.54	0.00	(98,066.54)	1,737.06
Benefits		0.00	0.00	0.00	(900.00)	15,055.00	(14,155.00)	2,600.00
Administrative Costs		0.00	150.00	150.00	15,248.73	4,789.60	(19,888.33)	0.00
Purchased Services		0.00	728.00	728.00	19,868.10	275.00	(19,415.10)	0.00
Other Purchased Services		0.00	0.00	0.00	4,046.00	2,500.00	(6,546.00)	0.00
Supplies		0.00	600.00	600.00	12,101.95	0.00	(11,501.95)	0.00
Other Expenses		0.00	0.00	0.00	6,092.14	6,387.82	(12,479.96)	0.00
Grand Totals for fund 60:		0.00	1,478.00	1,478.00	154,523.46	29,007.42	(182,052.88)	4,337.06

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	863.22	863.22	94,125.43	(93,262.21)
60-1500-000-000	Miscellaneous Revenue	0.00	0.00	0.00	3,453.50	(3,453.50)
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	159.00	(159.00)
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	536.00	(536.00)
60-1710-102-000	Admis Grant Funct.-Museum	0.00	0.00	0.00	406.00	(406.00)
60-1710-103-000	Admis-Grant Funct.-Concerts	0.00	0.00	0.00	230.00	(230.00)
60-1710-103-101	Jazz Concert Admissions	0.00	0.00	0.00	11,417.00	(11,417.00)
60-1710-103-102	Comedy Shows	0.00	0.00	0.00	1,260.00	(1,260.00)
60-1710-104-000	Admis-Grant Funct.-Tours	0.00	0.00	0.00	1,161.00	(1,161.00)
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	463.00	(463.00)
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	0.00	0.00
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	700.00	(700.00)
60-1710-203-101	Harry Potter Summer Camp #2	0.00	0.00	0.00	2,801.50	(2,801.50)
60-1710-203-102	Camp Half-Blood Themed Camp	0.00	0.00	0.00	175.00	(175.00)
60-1710-204-000	Rent a Plot at RH	0.00	0.00	0.00	40.00	(40.00)
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	5,338.50	(5,338.50)
60-1710-209-000	Sailing Camp	0.00	0.00	0.00	(150.00)	150.00
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	530.00	(530.00)
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	870.00	(870.00)
60-1710-213-002	Outdoor Camp - Boating	0.00	0.00	0.00	150.00	(150.00)
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	420.00	(420.00)
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	Other activities - Grant	0.00	0.00	0.00	0.00	0.00
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	14,726.00	(14,726.00)
60-1910-000-105	Allamuchy Country Fair	0.00	0.00	0.00	21,125.17	(21,125.17)
60-1910-100-000	Warren Cty First Night	0.00	0.00	0.00	0.00	0.00
60-1910-100-100	Warren Cty First Night Parking	0.00	0.00	0.00	0.00	0.00
60-1910-101-000	Ruth Hall Fireworks Rm Rentals	0.00	0.00	0.00	0.00	0.00
60-1911-000-000	School - Mt. Villa Rentals	0.00	0.00	0.00	0.00	0.00
60-1920-000-000	Private Contris & Donations	0.00	0.00	0.00	5,367.00	(5,367.00)

FY2020 Data is Posted to 2/29/2020

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60-1920-000-100 Adopt a Chair Donations	0.00	0.00	0.00	0.00	0.00
60-1920-100-000 Donations for Fireworks	0.00	0.00	0.00	2,150.00	(2,150.00)
60-1920-102-000 Fireworks Parking Fees	0.00	0.00	0.00	770.00	(770.00)
60-1920-103-000 Fireworks Vendor Fees	0.00	0.00	0.00	275.00	(275.00)
60-1920-104-000 Fireworks Bus/Entry Fee	0.00	0.00	0.00	564.00	(564.00)
60-1921-000-000 Public Contribs & Donations	0.00	0.00	0.00	250.00	(250.00)
60-1921-100-000 Earmarked Donations	0.00	0.00	0.00	0.00	0.00
60-1921-100-101 Donations E.M Under Priv Camp	0.00	0.00	0.00	0.00	0.00
60-1922-000-000 NJ Historical TRUST Grant	0.00	0.00	0.00	10,000.00	(10,000.00)
60-1922-100-000 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1922-100-100 NJ Historical COMM Grant	0.00	0.00	0.00	0.00	0.00
60-1980-000-000 Refund of Prior Yr Expenditure	0.00	0.00	0.00	0.00	0.00
60-1990-000-000 Miscellaneous Revenues	0.00	0.00	0.00	2,625.00	(2,625.00)
60-1990-100-000 TIX Service Fees	0.00	0.00	0.00	978.00	(978.00)
Grand Totals	0.00	863.22	863.22	182,916.10	(182,052.88)

Minimum Expense General Ledger Report

Fund 60 (Rutherford Hall Budget)


Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
60-990-320-181	Salaries - Operations Manager	0.00	0.00	0.00	43,895.03	0.00	(43,895.03)	0.00
60-990-320-182	Salaries - Office & Clerical	0.00	0.00	0.00	27,840.17	0.00	(27,840.17)	0.00
60-990-320-183	Salaries - Custodial	0.00	0.00	0.00	4,841.40	0.00	(4,841.40)	0.00
60-990-320-184	Salaries - Summer Camp	0.00	0.00	0.00	21,489.94	0.00	(21,489.94)	1,737.06
60-990-320-185	Bus Driver Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries		0.00	0.00	0.00	98,066.54	0.00	(98,066.54)	1,737.06
60-990-320-220	FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-270	Employee Health Benefits	0.00	0.00	0.00	(900.00)	15,055.00	(14,155.00)	2,600.00
Benefits		0.00	0.00	0.00	(900.00)	15,055.00	(14,155.00)	2,600.00
60-990-320-331	Legal Expenses	0.00	0.00	0.00	825.00	0.00	(825.00)	0.00
60-990-320-332	Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-333	R.H. Prof Fees NJ Hist COMM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-334	R.H. Prof Fees NJ Hist Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-335	Haunted Hall Costs	0.00	0.00	0.00	100.00	786.00	(886.00)	0.00
60-990-320-337	Professional Musician Services	0.00	0.00	0.00	9,752.50	3,115.00	(12,867.50)	0.00
60-990-320-338	Concert Management Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-339	Other Prof Services	0.00	0.00	0.00	3,625.23	888.60	(4,513.83)	0.00
60-990-320-340	Purchased Technical Services	0.00	150.00	150.00	946.00	0.00	(796.00)	0.00
Administrative Costs		0.00	150.00	150.00	15,248.73	4,789.60	(19,888.33)	0.00
60-990-320-420	Cleaning & Repair Services	0.00	728.00	728.00	1,972.10	275.00	(1,519.10)	0.00
60-990-320-450	Construction Services	0.00	0.00	0.00	17,896.00	0.00	(17,896.00)	0.00
Purchased Services		0.00	728.00	728.00	19,868.10	275.00	(19,415.10)	0.00
60-990-320-510	Purch Svcs - Program Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-520	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-530	Telephone/Communications	0.00	0.00	0.00	4,046.00	2,500.00	(6,546.00)	0.00
60-990-320-580	Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-592	Warren Cty First Night Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Purchased Services		0.00	0.00	0.00	4,046.00	2,500.00	(6,546.00)	0.00
60-990-320-610	General Supplies	0.00	0.00	0.00	7,787.06	0.00	(7,787.06)	0.00
60-990-320-611	Function Supplies	0.00	600.00	600.00	4,314.89	0.00	(3,714.89)	0.00
60-990-320-622	RH Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-990-320-624	R H Fuel Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies		0.00	600.00	600.00	12,101.95	0.00	(11,501.95)	0.00
60-990-320-890	Miscellaneous Expense	0.00	0.00	0.00	1,584.19	465.81	(2,050.00)	0.00
60-990-320-891	Transfirst Cr Cd Chgs-Grant	0.00	0.00	0.00	3,576.45	4,353.51	(7,929.96)	0.00
60-990-320-892	Tix,Inc. Ticket Cgs - Grant	0.00	0.00	0.00	931.50	1,568.50	(2,500.00)	0.00
Other Expenses		0.00	0.00	0.00	6,092.14	6,387.82	(12,479.96)	0.00
Grand Totals for fund 60:		0.00	1,478.00	1,478.00	154,523.46	29,007.42	(182,052.88)	4,337.06

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).

James Schlessinger, Business Administrator

Date

<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>
N0014	2/3/20	WEX Bank Fuel for buses	5,324.88	P202000296	11-000-270-600-000-000
N0015	2/4/20	NJ HEALTH BEN FUND Health Benefits for retiree	324.60	P202000081	11-000-291-270-000-000
31063	2/7/20	NAPDS Conf Feb 13 to 15 Schmiedeke	495.00	P202000536	11-000-223-500-000-000
		Conf Feb 13th to 15th Cefaloni, Catherine	515.00	P202000536	11-000-223-500-000-000
		Total Check Amount:	1,010.00		
31064	2/11/20	Bayada Nursing services	217.00	P202000419	11-000-213-300-000-002
		Nursing services	403.00	P202000419	11-000-213-300-000-002
		Total Check Amount:	620.00		
31065	2/19/20	Allied Oil Company Heating Oil ATS	7,932.83	P202000015	11-000-262-624-000-001
		Heating Oil ATS	4,149.03	P202000015	11-000-262-624-000-001
		Heating Oil MVS	8,689.86	P202000015	11-000-262-624-000-002
		Total Check Amount:	20,771.72		
31066	2/19/20	SYNCB/AMAZON class supplies	31.52	P202000054	11-190-100-610-000-000
		Custodial supplies	36.53	P202000054	11-000-262-610-000-000
		Custodial supplies	27.45	P202000054	11-000-262-610-000-000
		Custodial supplies	88.83	P202000054	11-000-262-610-000-000
		Total Check Amount:	184.33		
31067	2/19/20	Andover Regional Board of Education OOD Tuition (BF)	1,026.80	P202000457	11-000-100-569-000-000
		OOD Tuition (EF)	1,215.20	P202000457	11-000-100-569-000-000
		Total Check Amount:	2,242.00		
31068	2/19/20	Abcode Security, Inc. Burg alarm sys	100.00	P202000074	12-000-400-710-000-000
31069	2/19/20	Cintas cleaning supplies, uniforms, etc	156.77	P202000502	11-000-262-610-000-000
		cleaning supplies, uniforms, etc	268.77	P202000502	11-000-262-610-000-000
		Total Check Amount:	425.54		
31070	2/19/20	Calais School 18-19 Tuition adj	3,730.14	P202000530	11-000-100-566-000-000
		OOD HS Tuition #1013	5,565.00	P202000316	11-000-100-566-000-000
31071	2/19/20	CDK SYSTEMS Submit 1095 Forms	175.00	P202000522	11-000-251-340-000-000

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31072	2/19/20	Coyne Enterprises, Inc. Jazz event 1-25-2020	432.50	P202000529	60-990-320-337-000-000
31073	2/19/20	 OOD Tuition #03031612019	9,372.00	P202000158	11-000-100-569-000-000
31074	2/19/20	ECLC 18-19 Cert Audit Tuition adj	868.00	P202000531	11-000-100-566-000-000
		OOD Tuition HS \$0406	6,550.50	P202000152	11-000-100-566-000-000
		Total Check Amount:	7,418.50		
31075	2/19/20	Eurofins QC, Inc. Treatment plant testing	422.25	P202000552	11-000-262-300-000-000
		Treatment plant testing	406.35	P202000552	11-000-262-300-000-000
		Total Check Amount:	828.60		
31076	2/19/20	Fuller Paper Company cleaning supplies, paper products etc.	129.63	P202000184	11-000-262-610-000-000
		cleaning supplies, paper products etc.	213.14	P202000184	11-000-262-610-000-000
		cleaning supplies, paper products etc.	409.98	P202000184	11-000-262-610-000-000
		cleaning supplies, paper products etc.	279.69	P202000184	11-000-262-610-000-000
		Total Check Amount:	1,032.44		
31077	2/19/20	Gramon Family of Schools OOD HS Tuition 0204080819	(385.99)	P202000160	11-000-100-566-000-000
		OOD HS Tuition 0204080819	8,491.78	P202000160	11-000-100-566-000-000
		Total Check Amount:	8,105.79		
31078	2/19/20	Hex Bug Sale Stem supplies	109.93	P202000032	11-190-100-610-000-000
31079	2/19/20	Hackettstown Board of Education Tuition (2,062,500) net of 17-18 adj (62,454)	200,004.60	P202000003	11-000-100-561-000-000
		Tuition (2,062,500) net of 17-18 adj (62,454)	200,004.60	P202000003	11-000-100-561-000-000
		17-18 adj for LLD	3,598.60	P202000003	11-000-100-562-000-000
		Resource Rm (60,000) plus 17-18 adj (394)	6,039.40	P202000003	11-000-100-562-000-000
		17-18 adj for LLD	3,598.60	P202000003	11-000-100-562-000-000
		Resource Rm (60,000) plus 17-18 adj (394)	6,039.40	P202000003	11-000-100-562-000-000
		Total Check Amount:	419,285.20		
31080	2/19/20	Hackettstown Supply Co., Inc. plumbing supplies	16.90	P202000093	11-000-261-610-000-000
		plumbing supplies	29.60	P202000093	11-000-261-610-000-000
		plumbing supplies	23.70	P202000093	11-000-261-610-000-000
		plumbing supplies	(83.27)	P202000093	11-000-261-610-000-000
		plumbing supplies	83.08	P202000093	11-000-261-610-000-000
		plumbing supplies	72.20	P202000093	11-000-261-610-000-000
		Total Check Amount:	142.21		

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31081	2/19/20	Horizon BCBSNJ			
		Heath POS	40,054.97	P202000004	11-000-291-270-000-000
		Health Cobra	2,058.34	P202000004	11-000-291-270-000-000
		Health Omnia	41,009.92	P202000004	11-000-291-270-000-000
		Total Check Amount:	83,123.23		
31082	2/19/20	Home Towne Hardware, LLC			
		cust supplies	5.09	P202000479	11-000-262-610-000-000
		cust supplies	33.49	P202000479	11-000-262-610-000-000
		cust supplies	79.02	P202000545	11-000-262-610-000-000
		Total Check Amount:	117.60		
31083	2/19/20	Hibrett Puratex			
		methanol treatment plant	295.00	P202000547	11-000-261-610-000-000
31084	2/19/20	Haggerty, Wayne			
		snow removal buses & yard	670.00	P202000533	11-000-270-420-000-000
31085	2/19/20	Integrated Therapeutics Group, LLC			
		Tuition	9,000.00	P202000215	11-000-100-562-000-000
		Educational Services	1,650.00	P202000215	11-000-100-562-000-000
		Educational Services	1,120.00	P202000215	11-000-100-562-000-000
		Total Check Amount:	11,770.00		
31086	2/19/20	JDM Group			
		Tech services	4,216.67	P202000014	11-190-100-340-000-000
31087	2/19/20	Jersey Central Power & Light			
		Electric ATS	396.21	P202000017	11-000-262-622-000-001
		Electric ATS	2,252.39	P202000017	11-000-262-622-000-001
		Electric ATS	3.52	P202000017	11-000-262-622-000-001
		Electric ATS	3.52	P202000017	11-000-262-622-000-001
		Electric RH	424.01	P202000017	11-000-262-622-000-002
		Electric MVS	2,900.79	P202000017	11-000-262-622-000-002
		Electric MVS	27.15	P202000017	11-000-262-622-000-002
		Total Check Amount:	6,007.59		
31088	2/19/20	Lego Education			
		SPIKE Prime Set and Expansion	2,479.02	P202000248	20-280-100-600-000-000
31089	2/19/20	Marlin Business Bank			
		insurance fee postage meter and ink	16.83	P202000494	11-000-230-530-000-000
31090	2/19/20	Municipal Capital Corp.			
		copiers lease/purchase	1,757.00	P202000063	11-190-100-340-000-000
31091	2/19/20	New Jersey Schools Insurance Group			
		Workers comp ins.	5,182.58	P202000009	11-000-291-260-000-000
31092	2/19/20	New Jersey Council for Exceptional Children			
		Embracing the Whole Child 3-16-2020	115.00	Check voided on 3/11/2020 P202000528	11-000-223-500-000-000

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31093	2/19/20	Peck, Allison, P.T.			
		PT Services	2,386.50	P202000532	20-250-200-300-000-000
		PT Services	4,644.00	P202000532	20-250-200-300-000-000
		PT Services	3,999.00	P202000532	20-250-200-300-000-000
		Total Check Amount:	11,029.50		
31094	2/19/20	QUILL CORPORATION			
		CST files	96.20	P202000513	11-000-219-600-000-000
		envelopes & folders	97.84	P202000513	11-000-230-610-000-000
		Total Check Amount:	194.04		
31095	2/19/20	Rymon, Karen			
		OT Services	3,252.00	P202000126	20-250-200-300-000-000
		OT Services	1,000.00	P202000126	20-251-100-300-000-000
		Total Check Amount:	4,252.00		
31096	2/19/20	R&L DataCenters, Inc.			
		Payroll services	1,806.00	P202000097	11-000-230-339-000-000
31097	2/19/20	Sherwin-Willaims Co.			
		paint & supplies	356.49	P202000485	11-000-262-610-000-000
		paint & supplies	205.40	P202000485	11-000-262-610-000-000
		paint & supplies	(39.91)	P202000485	11-000-262-610-000-000
		paint & supplies	(10.56)	P202000485	11-000-262-610-000-000
		paint & supplies	(23.14)	P202000485	11-000-262-610-000-000
		paint & supplies	(47.02)	P202000485	11-000-262-610-000-000
		paint & supplies	45.69	P202000485	11-000-262-610-000-000
		Total Check Amount:	486.95		
31098	2/19/20	Shred-it USA			
		Shredding services	270.88	P202000058	11-000-262-420-000-000
31099	2/19/20	The Spoken Path, LLC.			
		Direct speech services	1,740.00	P202000186	20-250-200-300-000-000
31100	2/19/20	Shaeffer, Stephanie	**VOIDED**	Check voided on 2/29/2020	
31101	2/19/20	SUBURBAN PROPANE			
		Propane - treatment plant & greenhouse	340.71	P202000134	11-000-262-621-000-001
		Propane - treatment plant & greenhouse	361.15	P202000134	11-000-262-621-000-001
		Propane - treatment plant & greenhouse	150.09	P202000134	11-000-262-621-000-001
		Total Check Amount:	851.95		
31102	2/19/20	UNUM LIFE INS CO.			
		Disability Ins	2,129.95	P202000221	11-000-291-270-000-000

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31103	2/19/20	VIKING TERMITE & PEST			
		Pest control	248.85	P202000045	11-000-262-420-000-000
		Pest control	50.94	P202000045	11-000-262-420-000-000
		Pest control	228.22	P202000045	11-000-262-420-000-000
		Total Check Amount:	528.01		
31104	2/19/20	WIRE'S ELEC SHOP INC			
		electrical services	2,312.50	P202000090	11-000-261-420-001-000
		electrical services	125.00	P202000090	11-000-261-420-001-000
		Total Check Amount:	2,437.50		
31105	2/19/20	WageWorks, Inc.			
		admin fees cobra	57.00	P202000240	11-000-291-270-000-000
31106	2/19/20	WILLOWGLEN ACADEMY INC			
		OOD Tuition HS #2419	7,036.98	P202000151	11-000-100-566-000-000
		OOD Tuition HS #2419	1,615.00	P202000151	11-000-100-566-000-000
		Total Check Amount:	8,651.98		
31107	2/19/20	Yudichak, Kenneth			
		Treatment Plant Serv	700.00	P202000082	11-000-262-300-000-000
31108	2/19/20	Zonar Systems			
		Home base service	315.00	P202000182	11-000-270-600-000-000
		Home base service	315.00	P202000182	11-000-270-600-000-000
		Total Check Amount:	630.00		
31109	2/20/20	Sussex County Regional Cooperative			
		Gramon school trans HS	5,647.45	P202000250	11-000-270-518-000-000
31110	2/20/20	WARREN CO SPEC SVCS SC D			
		Spec Ed transportation 19-20	14,069.39	P202000011	11-000-270-518-000-000
31111	2/20/20	Busch Law Group, LLC			
		Legal Services	4,128.00	P202000070	11-000-230-331-000-000
31112	2/20/20	DELTA DENTAL			
		Dental - JG	1,015.00	P202000069	11-000-240-270-000-000
		Dental - DT	1,015.00	P202000069	11-000-251-270-000-000
		Employee Dental Insurance	1,321.27	P202000069	11-000-291-270-000-000
		Employee Dental Insurance	385.80	P202000069	11-000-291-270-000-000
		Dental - LR	1,700.00	P202000069	60-990-320-270-000-000
		Total Check Amount:	5,437.07		

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31113	2/20/20	LICON LIGHTING CORP			
		lighting supplies	35.00	P202000420	11-000-262-610-000-000
		led lamps	125.00	P202000447	11-000-262-610-000-000
		lighting products	91.32	P202000554	11-000-262-610-000-000
		lighting products	182.00	P202000554	11-000-262-610-000-000
		lighting products	714.00	P202000554	11-000-262-610-000-000
		Total Check Amount:	1,147.32		
31114	2/20/20	WRNJ			
		Commercials etc	500.00	P202000075	60-990-320-530-000-000
31115	2/20/20	A-1 Authentic Wood Floors, Inc.			
		RH Flooring Screen & Poly	1,200.00	P202000537	60-990-320-420-000-000
31116	2/20/20	Decker, Inc.			
		Replace Nylon Latch Clips	40.45	P202000538	11-190-100-890-000-000
31117	2/20/20	WARREN CO SPEC SVCS SC D			
		Oct to Feb rental bus	4,000.00	P202000540	11-000-270-511-000-000
		Trans coverage 10-12 2019	1,650.00	P202000539	11-000-270-511-000-000
		Total Check Amount:	5,650.00		
31118	2/20/20	NJASSW			
		School Social Workers: Addressing Critical Soc	100.00	P202000541	11-000-223-500-000-000
31119	2/20/20	FedEx	**VOIDED**	Check voided on 2/29/2020	
31120	2/20/20	Medco Supply Company			
		health supplies	152.15	P202000544	11-000-213-600-000-000
		health supplies	9.04	P202000544	11-000-213-600-000-000
		Total Check Amount:	161.19		
31121	2/20/20	NJMVC			
		school bus registration	25.00	P202000546	11-000-270-890-000-000
31122	2/20/20	NJMEA			
		Music conf	135.00	P202000518	11-000-223-500-000-000
31123	2/20/20	Postmaster - Hackettstown			
		Permit #12 for mailing	240.00	P202000555	11-000-230-530-000-000
31124	2/20/20	AGT Battery			
		DEKA Batteries	1,717.16	P202000548	11-000-262-610-000-000
31125	2/20/20	Hackettstown Pet & Supplies			
		pet supplies	198.50	P202000550	11-190-100-890-000-000
31126	2/20/20	ReadyRefresh by Nestle			
		Drinking water	55.23	P202000051	60-990-320-890-200-000

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31127	2/20/20	Affiliates in Clinical Ser physiological 11101	350.00	P202000556	11-000-219-320-000-000
31128	2/20/20	Saint Clare's Behavioral Health OOD Instruction 1160303	165.00	P202000557	11-150-100-320-000-000
31129	2/20/20	WageWorks, Inc. admins fee fsa	91.20	P202000241	11-000-291-270-000-000
31130	2/20/20	WageWorks, Inc. admin fees cobra	57.00	P202000240	11-000-291-270-000-000

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N0016	2/20/20	PAYROLL			
		FICA	10,128.32	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,030.06	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	33,249.70	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	24,557.37	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	29,248.27	P202000001	11-130-100-101-000-001
		Substitutes Salary	1,940.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	3,130.14	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	1,292.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	3,322.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Co-Curric Salary	50.00	P202000001	11-401-100-100-000-000
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	1,876.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	3,559.36	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	2,841.60	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.92	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.78	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.77	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,227.44	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	4,192.83	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	4,690.37	P202000001	11-000-262-100-000-001
		PT Custodial Sal ATS	1,438.30	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	2,434.04	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	1,538.50	P202000001	11-000-263-100-000-001
		Grounds Salaries ATS	100.00	P202000001	11-000-263-100-000-001
		Grounds Salaries MVS	337.90	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	9,269.04	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,244.61	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	1,028.84	P202000001	11-000-270-162-000-000
		FICA	4,852.11	P202000002	11-000-291-220-000-000
		DCRP Employer contributions	329.06	P202000002	11-000-291-249-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries-Office&Cler Non-Grant	1,890.30	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			218,390.73		

<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>
31131	2/25/20	American Coachwerks, LLC			
		Bus repairs & maintenance	51.01	P201900615	11-000-270-420-000-000
		Bus repairs/inspections	1,287.69	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	688.70	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	(235.40)	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	1,088.15	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	730.80	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	2,999.53	P202000016	11-000-270-420-000-000
		Bus repairs/inspections	463.35	P202000016	11-000-270-420-000-000
		Total Check Amount:	<u>7,073.83</u>		
31132	2/25/20	Eurofins QC, Inc.			
		Treatment plant testing	151.35	P202000552	11-000-262-300-000-000
31133	2/25/20	Sherwin-Willaims Co.			
		paint & supplies	105.31	Check voided on 3/10/2020 P202000560	11-000-262-610-000-000

<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>
N0229	2/28/20	PAYROLL			
		STATE A/R	9,945.13	10 - 141	STATE A/R
		Pre K/Kindergarten Sals	9,173.78	P202000001	11-110-100-101-000-002
		Grades 3-5 Teacher Sals	35,051.13	P202000001	11-120-100-101-000-001
		Grades 1-2 - Teachers Sals	24,916.67	P202000001	11-120-100-101-000-002
		Permanent Substitute Salary	933.75	P202000001	11-125-100-104-000-001
		Grades 6-8 Teacher Sals	28,457.02	P202000001	11-130-100-101-000-001
		Substitutes Salary	2,114.00	P202000001	11-190-100-104-000-000
		MH Dis Teach Sal ATS	4,254.26	P202000001	11-212-100-101-000-001
		MH Sal Teachers MVS	2,461.05	P202000001	11-212-100-101-000-002
		Resource Center Sal ATS	5,979.60	P202000001	11-213-100-101-000-001
		Resource Center Sal MV	2,192.02	P202000001	11-213-100-101-000-002
		RC Aide ATS	4,932.50	P202000001	11-213-100-106-000-001
		RC Aides MVS	2,422.25	P202000001	11-213-100-106-000-002
		PSD Teacher Salary	1,292.03	P202000001	11-215-100-101-000-002
		PSD Aide Salary	1,103.75	P202000001	11-215-100-106-000-002
		Health Salaries ATS	3,268.55	P202000001	11-000-213-100-000-001
		Health Salaries MVS	2,824.30	P202000001	11-000-213-100-000-002
		Speech Sal ATS	1,876.27	P202000001	11-000-216-100-000-001
		Speech Sal MVS	1,876.28	P202000001	11-000-216-100-000-002
		Pers Aid Therapy Serv Supplies	3,529.01	P202000001	11-000-217-106-000-001
		Pers Aid Therapy Serv Supplies	20.63	P202000001	11-000-217-106-000-001
		Pers Aide Sal MVS	2,374.65	P202000001	11-000-217-106-000-002
		Guidance Salary	2,232.26	P202000001	11-000-218-104-000-001
		Guidance Salary MVS	2,552.92	P202000001	11-000-218-104-000-002
		CST Prof Salaries ATS	1,820.77	P202000001	11-000-219-104-000-001
		CST Prof Salaries MVS	1,820.78	P202000001	11-000-219-104-000-002
		CST Secty Salary ATS	835.98	P202000001	11-000-219-105-000-001
		Library Salaries ATS	1,716.03	P202000001	11-000-222-100-000-001
		Library Salaries MVS	1,716.02	P202000001	11-000-222-100-000-002
		School Princ Salary	4,609.25	P202000001	11-000-240-103-000-001
		Sal Asst Princ/Prog Dir	1,911.96	P202000001	11-000-240-103-000-002
		School Secty Salary ATS	3,183.69	P202000001	11-000-240-105-000-001
		Sal of Secretary MVS	1,563.15	P202000001	11-000-240-105-000-002
		Business Office Salary	5,924.50	P202000001	11-000-251-100-000-000
		Plant Maint Salaries	4,365.99	P202000001	11-000-261-100-000-000
		Custodial Srvc Salaries ATS	4,635.29	P202000001	11-000-262-100-000-001
		PT Custodial Sal ATS	1,745.29	P202000001	11-000-262-100-004-001
		PT Custodial Sal MVS	1,628.32	P202000001	11-000-262-100-004-002
		Grounds Salaries ATS	100.00	P202000001	11-000-263-100-000-001
		Grounds Salaries ATS	1,538.50	P202000001	11-000-263-100-000-001
		Grounds Salaries MVS	318.32	P202000001	11-000-263-100-000-002
		Transportation Administration	2,137.00	P202000001	11-000-270-105-000-000
		Trans Sal Pupil Home to School	10,778.76	P202000001	11-000-270-160-000-000
		Trans Sal Pupil Spec Ed	1,328.34	P202000001	11-000-270-161-000-000
		Trans Sal - Pupil Other	3,554.12	P202000001	11-000-270-162-000-000
		PERS FICA	43.44	P202000002	11-000-291-220-000-000
		PERS FICA	5,473.10	P202000002	11-000-291-220-000-000
		DCRP Employer Contribution	324.00	P202000002	11-000-291-249-000-000
		Employee Benefits	33.48	P202000001	11-000-291-290-000-000
		Employee Benefits	79.91	P202000001	11-000-291-290-000-000
		Personal Services - Salaries	1,315.40	P202000001	20-231-100-100-000-000
		Salaries-Oper. Mgr. Non-Grant	2,500.00	P202000001	60-990-320-181-200-000
		Salaries-Office&Cler Non-Grant	2,046.10	P202000001	60-990-320-182-200-000
		Salaries-Custodial Non-Grant	264.20	P202000001	60-990-320-183-200-000
Total Check Amount:			225,095.50		

<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>
31134	2/29/20	Shaeffer, Stephanie Auditory-Verbal 202001	500.00	P202000242	11-000-216-320-000-000
31135	2/29/20	FedEx express mailings	30.80	P202000543	11-000-230-530-000-000
N0020	2/29/20	Tix, Inc			
		CC processing charges	58.50	P202000188	60-990-320-892-200-000
		CC processing charges	15.00	P202000188	60-990-320-892-200-000
		CC processing charges	36.00	P202000188	60-990-320-892-200-000
		CC processing charges	1.50	P202000188	60-990-320-892-200-000
Total Check Amount:			111.00		
N0021	2/29/20	Transfirst CC processing charges	657.68	P202000189	60-990-320-891-100-000
N0022	2/29/20	First Data Global Leasing - Transfirst CC on-site scanner rental (34.98/mo + 10.20 ann	34.98	P202000190	60-990-320-891-100-000
N0023	2/29/20	ALLAMUCHY CAFETERIA ACCT			
		transfer aid funding to cafeteria acct	1,646.88	10 - 411	I/G A/P - STATE
		transfer aid funding to cafeteria acct	25,677.61	10 - 412	I/G A/P-FEDERAL
Total Check Amount:			27,324.49		
N0024	2/29/20	Jersey Mail Systems, LLC postage for meter	250.00	P202000247	11-000-230-530-000-000
The Grand Total of all Checks from Fund 10 is:			47,397.94		
The Grand Total of all Checks from Fund 11 is:			1,075,771.84		
The Grand Total of all Checks from Fund 12 is:			100.00		
The Grand Total of all Checks from Fund 20 is:			22,131.32		
The Grand Total of all Checks from Fund 60 is:			14,156.19		
The Grand total of all checks for this period is:			1,159,557.29		

We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds
From 2/1/2020 to 2/29/2020

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
02/01/2020	020160-1710-208-100		Art Camp - School Ye	195.00		paint night (1/30) cash
	2020020160-1710-102-000		Admis Grant Fuct.-M	65.00		museum hours - 1/22, 1/29
	2020020160-1710-103-000		Admis-Grant Funct.	170.00		Concert - 1/30
			The total of Deposit Number 20200201 is:	430.00		
02/05/2020	02020510-1730-000-000		Stud. Org. Memb. Due	150.00		pay to play
	2020020510-102		Cash on Hand	5,716.70	FRELINGHUYSEN TWP B	transp
	2020020510-102		Cash on Hand	670.00	Hall, Chris & Danielle	tuition
	2020020510-102		Cash on Hand	200.00	Cefaloni, Cathy	tuition
	2020020511-190-100-610-000-000		Gen'l Supplies	98.57		refund
	2020020511-000-100-563-000-000		Voc. School Dist	672.00	Warren County Technical S	net of py overpay
			The total of Deposit Number 20200205 is:	7,507.27		
02/06/2020	02020610-1730-000-000		Stud. Org. Memb. Due	50.00		pay to play
	2020020660-102		Cash on Hand	925.00	Panthers Networking Group	january
			The total of Deposit Number 20200206 is:	975.00		
02/10/2020	02021010-1500-000-000		Miscellaneous Revenu	7,380.00	Houghton Mifflin Harcourt	refund for Channel One (2018-19 SY)
	2020021060-1920-000-000		Private Contribs & Do	5,000.00		House of the Good Shepherd donations
	2020021060-421		ACCTS PAYABLE	5,000.00		House of the Good Shepherd - cap camp
			The total of Deposit Number 20200210 is:	17,380.00		
02/14/2020	02021410-1730-000-000		Stud. Org. Memb. Due	50.00		pay to play
	2020021410-1730-000-000		Stud. Org. Memb. Due	1,100.00		pay to play - after school games & act's
	2020021410-1730-000-000		Stud. Org. Memb. Due	350.00		pay to play - after school games & act's
	2020021460-1710-103-102		Comedy Shows	30.00		
	2020021460-1710-102-000		Admis Grant Fuct.-M	20.00		Feb 12
	2020021460-102		Cash on Hand	280.00	Berg, Alayna	balance
			The total of Deposit Number 20200214 is:	1,830.00		
02/21/2020	02022110-1730-000-000		Stud. Org. Memb. Due	25.00		pay to play
	2020022110-1730-000-000		Stud. Org. Memb. Due	125.00		pay to play
	2020022110-102		Cash on Hand	350.00	Pulver, Danielle	tuition
	2020022111-402-100-610-000-000		Athletic Genl Supplie	11.00	ABILITIES OF NW JERSE	refund
	2020022111-000-291-270-000-000		Employee Health Be	126.06	WageWorks	reimb
			The total of Deposit Number 20200221 is:	637.06		
02/25/2020	02022510-1730-000-000		Stud. Org. Memb. Due	100.00		pay to play
	2020022510-102		Cash on Hand	21,128.00	WARREN CO SPEC SVCS	Shared SBA
	2020022510-102		Cash on Hand	16,500.00	Hackettstown Board of Educ	transp
	2020022510-102		Cash on Hand	670.00	Hall, Chris & Danielle	tuition
			The total of Deposit Number 20200225 is:	38,398.00		

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds
From 2/1/2020 to 2/29/2020

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
02/29/2020	200291	60-1632-000-000	Gift Shop Sales	30.00		Transfirst - Feb
	200291	60-1910-000-000	Rutherfurd Hall Renta	800.00	Mars Chocolate North Ameri	Transfirst - Feb (Mary Dean)
	200291	60-1710-103-101	Jazz Concert Admissi	270.00		Transfirst - Feb
	200291	60-1710-103-102	Comedy Shows	180.00		Transfirst - Feb
	The total of Deposit Number 20200291 is:			1,280.00		
02/29/2020	200292	60-1710-101-000	Admis - Grant Funct. I	45.00		Tix - Feb
	200292	60-1710-103-101	Jazz Concert Admissi	330.00		Tix - Feb
	200292	60-1710-103-102	Comedy Shows	870.00		Tix - Feb (Comedy Show)
	200292	60-1710-103-102	Comedy Shows	180.00		Tix - Feb (Murder Mystery)
	200292	60-1710-104-000	Admis-Grant Funct.	45.00		Bus Tour
	200292	60-1710-203-100	Harry Potter Summer (350.00		Tix - Feb
	200292	60-1710-203-101	Harry Potter Summer (350.00		Tix - Feb
	200292	60-1710-208-100	Art Camp - School Ye	570.00		Tix - Feb (Adult Paint)
	200292	60-1710-208-100	Art Camp - School Ye	25.00		Tix - Feb (Leprechaun)
	200292	60-1710-208-100	Art Camp - School Ye	80.00		Tix - Feb (Toddler Art)
	200292	60-1921-000-000	Public Contribs & Do	250.00		Tix - Feb (LR Party/Fundraiser)
	200292	60-1990-100-000	TIX Service Fees	124.50		Tix - Feb
	The total of Deposit Number 20200292 is:			3,219.50		
02/29/2020	200293	10-1510-000-000	Interest From Investm	335.62		General account interest
	200293	10-1510-000-000	Interest From Investm	51.44		Other account interest
	200293	10-1510-000-000	Interest From Investm	6.28		Other account interest
	The total of Deposit Number 20200293 is:			393.34		
02/29/2020	200294	10-102	Cash on Hand	100.00	Ricci, Michelle	tuition
	200294	10-153	OTHER ACC RECB	7,233.53		EE health contributions - 2/15
	200294	10-153	OTHER ACC RECB	7,074.15		EE health contributions - 2/29
	200294	10-102	Cash on Hand	100.00	Ricci, Michelle	tuition
	The total of Deposit Number 20200294 is:			14,507.68		
02/29/2020	200295	10-141	STATE A/R	10,128.32	STATE OF NJ	TPAF FICA - 1/15
	200295	10-141	STATE A/R	10,128.32	STATE OF NJ	TPAF FICA - 1/31
	200295	10-141	STATE A/R	33,012.00	STATE OF NJ	State payment #11
	200295	10-141	STATE A/R	33,012.00	STATE OF NJ	State payment #12
	200295	10-411	I/G A/P - STATE	162.53	STATE OF NJ	School lunch - state - 1/2020
	200295	10-412	I/G A/P-FEDERAL	223.23	STATE OF NJ	School lunch - HHFKA - 1/2020
	200295	10-412	I/G A/P-FEDERAL	2,864.03	STATE OF NJ	School lunch - federal - 1/2020
	200295	20-142	FEDERAL A/R	47.00	STATE OF NJ	Title I
	200295	20-142	FEDERAL A/R	1,559.00	STATE OF NJ	IDEA Basic
	200295	20-142	FEDERAL A/R	13,268.00	STATE OF NJ	Title I
	200295	20-142	FEDERAL A/R	14,636.00	STATE OF NJ	IDEA Basic
	200295	20-142	FEDERAL A/R	43,441.00	STATE OF NJ	IDEA Basic
	200295	20-142	FEDERAL A/R	20,212.58	STATE OF NJ	REAP
	The total of Deposit Number 20200295 is:			182,694.01		
Total Cash Receipts on 2/29/2020:				202,094.53		

Allamuchy Board of Education 2019 - 2020 Cash Receipts Report for all Funds

From 2/1/2020 to 2/29/2020

<u>Date</u>	<u>Dep Num</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comments</u>
			The Total of Cash Receipts to Fund 10 is:	159,903.78		
			The Total of Cash Receipts to Fund 20 is:	93,163.58		
			The Total of Cash Receipts to Fund 60 is:	16,184.50		
Total of All Cash Receipts during this period:				269,251.86		

RESPONSE AND PROJECTED OPERATING STATEMENT

ATTACH AS FIRST PAGES OF RESPONSE TO REQUEST FOR PROPOSAL(RFP)

PUBLIC - Response and Projected Operating Statement
forSFA: ALLAMUCHY

School Year 2020 - 2021

We the undersigned, agree to operate the food service program as described in the RFP specifications.

FSMC NAME: Maschio's Food Services Inc.FSMC ADDRESS: 525 E. Main Street, Chester, New Jersey 07930FSMC REPRESENTATIVE'S NAME/TITLE: Ken Torchia, Chief Executive OfficerSIGNATURE: TELEPHONE #: (973) 598-0005FAX #: (973) 598-0007E-MAIL: ktorchia@Maschiofood.com

This proposal is subject to all the attached terms, conditions and specifications. If accepted we hereby agree to enter into a FOOD SERVICE MANAGEMENT

COMPANY (FSMC) CONTRACT as described in the Contract/RFP.

All FSMC Administrative/Management Fees (i.e.- General Support Services, Administrative, etc.) must be included in fee below.Administrative/Management Fee, Profit/Loss and Guarantee

	NSLP, SBP, ASSP	CACFP	SFSP	CATERING/VENDED	TOTAL
CENTS PER MEAL: <u>\$0.0000</u>	\$0.00	\$0.00	\$0.00		\$0.00
FLAT FEE / CATERING FEE:	\$7,765.22	\$0.00	\$0.00	\$0.00	\$7,765.22
RETURN / (LOSS)	\$19,778.60	\$0.00	\$0.00	\$0.00	\$19,778.60
EQUIPMENT INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R/L WITH EQUIP. INVESTMENT	\$19,778.60	\$0.00	\$0.00	\$0.00	\$19,778.60

GUARANTEE: FSMC must check one of the following options.

	Amount			
<input type="checkbox"/> No Guarantee	<u>NA</u>	<input type="checkbox"/> Guaranteed Breakeven	<u>\$0.00</u>	
<input type="checkbox"/> Guaranteed (Loss)	<u>\$ -</u>	<input checked="" type="checkbox"/> Guaranteed Return	<u>\$7,000.00</u>	

BOND TYPE & REGULATION	CHECK BOX IF INCLUDED	BOND AMOUNT	BOND BASED ON THIS AMOUNT:	BOND PERCENT FROM RFP	*Note: State Bid Bond 10% not to exceed \$20,000.00 - see RFP for requirements. **Note: Performance Bond for SFSP is required if reimbursement is greater than \$100,000.
*BID BOND 18A:18A	<input type="checkbox"/>	\$11,394.07	\$113,940.70	10.00%	
BID BOND - SFSP (FEDERAL SURIY CO. ONLY)	<input type="checkbox"/>	\$0.00	\$0.00	5.00%	
**PERFORMANCE BOND - SFSP (FED. SURIY CO. ONLY)	<input type="checkbox"/>	\$0.00	\$0.00	10.00%	

PUBLIC

SFA: ALLAMUCHY
FSMC: Maschio's Food Services Inc.

RESPONSE AND PROJECTED OPERATING STATEMENT

PROJECTED REVENUE (CASH SALES)

NSLP, SBP, ASSP & SMP, SSMP ONLY

The FSMC shall use the Current Selling Price for students meals.

	Projected # of Meals/Milk	Selling Price	Projected Revenue	
Lunch	Paid	@ \$3.00	= \$22,140.00	
Lunch	Paid	@ \$3.00	= \$45,900.00	
Lunch	Paid	@ \$0.00	= \$0.00	
Lunch	Reduced	@ \$0.40	= \$432.00	
Lunch	Free			
Breakfast	Paid	@ \$0.00	= \$0.00	
Breakfast	Paid	@ \$0.00	= \$0.00	
Breakfast	Paid	@ \$0.00	= \$0.00	
Breakfast	Reduced	@ \$0.30	= \$0.00	
Breakfast	Free			
Snack	Paid	@ \$0.00	= \$0.00	
Snack	Reduced	@ \$0.00	= \$0.00	
Snack	Free			
*Milk	Paid	@ \$0.00	= \$0.00	
Milk	Free			
TOTAL CASH SALES FOR NSLP, SBP, ASSP & SMP				\$68,472.00
* SSMP and SMP Milk Sales are included with A La Carte \$\$\$ in Expenses page.				
A La Carte: (Student A La Carte, Adult Meals, Adult A La Carte and Vending Machines)				Enter Amount
				\$38,520.00
OTHER PROGRAM SALES/REVENUE				
SFA - SFA VENDE MEAL AGREEMENTS				
Enter Projected Income Amount:				\$0.00
CATERING				
Enter Projected Income Amount:				\$0.00
Other Sales Income:				\$0.00
TOTAL CASH SALES - ALL PROGRAMS				\$106,992.00
"Other" Sales added to Catering Income				
Describe Other Sales:				

Cost Reimbursable

SFA: ALLAMUCHY

FSMC: Maschio's Food Services Inc.

PUBLIC

Form #23 CR PUBLIC

Revised 02/2020

Page 3 of 5

RESPONSE AND PROJECTED OPERATING STATEMENT
PROJECTED REVENUE (Reimbursement)

PUBLIC-All NSLP rates of reimbursement include the PBF (\$.07)

Meals/Snacks & Milk	Rate	Reimbursement
LUNCH		
22,680 Paid	@ \$0.4400	= \$9,979.20
1,080 Reduced	@ \$3.1350	= \$3,385.80
3,780 Free	@ \$3.5350	= \$13,362.30
*All	@ \$0.0200	= \$0.00
TOTAL LUNCH		\$26,727.30
BREAKFAST Reg. Rate Only		
0 Paid	@ \$0.3100	= \$0.00
0 Reduced	@ \$1.5400	= \$0.00
0 Free	@ \$1.8400	= \$0.00
TOTAL		\$0.00
**BREAKFAST Severe Need Only		
0 Reduced	@ \$1.9000	= \$0.00
0 Free	@ \$2.2000	= \$0.00
TOTAL SN BREAK.		\$0.00
After School Snack Program		
0 Paid	@ \$0.0800	= \$0.00
0 Reduced	@ \$0.4700	= \$0.00
0 Free	@ \$0.9400	= \$0.00
TOTAL ASSP		\$0.00
Milk Program		
0 Free Milk	@ \$0.2150	= \$0.00
0 Paid Milk	@ \$0.2150	= \$0.00
***TOTAL SSMP/SSMP		\$0.00
TOTAL REIMBURSEMENT-NSLP,SBP,ASSP & SMP		\$26,727.30

OTHER REIMBURSABLE MEAL PROGRAMS

Meals/Snacks & Milk	Rate	Reimbursement
"At Risk CACFP"		
0 Break	@ \$1.8400	= \$0.00
0 Lunch	@ \$3.4100	= \$0.00
0 Dinner	@ \$3.4100	= \$0.00
0 Snack	@ \$0.9400	= \$0.00
TOTAL		\$0.00
SUMMER FOOD SERVICE PROGRAM		
0 Break	@ \$2.2500	= \$0.0000
0 Lunch	@ \$3.9675	= \$0.0000
0 Dinner	@ \$3.9675	= \$0.0000
0 Supplement	@ \$0.9325	= \$0.0000
TOTAL SFSP		\$0.00

* Enter total number of Lunch meals in High Rate ONLY if SFA qualifies for the High Rate of Reimbursement (Use total Lunch Number)

**All Paid Breakfasts are in the Regular Rate Category. Only Schools who qualify for SN breakfast are in SN - Reduced and Free.

***SSMP and SMP Sales & Reimbursements are included with A la Carte \$\$\$

MEAL - NSLP, SBP & ASSP	27,540
A La Carte & SMP Dollars Converted	10218
Total Meals	37,758

Cost Reimbursable

SFA: ALLAMUCHY

FSMC: Maschio's Food Services Inc.

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PUBLIC

RESPONSE AND PROJECTED OPERATING STATEMENT

EXPENSES

	NSLP, SBP & ASSP				A LA CARTE				"At Risk" CACFP				SFSP				CATERING	SFA-SFA
	LUNCH	BREAKFAST	SNACK	\$\$\$	LUNCH	BREAKFAST	SNACK	\$\$\$	DINNER	LUNCH	BREAKFAST	SUPPLEMENT	DINNER	\$\$\$	VENDED \$\$\$			
Meal																		
Total Meals or \$\$\$	27540	0	0	\$38,520.00	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00		
*Food Cost/Meal	\$1.28	\$0.00	\$0.00	\$1.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Food Cost	\$35,223.74	\$0.00	\$0.00	\$14,252.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Food by Program				\$49,476.14				\$0.00						\$0.00	\$0.00	\$0.00		
Hourly Wages	Hourly Labor and Benefits amounts																	
Hourly Benefits	will fill from the Labor worksheets. If SFA has																	
Salaried Wages	CACFP, Catering or Vended Meals the FSMC																	
Salaried Benefits	must assign percentages of wages to these programs.																	
Total Wages				\$37,393.13				\$9,650.56						\$0.00	\$0.00	\$0.00		
Cleaning Supplies				\$668.60				\$0.00						\$0.00	\$0.00	\$0.00		
Paper & Plastic				\$4,680.18				\$0.00						\$0.00	\$0.00	\$0.00		
Total Supplies				\$5,348.77				\$0.00						\$0.00	\$0.00	\$0.00		
**Other Expenses	RFP (Cost and Responsibility Form)																	
Smallwares	List Other Below																	
Vehicle	Must be per RFP/Contract - Pg #																	
Liability Ins.																		
Uniforms																		
Office Supplies																		
Bonus / Incentives																		
Other -																		
Other -																		
Other -																		
Other -																		
Other -																		
Other -																		
Other -																		
Other -																		
Total Other Expenses				\$4,306.89				\$0.00						\$0.00	\$0.00	\$0.00		
Admin/Mgt Fees	FSMC - Enter fee (percentage of catering sales) in box above.																	
Cents Per Meal =				\$0.0000				\$0.00						\$0.00	\$0.00	\$0.00		
Meal Equiv. Factor				\$3.77				\$0.00						\$0.00	\$0.00	\$0.00		
Cents Per Meal Total	FSMC - only one type of Fee may be used.																	
or	CPM or Flat Fee. Catering Fee will be defined																	
Flat Fee/Program	as a percentage. All catering costs must be documented and submitted to the SFA.																	
TOTAL EXPENSES				\$113,940.70				\$0.00						\$0.00	\$0.00	\$0.00		

Cost Reimbursable

SFA: ALLAMUCHY

FSMC: Maschio's Food Services Inc.

PUBLIC

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RESPONSE AND PROJECTED OPERATING STATEMENT

SUMMARY OF INCOME AND EXPENSES

	NSLP, SBP ASSP	CACFP	SFSP	CATERING / SFA-SFA	TOTAL PROGRAM
MEALS	37,758	-	-	-	37,758
INCOME					
CASH SALES	\$106,992.00			\$0.00	\$106,992.00
REIMBURSEMENTS	\$26,727.30	\$0.00	\$0.00		\$26,727.30
TOTAL INCOME	\$133,719.30	\$0.00	\$0.00	\$0.00	\$133,719.30
EXPENSES					
FOOD	\$49,476.14	\$0.00	\$0.00	\$0.00	\$49,476.14
LABOR	\$47,043.68	\$0.00	\$0.00	\$0.00	\$47,043.68
SUPPLIES	\$5,348.77	\$0.00	\$0.00	\$0.00	\$5,348.77
OTHER EXPENSES	\$4,306.89	\$0.00	\$0.00	\$0.00	\$4,306.89
MANAGEMENT FEE	\$7,765.22	\$0.00	\$0.00	\$0.00	\$7,765.22
TOTAL EXPENSES	\$113,940.70	\$0.00	\$0.00	\$0.00	\$113,940.70
RETURN / (LOSS)	\$19,778.60	\$0.00	\$0.00	\$0.00	\$19,778.60
Equipment Investment					
R/L with Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost per Meal	\$3.02	#DIV/0!	#DIV/0!	#DIV/0!	\$3.02

ENGLISH LANGUAGE SERVICE THREE-YEAR PROGRAM PLAN

SCHOOL YEARS 2017-2020

NEW JERSEY DEPARTMENT OF EDUCATION
Division of Learning Supports and Specialized Services
Office of Supplemental Educational Programs
Bureau of Bilingual/ESL Education
P.O. Box 500
Trenton, NJ 08625-0500

Email completed plan to: ellreports@doe.state.nj.us

Save the plan using the following file name format:
countycode-districtcode-districtname (e.g. 00-0000-sampledistrict.docx)

For a summary of Three Year Plan program review elements, consult:
<http://www.nj.gov/education/bilingual/policy/ImplementingELLPrograms.pdf>

District Information

Warren / 41
County Name/Code

Allamuchy / 10030
District Name/Code

Marilou Tshedy
Name and Title of Person Completing

Marilou Tshedy
Name and Title of Contact Person

(908) 852-1894 ext. 158
Telephone Number of Person Completing Plan

(908) 852-1894 ext. 158
Telephone Number of Contact Person

mtshedy@aes.k12.nj.us
Email Address

mtshedy@aes.k12.nj.us
Email Address

20 Johnsonburg Rd.
Street Address of District

Allamuchy NJ 07820
City State Zip

Allamuchy / 0030
District Name/Code

Warren / 41
County Name/Code

**ENGLISH LANGUAGE SERVICES THREE-YEAR PLAN
SCHOOL YEARS 2017-2020
SECTION II: PROGRAM DESCRIPTION**

Please complete the following information. Indicate the days and amount of time student(s) receive services.

A. Program Information

SCHOOL NAME	NUMBER OF STUDENTS	ELS INSTRUCTIONAL TIME	
		Days/Wk	Minutes/Day
Mountain Villa School	3	3x/week	30 min.
Allamuchy Township School	1	3x/week	30 min.
TOTAL ELL STUDENTS	4		

Number of students whose parents have refused ELS services: 0

B. Program Narrative

Districts operating an ELS program should complete a narrative describing the program. The narrative must include the focus of instruction and the certification of the teacher(s) providing ELS. (200 words or less)

See Attached

C. Professional Development

Succinctly describe how district staff will receive professional development in strategies to meet the needs of ELLs.

See Attached

B. Program Narrative

A home-language survey, to determine a student's native language, is included on the registration form in the Allamuchy Township School District. The following 3 questions are included:

- Language of Child. The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This item is often referred to as the first language spoken.
- Is English understood/spoken by parent/guardian/person enrolling student?
- Language most frequently spoken at home?

After the child is enrolled in the district and home-language questions are answered, information is forwarded to the Speech/Language Pathologist who then screens the child through observations, oral interviews, review of available records, and any assessments that have been completed. The child is tested as soon as possible by the Speech/Language Pathologist, using the WIDA Screener and one other indicator (ie., teacher input, student performance, reading level, English comprehension, listening skills).

If the child is eligible for ELL services as a result of WIDA Screener testing, and parents/guardian are in agreement with the plan, services are provided by the district's Reading Specialist. The Reading Specialist is a certified teacher and the focus of instruction is improving proficiency in the English language in the areas of listening, speaking, reading and writing skills. Every spring, the ACCESS for ELL's is administered to each ELL student to determine if ELL services need to be continued.

C. Professional Development

Describe how district staff will receive professional developmental in strategies to meet the needs of ELLs:

Teachers in the district are encouraged to attend or take online professional development courses, and this includes the teacher providing ELL services. The current teacher attended a workshop on ELL writing this school year.

ALLAMUCHY TOWNSHIP SCHOOL

DISTRICT PROCEDURES SUMMARY: IDENTIFICATION, ENTRY AND EXIT OF ESL STUDENTS

I. Identification of ELL Students: Students shall be identified as per Bilingual Code and District Policy

- A. All new families to the district will be provided with an English Language Survey Form (form in appendix of this procedure manual as well as main office of each building). This form will be provided by the main office. The parent is to fill out the form, return to secretary, and secretary returns the form to the ESL service provider.
- B. The district will provide all entering parents of kindergarten students with an English Language Survey Form. This form will be contained in the Kindergarten registration packet and provided by the main office. The secretary will return the form to the ESL service provider.
- C. It is the principal's responsibility to be sure the English Language Survey Form is contained within the registration packet.
- D. When the form is returned to the ESL provider, the provider will assess "at risk" students using the MODEL and one other indicator such as teacher report, student performance, reading level, English comprehension, listening skills; all as measured within the academic setting. A second standardized test such as a picture vocabulary test may be used if need be.
- E. The child will be tested for ESL services as soon as possible when the child is enrolled in the district and has been identified.
- F. New students will be tested using the Model and possibly picture vocabulary assessments. Multiple indicators will include the limited availability of multiple indicators such as teacher input, previous academic history from other schools, and information from English Language Survey.

- G. If the child is eligible for services as per district policy and NJ State Bilingual DOE recommendations, the child's parent will be notified by letter in English and in Native Language. Letters may be obtained through the Bilingual Department of Education website. A translation site is available there. Letter must be sent to parent within 10 days of child's eligibility according to board policy.
- a. The parent has the right to refuse the program by contacting the service provider within 3 weeks from the date the letter was mailed. The date shall be documented in the letter.
 - b. Services may not begin prior to the date on the letter.
 - c. Services will begin on the designated date if the parent has not called.
 - d. According to an amendment to the bilingual code, parent of LEP students need to be informed on an annual basis of child's proficiency levels as measured by state bilingual assessments, their rights to decline program and right to continue services.
 - e. In addition to notice, the parents will also be sent a form which includes **(form sent at initial entrance only, not annually)**
 - i. Child's current level of English proficiency as measured by WIDA MODEL
 - ii. The student's academic level
 - iii. Method of instruction
 - iv. How specific needs will be met to achieve standards
 - v. Exit criteria
 - vi. 6A1:13: ability to decline program, written notice of exit, right to progress reports.
 - vii. Form is in appendix of this packet. Each school is responsible for placing the form on school letterhead.

II. Entry Criteria:

- A. Kindergarten Students: Use WIDA as one of multiple indicators for all students including K. Students.
- B. Use Listening and Speaking Components of WIDA to determine level and extent of services.
- C. Administer only the listening and speaking portions to kindergarteners prior to January 1, as per WIDA.
- D. Administer all recommended portions of MODEL for each grade level according to MODEL manual.
- E. Any score lower than 4.5 is criteria for entrance in to the program if other multiple indicators are present (see letter E under section III for a description of multiple indicators).

III. Exit Criteria

- A. The standard for oral proficiency for Kindergarten prior to January 1 according to the state of NJ is 5.0 and at least one other indicator.
- B. A child shall exit ESL when he/she achieves a 4.5 over all composite score and has at least one other indicator.
- C. A score of 5.0 for kindergarten children must be achieved if test was taken prior to January 1st.
- D. A score of 4.5 for kindergarten children must be achieved if test was taken after January 1st.
- E. Multiple indicators include but are not limited to: standardized assessment such as PARCC, teacher recommendations, reading level, comprehension, listening and classroom performance.

IV. Maintenance of District Records for ESL Students

- A. Master Records will be kept in the Child Study Team office.
- B. Skeletal records will be maintained with the service provider.
- C. WIDA records should be kept both in the Child Study Team office and with service provider.
- D. Service provider is responsible for developing and maintaining a service plan.
- E. Service provider is responsible for reporting progress at report card time.
- F. Copies of report card should be in Child Study Team office as well as with service provider.
- G. The service provider will be responsible for completing an ELL census in the beginning of the year (within first month), and forwarding to District Coordinator. Census is to include (a), child's name, (b) child's grade, (c) child's teacher, (d) child's native language (e) date enrolled in program. This is to be completed for all children enrolled in the program.

Census should also outline the number of students identified whose native language is other than English and who are not enrolled in a program (DOE standard). Information collected from Home Language Survey and school secretary may have other means of knowing this.

V. District Training:

According to 6A:15-1.8 The district board of Education shall develop a plan for in-service training for bilingual, ESL and mainstream teachers based on their needs and to include instructional strategies to help LEP students meet the Core Curriculum Content Standards and the “ESL Standards for Pre-K through 12 Students WIDA English Language Proficiency Standards.

It is the responsibility of the district to offer training to service providers and classroom teachers. This is not the responsibility of the service provider.

The district may access training through the Bilingual DOE and report/require such training of the service provider(s)

- A. The service provider may communicate good practices for teaching ELL students.
- B. The service provider may provide activities for enrichment at his/her discretion.

For more information on state policies and procedures see:

<http://www.state.nj.us/education/bilingual/>



POLICY ALERT

P 0152	Board Officers (Revised)
P 1581	Domestic Violence (M) (Revised)
R 1581	Domestic Violence (M) (New)
P 2422	Health and Physical Education (M) (Revised)
P 3421.13	Postnatal Accommodations (New)
P 4421.13	Postnatal Accommodations (New)
P & R 5330	Administration of Medication (M) (Revised)
P 7243	Supervision of Construction (M) (Revised)
P 8210	School Year (Revised)
P 8220	School Day (M) (Revised)
R 8220	School Closings (Revised)
P 8462	Reporting Potentially Missing or Abused Children (M) (Revised)

This POLICY ALERT replaces and/or adds Policy and/or Regulation Guides in the following sections: 0000, 1000, 2000, 3000, 4000, 5000, 7000, and 8000.

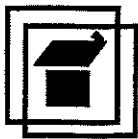
Please note the comments below are organized as follows:

0000 NAME OF POLICY

This paragraph describes a development at the State or Federal level.

This paragraph describes the effect of the development on local Board policy. Local policy is **MANDATED** by law or monitoring standards, (these policies will be designated with a "M" in the upper right hand corner), **RECOMMENDED** by sound management practices, or merely **SUGGESTED** as may be appropriate to meet your district needs.

These Policy and Regulation Guides should be used to update the Policy and Regulation Manuals of the school district. If your district manual(s) contain any of the policies or regulations contained in this Policy Alert, they must be updated for your district manual(s) to remain current and in compliance with law. It does not matter whether or not the policy or regulation is MANDATED, all policies and regulations in district manuals contained in this Alert should be updated.



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

Subscribers to Strauss Esmay's Policy Alert & Support System (PASS) receive new and/or revised policies and regulations in paper copy and electronically either through email or download from Strauss Esmay's website, www.straussesmay.com. For your convenience, the revised policies and regulations have changes indicated by ~~strike-throughs~~ to denote required text deletions and **bolded text** to indicate new material. The **Policy Alerts** tab on our website contains two different folders: one titled "Alert in one Word document" with ~~strike-throughs~~ and **bolded text**; and the second titled "Alert in one Word document - NO BOLDS OR STRIKETHROUGHS" with ~~strike-throughs~~ and **bolded text** removed for a clean document. Policy and Regulation Guides enclosed in this mailing are double sided as a cost containment and paper conservation measure.

P 0152 - Board Officers (Revised)

Strauss Esmay's recent review of Bylaw Guide 0152 presented an interesting question for a Board of Education that had selected Option 1 for electing Board officers using a paper ballot. Option 1 in the Bylaw Guide did not require a Board member to sign their paper ballot indicating their vote, which prevents a member of the public, or any other person, from knowing each Board member's vote. Although there is no legal authority on this issue, a paper ballot without a signature may arguably be a violation of the Open Public Meetings Act. Therefore, Option 1 of Bylaw Guide 0152 has been revised to require each Board member to sign their ballot in order to record each Board member's vote in the official minutes. This revision is applicable only to those Boards that have selected Option 1 in Bylaw Guide 0152.

Bylaw Guide 0152 is **RECOMMENDED**

P 1581 - Domestic Violence (M) (Revised)

R 1581 - Domestic Violence (M) (New)

N.J.S.A. 11A:2-6a was enacted and became effective January 8, 2018 and required the New Jersey Civil Service Commission to develop a Uniform Domestic Violence Policy for public employers to adopt which encourages public employees who are victims of domestic violence to seek assistance from their human resources officers. The Civil Service Commission published the Uniform Domestic Violence Policy on October 15, 2019. The Uniform Domestic Violence Policy incorporates the New Jersey Security and Financial Empowerment Act – N.J.S.A. 34:11C-1 - NJ SAFE Act, which provides unpaid leave to an employee who was a victim of domestic violence or any sexually violent offense or whose child, parent, spouse, domestic partner, or civil union partner was a victim of domestic violence or any sexually violent offense. N.J.S.A. 11A:2-6a and the Uniform Domestic Violence Policy apply to all public employers and the NJ SAFE Act applies to all employers who employ twenty-five or more employees. Revised Policy Guide 1581 and the new Regulation Guide 1581 have been developed in response to the publishing of the Uniform Domestic Violence Policy. These revised Guides now incorporate all of the provisions of the Uniform Domestic Violence Policy required by N.J.S.A. 11A:2-6a and the requirements of N.J.S.A. 34:11C-1 - NJ SAFE Act.



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

Policy and Regulation Guides 1581 are divided into two sections, one outlining the requirements of the Uniform Domestic Violence Policy and the other outlining the requirements of the NJ SAFE Act. This Policy Guide 1581 – Domestic Violence should replace a district’s existing Policy 1581 – Victim of Domestic or Sexual Violence Leave. The Regulation Guide is new. Based on the statutory requirement for a district to adopt a Domestic Violence Policy, these Policy and Regulation Guides are now mandated and both must be adopted by the Board.

Policy Guide 1581 is **MANDATED**
Regulation Guide 1581 is **MANDATED**

P 2422 - Health and Physical Education (M) (Revised)

Three new statutes were recently approved and codified as:

1. N.J.S.A. 18A:35-4.34 – Financial Literacy Instruction
2. N.J.S.A. 18A:35-4.35 – History of Disabled and LGBT persons Included in Middle and High School Curriculum
3. N.J.S.A. 18A:35-4.36 – Policies, Procedures Pertaining to Inclusive Instructional Material

These new statutes specifically address issues that must be included in the school district’s curriculum and/or in the New Jersey Student Learning Standards (NJSLS). Strauss Esmay’s Policy and Regulation Guides do not typically list specific curriculum or NJSLS requirements, which are mostly included in the administrative code, as the NJSLS are incorporated by reference within several Strauss Esmay Policy and Regulation Guides. However, these new statutes are included in the section of the statutes that address curriculum requirements related to the health and well-being of students. Strauss Esmay does not know if the provisions of these new statutes will be a QSAC or other monitoring requirement. Therefore, Policy Guide 2422 has been revised to list the requirements of these three new statutes.

Policy Guide 2422 is **MANDATED**

P 3421.13 - Postnatal Accommodations (New)

P 4421.13 - Postnatal Accommodations (New)

P.L. 2019, Chapter 242 codified as N.J.S.A. 26:4C-1 through 26:4C-3 requires the New Jersey Department of Education (NJDOE) to report to the Governor and Legislature on the lactation-related policies that have been implemented at schools, colleges, and universities in the State. This new law only requires the NJDOE to report their findings to the Governor and Legislature and does not require or mandate New Jersey school districts adopt a lactation policy. The NJDOE has recently commenced compiling their report with the Executive County Superintendents requesting school districts to submit information regarding lactation policies which may result in legislation mandating a lactation policy for school districts. As there is no current Federal law or State statute or administrative code requiring a policy or a timeline for a Board of Education to adopt a policy, Strauss Esmay has developed a Postnatal Accommodations Policy Guide for a Board to consider adopting.



NEW JERSEY POLICY ALERT

Policy Alert and Support System

In summary, the Fair Labor Standards Act (FLSA) states employers with fifty or more employees shall make accommodations for nursing mothers; does not require an employer to compensate an employee for such breaks, however, there are different provisions for “exempt” and “non-exempt” employees as defined by the FLSA; and the lactation space must be private, functional, and available when needed by a nursing mother. School districts may currently be making these accommodations available to nursing mothers upon request. However, a school district may want to adopt a Policy that outlines additional details included in these new Policy Guides 3421.13 and 4421.13. These Policy Guides are recommended.

Policy Guide 3421.13 is **RECOMMENDED**
Policy Guide 4421.13 is **RECOMMENDED**

P 5330 - Administration of Medication (M) (Revised) **R 5330 - Administration of Medication (M) (Revised)**

P.L. 2019, Chapter 118 revised N.J.S.A. 18A:40-12.3 and enacted N.J.S.A. 18A:40-12.29 through 12.33. N.J.S.A. 18A:40-12.3 requires a Board of Education to permit self-medication by a student for adrenal insufficiency in addition to other health issues currently in the law such as asthma, other potentially life-threatening illnesses, or a life-threatening allergic reaction. N.J.S.A. 18A:40-12.29 through 12.30 requires a policy for the administration of hydrocortisone sodium succinate for adrenal insufficiency and designates the school nurse and others to administer the medication. N.J.S.A. 18A:40-12.31 requires the New Jersey Department of Education (NJDOE) and Department of Health to develop guidelines for school districts to develop a Policy for the emergency administration of hydrocortisone sodium succinate to students for adrenal insufficiency. N.J.S.A. 18A:40-12.32 outlines the required training protocols for the administration of hydrocortisone sodium succinate and N.J.S.A. 18A:40-12.33 provides immunity from liability in relation to the administration of hydrocortisone sodium succinate to a student.

The NJDOE Guidelines are not yet available, but the statute was approved in May 2019 with a September 2019 effective date. Strauss Esmay did not want to wait for the Guidelines to be published to update Policy and Regulation Guide 5330. The new statutes address the administration of hydrocortisone sodium succinate in a similar manner as the statutes and administrative code address the administration of epinephrine. Therefore, the Policy and Regulation Guides have been revised to align with the new statutes for the administration of hydrocortisone sodium succinate. The biggest issue regarding these new statutes is the school nurse or another properly trained staff member must be available on site at the school and at school-sponsored functions in the event a student needs to have hydrocortisone sodium succinate administered. This is similar to the epinephrine law and school districts may want to have the same staff members trained to administer epinephrine also be trained in administering hydrocortisone sodium succinate. These Guides will be updated if the NJDOE Guidelines require revisions. Policy and Regulation Guides 5330 are mandated and both must be adopted by the Board.

In addition, the school nurse may not be referenced in some areas of the Policy and Regulation Guides where the nurse is routinely involved. This is because the statutes specifically place responsibility on the “Board of Education” or “Superintendent.” Therefore, these Guides use “Board” or “Superintendent” as indicated in the statute, but add “or designee” of which the school nurse can be the “designee.”

Policy Guide 5330 is **MANDATED**
Regulation Guide 5330 is **MANDATED**



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

P 7243 – Supervision of Construction (M) (Revised)

The New Jersey Department of Education (NJDOE) published a Memorandum titled “Contractor Employees Procedure for Criminal History Record Checks.” The Memorandum addresses criminal history record checks required for a construction contractor’s employees serving in a position which involves regular contact with students. Upon additional research and discussion with the NJDOE’s Office of Student Protection (OSP), the purpose of the Memorandum was to remind school districts of the criminal history record check requirements outlined in N.J.S.A. 18A:6-7.1 et seq. and to recommend a school district designate a liaison to construction contractors who shall be responsible to obtain a list of individuals who will be employed by the construction contractor that are required to undergo a criminal history record check. The Memorandum indicates the liaison shall also forward a list of the construction contractor’s employees to the school official who will receive any adverse action correspondence from the OSP related to the criminal history record check process. Therefore, the school official shall be able to review the contracted construction company’s list of employees in order to determine if the subject of an adverse action correspondence is either a school employee or a construction contractor’s employee and take appropriate action. Policy Guides 3125 and 4125 address the statutory requirements for criminal history record checks. However, Strauss Esmay felt it was more appropriate to revise Policy Guide 7243 to incorporate the process outlined in the NJDOE Memorandum. The criminal history record check is required by statute; therefore, this Policy Guide is now Mandated.

Policy Guide 7243 is **MANDATED**

P 8210 – School Year (Revised)

The New Jersey Department of Education (NJDOE) published a Memorandum titled “Delayed Opening and Early Dismissal Policies” that addresses issues related to a school calendar. Policy Guide 8210 has a few minor revisions. The revisions include: listing the minimum duration of a school year to be no fewer than 180 school days; citing the statute that requires 180 school days to receive State aid; recommending the date of May 1 to have the school calendar approved by the Board; and expanding the circumstances or situations in which the school calendar can be altered by the Board during the year.

Policy Guide 8210 is **RECOMMENDED**



**NEW JERSEY
POLICY ALERT**
Policy Alert and Support System

P 8220 – School Day (M) (Revised)

R 8220 – School Closings (Revised)

The New Jersey Department of Education (NJDOE) published a Memorandum titled “Delayed Opening and Early Dismissal Policies” reviewing requirements regarding a school day, a shortened school day, and Kindergarten/preschool class sizes. The Memorandum indicates the Board’s “policy should detail the starting and ending time that will define the day for each school, in the event of a shortened day.” It is common practice for a Board to annually approve a school calendar that includes daily starting and ending times for each school in the district. Therefore, the revised Policy Guide indicates the Board of Education will approve a school calendar to include the days and times schools are in session, including shortened days. There is no statute or administrative code section that requires these provisions be included in Board Policy and Boards have not typically included each individual school’s starting and ending time for regular and shortened school days in this Policy Guide. The annual Board approval of a school calendar with starting and ending times of each school in the district has satisfied these requirements outlined in the Memorandum. This Policy Guide now requiring annual Board approval makes Policy Guide 8220 mandated. The Regulation Guide 8220 has also been updated to reflect more current practices of communicating an all-day school closing and an early dismissal with parents, staff, and other people and organizations. The provisions in this Regulation Guide 8220 are not governed by a statute or administrative code and may be revised to reflect current practice in the district.

Policy Guide 8220 is **MANDATED**

Regulation Guide 8220 is **RECOMMENDED**

P 8462 – Reporting Potentially Missing or Abused Children (M) (Revised)

Public Law 2019, Chapter 178 was approved and codified as N.J.S.A. 18A:33-28. This new statute requires a Board of Education to display specific information in each school building about the Department of Children and Families’ State Central Registry, a toll-free hotline for reporting child abuse.

The new law also requires the information be in a format and language that is clear, simple, and understandable, and the information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. Policy Guide 8462 has been revised to incorporate all the requirements of the new law. Policy Guide 8462 is mandated.

Policy Guide 8462 is **MANDATED**

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Board Officers
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[See POLICY ALERT Nos. 181, 205, and 219]

0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.

Select Option 1 or 2 below

[**Option 1** - Voting shall take place by written ballot after nominations are closed **for each position, President and Vice President. Each** Board members will be provided a ~~blank piece of paper~~ **ballot after nominations are closed for each position. Each Board member** and shall write the name of **one Board member** ~~the person~~ they wish to **vote for** ~~see elected~~ on the ~~piece of paper~~ **ballot. Each Board member must print and sign their name on their paper ballot.** The ballots shall be **read aloud** ~~tallied~~ by the Board Secretary **identifying the Board member and their vote.** ~~and The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the members of the Board members present and constituting a quorum, the procedure shall be repeated continue until someone receives a majority vote of those Board members present and constituting a quorum.]~~

[**Option 2** – Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.]

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.



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Board Officers

A President or Vice President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of the Board members present and constituting a quorum. In the event the office of President or Vice President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted:



POLICY GUIDE

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~~Victim of Domestic or Sexual Violence Leave~~

Mar 20

M

[See POLICY ALERT Nos. 202 and 219]

1581 VICTIM OF DOMESTIC OR SEXUAL VIOLENCE LEAVE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.



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~~Victim of Domestic or Sexual Violence Leave~~

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

- B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in



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~~Victim of Domestic or Sexual Violence Leave~~

N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.



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~~Victim of Domestic or Sexual Violence Leave~~

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a

N.J.S.A. 34:11C-1 et seq.

New Jersey Civil Service Commission's Uniform Domestic
Violence Policy

Adopted:



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Domestic Violence

Mar 20

M

[See **POLICY ALERT No. 219**]

R 1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's (Civil Service Commission) Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the provisions of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 - Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

1. Definitions

The following terms are defined solely for the purposes of N.J.S.A. 11A:2-6a and Policy and Regulation 1581:

"Domestic Violence" - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.



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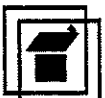
"Abuser/Perpetrator" - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

"Human Resources Officer (HRO)" - An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

"Intimate Partner" - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

"Temporary Restraining Order (TRO)" - A civil court order issued by a judge to protect the life, health, or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately ten business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

"Victim" - A person who is eighteen years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person,



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regardless of age, who has been subjected to domestic violence by one of the following factors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

“Workplace-Related Incidents” - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization’s physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to: facilities; work sites; equipment; vehicles; or while on work-related travel.

2. Persons Covered Under N.J.S.A. 11A:2-6a and Policy and Regulation 1581

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. A State of New Jersey public employer is any State, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers, and temporary employees of any public employer at any workplace location are also covered under N.J.S.A. 11A:2-6a and Regulation 1581 – Section A.

3. Responsibility of Employer to Designate a Human Resources Officer (HRO)

- a. All public employers shall designate an HRO to assist employees who are victims of domestic violence.



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- b. The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with Policy and Regulation 1581 – Section A. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to Policy and Regulation 1581.
 - c. Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.
 - (1) The name and contact information of the designated HRO must be provided to all employees.
 - d. Policy and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.
 - (1) For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.
4. Domestic Violence Reporting Procedure
- a. Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO.



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- b. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.
- c. Nothing in Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.
- d. Each designated HRO shall:
 - (1) Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
 - (2) Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
 - (3) Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
 - (4) Refer the employee to the provisions and protections of the New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in Regulation 1581 - Section B.



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- (5) In cases where domestic violence involved a sexual touching or sexual assault between State employees, the HRO is also required to report the incident to their agency's Equal Employment Opportunity (EEO) Officer or Title IX Officer, as appropriate.
- (6) If there is a report of sexual assault or abuse, the victim should be offered the services of the New Jersey State Sexual Assault Response Team.
- (7) Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to A.5. below.
- (8) Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

5. Confidentiality Policy

- a. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.
- b. No provision of Policy and Regulation 1581 – Section A. shall supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.



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- c. Policy 1581 and Regulation 1581 – Section A.5. shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace.
 - (1) When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law.
 - (2) The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere.
 - (3) The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure.
 - (a) For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.
 - d. Policy 1581 and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.
6. Confidentiality of Employee Records
- a. To ensure confidentiality and accuracy of information Policy and Regulation 1581 – Section A.6. requires the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.



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- b. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

7. Public Employer Domestic Violence Action Plan

- a. Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:
 - (1) Designate an HRO with responsibilities pursuant to A.3. and A.4. above.
 - (2) Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
 - (3) Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure; or other accommodation approved by the employer.
 - (4) Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.



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- (5) Commit to adherence of the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in Policy and Regulation 1581 – Section A., if the victim provides notice to their human resources office of the status or if the human resources office has reason to believe an employee is a victim of domestic violence.
- (6) Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to Policy and Regulation 1581 - Section B. of the civil right of action under the NJ SAFE Act.
 - (a) Advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer, and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act, or the New Jersey Law Against Discrimination and corresponding policies.
- (7) Employers, their designated HRO, and employees should familiarize themselves with Policy and Regulation 1581. Policy and Regulation 1581 shall be provided to all employees upon Board approval and to all new employees upon hiring.
- (8) Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.



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8. Resources

Resources and program information will be readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

9. Distribution of Policy

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute a Uniform Domestic Violence Policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices setting forth any changes to the Uniform Domestic Violence Policy, as changes occur.

10. Other Applicable Requirements

In addition to Policy and Regulation 1581, the HRO and the public employer's appointing authority, if applicable, must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in Policy and Regulation 1581 conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

11. Policy Modification and Review

- a. A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set out in the Uniform Domestic Violence Policy.
- b. The Civil Service Commission will review and modify their Uniform Domestic Violence Policy periodically and as needed.



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12. Policy Enforceability

The provisions of the Uniform Domestic Violence Policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

13. Policy Inquiries and Effective Date

Any questions concerning the interpretation or implementation of the Uniform Domestic Violence Policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. The Uniform Domestic Violence Policy and Policy and Regulation 1581 shall be enforceable upon the HRO's completion of training on the Uniform Domestic Violence Policy and Policy and Regulation 1581.

B. NJ SAFE Act – (N.J.S.A. 34:11C-1 et seq.)

1. The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.
2. Definitions (N.J.S.A. 34:11C-2)

The following terms are defined solely for the purpose of N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act:

“Employee” means a person who is employed for at least twelve months by an employer, with respect to whom benefits are sought under the NJ SAFE Act, for not less than 1,000 base hours during the immediately preceding twelve-month period. Any time, up to a maximum of ninety calendar days, during which a person is laid off or furloughed by an employer due to that employer curtailing operations because of a state of emergency declared after October 22, 2012, shall be regarded as time in which the person is employed for the purpose of determining eligibility for leave time under the NJ SAFE Act. In making the determination, the base hours per week during the layoff or furlough shall be deemed to be the same as the average number of hours worked per week during the rest of the twelve-month period.



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“Employer” means a person or corporation, partnership, individual proprietorship, joint venture, firm or company, or other similar legal entity which engages the services of an employee and employs twenty-five or more employees for each working day during each of twenty or more calendar work weeks in the then current or immediately preceding calendar year. “Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

3. Regulations Relative to Unpaid Leave for Employees and Family Members Affected by Certain Offenses (N.J.S.A. 34:11C-3)

- a. Any employee of an employer in the State of New Jersey who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

For purposes of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided that the employee has not exhausted the allotted twenty days for the twelve-month period.



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The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;
- (2) Obtaining services from a victim services organization for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;
- (3) Obtaining psychological or other counseling for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;



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- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, from future domestic or sexual violence or to ensure economic security;
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
- (6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim.



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- b. An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.

In such case, any paid leave provided by the employer, and accrued pursuant to established policies of the employer, or family temporary disability leave benefits, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-3.a and Regulation 1581 - Section B.3.a. and, accordingly, the employee shall receive pay pursuant to the employer's applicable paid leave policy, or family temporary disability leave benefits, during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-3.a and the "Family Leave Act," N.J.S.A. 34:11B-1 et seq. or the Federal "Family and Medical Leave Act of 1993," 29 U.S.C. § 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. shall not conflict with any rights pursuant to the "Family Leave Act," the "Temporary Disability Benefits Law," N.J.S.A. 43:21-25 et al, or the Federal "Family and Medical Leave Act of 1993."

- c. Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.



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- d. Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B. shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave.

If the employer requires the documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

- (1) A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
- (2) A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- (3) Documentation of the conviction of a person for the domestic violence or sexually violent offense;
- (4) Medical documentation of the domestic violence or sexually violent offense;
- (5) Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, is a victim of domestic violence or a sexually violent offense; or



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- (6) Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, in dealing with the domestic violence or sexually violent offenses.

For the purpose of N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.:

- (1) "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals;
- (2) "Designated Domestic Violence Agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the Division for the express purpose of providing the services.
- (3) "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.



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- e. An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act, in such form and manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.
- f. No provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as requiring or permitting an employer to reduce employment benefits provided by the employer or required by a collective bargaining agreement which are in excess of those required by the NJ SAFE Act. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by the NJ SAFE Act. N.J.S.A. 34:11C-3.e and Regulation 1581 – Section B.3.f. shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as permitting an employer to:

- (1) Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to the NJ SAFE Act commenced; or
- (2) Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to Regulation 1581 – Section B.3.a.



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- g. All information provided to an employer pursuant to N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d. above and any information regarding a leave taken pursuant to N.J.S.A. 34:11C-3.c and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.
- 4. Certain Actions by Employer Prohibited (N.J.S.A. 34:11C-4)

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act and Regulation 1581 – Section B.3. or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f and Regulation 1581 – Section B.3.g.
- 5. Violations; Penalties (N.J.S.A. 34:11C-5)
 - a. Upon a violation of any of the provisions of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., or N.J.S.A. 34:11C-4 and Regulation 1581 - Section B.4., an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the following relief:
 - (1) An assessment of a civil fine of not less than \$1,000 and not more than \$2,000 for the first violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4 and not more than \$5,000 for each subsequent violation;



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- (2) An injunction to restrain the continued violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4;
 - (3) Reinstatement of the employee to the same position or to a position equivalent to that which the employee held prior to unlawful discharge or retaliatory action;
 - (4) Reinstatement of full fringe benefits and seniority rights;
 - (5) Compensation for any lost wages, benefits, and other remuneration;
 - (6) Payment of reasonable costs and attorney's fees.
- b. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation.
- c. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of N.J.S.A. 34:11C-1 et seq.

Adopted:



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[See **POLICY ALERT** Nos. 102, 139, 161, 172, 208, 217 and 219]

2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.



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7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.



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16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.
17. **History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.**
18. **Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.**
179. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of



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Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31;18A:35-5;18A:35-7;18A:35-8

Adopted:



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Postnatal Accommodations

Mar 20

[See **POLICY ALERT No. 219**]

3421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.

Patient Protection and Affordable Care Act – P.L. 111-148

N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:



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SUPPORT STAFF MEMBERS

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Postnatal Accommodations

Mar 20

[See POLICY ALERT No. 219]

4421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to



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the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.

Patient Protection and Affordable Care Act – P.L. 111-148

N.J.S.A. 26:4C-1 through 26:4C-3

Adopted:



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Administration of Medication

Mar 20

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[See POLICY ALERT Nos. 125, 133, 144, 145, 157, 173, 179,
206 and 219]

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine **and hydrocortisone sodium succinate** in an emergency pursuant to N.J.S.A. 18A:40-12.5, and 12.6, **12.29, and 12.30.**

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, or a life threatening allergic reaction, **or adrenal insufficiency** is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

~~Medication no longer required must be promptly removed by the parent.~~

The school nurse shall have the primary responsibility for the administration of epinephrine **and hydrocortisone sodium succinate to the student.** However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism **and the administration of hydrocortisone sodium succinate** using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health ~~and Senior Services~~ when the school nurse is not physically present at the scene.



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In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician **or an advanced practice nurse** providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 **and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29**, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 **and N.J.S.A. 18A:40-12.29**, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d **and N.J.S.A. 18A:40-12.33**. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction **or an emergency requiring the administration of hydrocortisone sodium succinate**. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine **or hydrocortisone sodium succinate** to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student. **and In addition**, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism **or the administration of hydrocortisone sodium succinate** to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis **and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency** is effective for the school year it is granted and must be renewed for each subsequent school year.



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Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with ~~State Department of Education~~ **NJDOE** regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8; **18A:40-12.29 through 12.33**

N.J.S.A. 45:11-23

N.J.A.C. 6A:16-2.3(b)

Adopted:



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Mar 20

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[See **POLICY ALERT** Nos. 125, 133, 144, 145, 157, 173, 179,
206, 209 and 219]

R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses, or life-threatening allergic reaction, **or adrenal insufficiency**.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, ~~i.e. adrenaline injection in anaphylaxis~~.
5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the **New Jersey** Department of Education (**NJDOE**).
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9B-7.6.



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8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds a current ~~certification~~ **license** as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related ~~sponsored events~~ **functions** will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451.
3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;



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- d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the **Principal Superintendent or designee** prior to any administration of medication or delivery of the medication to the school. The **Principal Superintendent or designee** may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
- a. An approved request will be signed by the **Principal Superintendent or designee** and given to the school nurse and the student's parent.
 - b. The parent will be informed of ~~the~~ **a** reason for a denied request; ~~a denied request may be appealed to the Superintendent.~~

C. Administration of Epinephrine to Students

1. **In accordance with N.J.S.A. 18A:40-12.5,** ~~t~~The parent may provide the Superintendent **or designee** authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
- a. The parent provides the Superintendent **or designee** a written authorization for the administration of epinephrine ~~with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;~~



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- b. The parent of the student provides the Superintendent or designee with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;
- ~~b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).~~
- c. The parent ~~must be~~ is informed in writing by the Board of **Education** or Superintendent or **designee** that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.;
- d. The parent ~~must~~ signs a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.;
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.;



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f. The Superintendent or designee requires:

~~f. (1) The school nurse shall be responsible for T~~the placement of the student's prescribed epinephrine ~~to be~~ in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed-;

~~g. (2) The school nurse or trained designee shall to be~~ promptly available on site at the school and school-sponsored functions in the event of an allergic reaction-; **and**

~~h. (3) The school nurse or trained designee shall arrange for T~~the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

g. The Superintendent or designee shall also:

~~i. (1) In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, Permit~~ the school nurse or a designated employee trained **designee** to administer epinephrine via a pre-filled auto-injector mechanism ~~is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above in Regulation 5330 – Section C.1.a., b., and d. and has not received the notice required in Regulation 5330 – Section C.1.c. when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction-; and~~



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- j- (2) **Require** ~~e~~Each school in the district to will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician **or advanced practice nurse**, and ~~that~~ is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.
2. **In accordance with N.J.S.A. 18A:40-12.6, the school nurse shall have the primary responsibility for the administration of the epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis when the nurse is not physically present at the scene. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not constitute a violation of the "Athletic Training Licensure Act," P.L.1984, c.203 (C.45:9-37.35 et seq.).**
- a. **The school nurse shall determine that:**
- (1) **The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the NJDOE in consultation with the Department of Health;**
 - (2) **The parent of the student consented in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;**
 - (3) **The Board or Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the student;**



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- (4) The parent of the student signed a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student; and
 - (5) The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections 2.a.(1) through 2.a.(4) above.
3. The NJDOE, in consultation with the Department of Health, shall require trained designees for students enrolled in a school who may require the emergency administration of epinephrine for anaphylaxis when the school nurse is not available.
4. Nothing in N.J.S.A. 18A:40-12.6 and Regulation 5330 – Section C. shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.3(a)(1) when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication, or when the epinephrine is administered pursuant to N.J.S.A. 18A:40-12.5.f.



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5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.6c(b).
6. No school employee, including a school nurse, or any other officer or agent of a Board of Education, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5.f and Regulation 5330 – Section C.1.g., shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 et seq., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

D. Administration of Hydrocortisone Sodium Succinate to Students

1. In accordance with the provisions of N.J.S.A. 18A:40-12.29, the Board will permit the emergency administration of hydrocortisone sodium succinate through appropriate delivery devices and equipment to a student for adrenal insufficiency provided that:
 - a. The parent of the student provides the Superintendent or designee a written authorization for the administration of hydrocortisone sodium succinate;
 - b. The parent of the student provides the Superintendent or designee written orders from the physician or an advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;
 - c. The Superintendent or designee informs the parent of the student in writing that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate;



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- d. The parent of the student signs a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and
 - e. The permission for the administration of hydrocortisone sodium succinate is effective for the school year for which it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
2. In accordance with the provisions of N.J.S.A. 18A:40-12.29.b:
- a. The placement of the student's prescribed hydrocortisone sodium succinate shall be in a secure, but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the prescribed hydrocortisone sodium succinate shall be indicated on the student's emergency care plan. Back-up hydrocortisone sodium succinate, provided by the student's parent, shall also be available at the school if needed;
 - b. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency; and
 - c. The student shall be transported to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.



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3. In accordance with N.J.S.A. 18A:40-12.30, the school nurse has the primary responsibility for the administration of hydrocortisone sodium succinate.

The school nurse shall designate, in consultation with the Superintendent or designee, additional employees of the school district who volunteer to administer hydrocortisone sodium succinate to a student when the school nurse is not physically present at the scene.

In the event that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not constitute a violation of the "Athletic Training Licensure Act" - N.J.S.A. 45:9-37.35 et seq.

The school nurse shall determine that:

- a. The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the NJDOE in consultation with the Department of Health;
- b. The parent of the student consented in writing to the administration of hydrocortisone sodium succinate by the designee(s);
- c. The Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student;
- d. The parent of the student signed a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and



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- e. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in N.J.S.A. 18A:40-12.30 and D.3.a through d above.
4. Nothing in N.J.S.A. 18A:40-12.30 and D.3. above shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.30 and D.3. above when the student is authorized to self-administer hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.3.
5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.32(b).
6. No school employee, including a school nurse, or any other officer or agent of a Board of Education shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.29 et al., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.30. Good faith shall not include willful misconduct, gross negligence, or recklessness, in accordance with N.J.S.A. 18A:40-12.33.

DE. Permission for Self-Administration of Medication

In accordance with N.J.S.A. 18A:40-12.3, the Board shall permit the ~~Permission for self-administration of medication of by a student with for~~ asthma, or other potentially life-threatening illnesses, or a life-threatening allergic reaction, or adrenal insufficiency may be granted under the following conditions provided that:

1. **The pParent of the student ~~must~~ provides the Board or Superintendent or designee written authorization for the self-administration of medication;**



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2. The parent of the student ~~must also~~ provides the Board **or Superintendent or designee** with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness, ~~or~~ is subject to a life-threatening allergic reaction, **or has adrenal insufficiency** and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued, **if applicable**;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the student would not be able to attend school.
3. **The Board or the Superintendent or designee informs the parent of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student;**
34. The parent of the student ~~have signed~~s a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;



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45. The parent's written authorization and the physician's written certification ~~shall be~~ is reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
- a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of ~~the a~~ reason for a denied request; ~~a denied request may be appealed to the Superintendent.~~
56. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
67. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in E.1. through E.46. above.

EF. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
- a. All medications must be delivered to the school by the parent.
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of students' medication, which will be properly secured.
 - d. Any unused medication must be picked up by the student's parent.



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- e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
- a. Time being of the essence in cases of asthma, **or** other potentially life threatening illnesses, or a life-threatening allergic reaction, **or adrenal insufficiency**, all medications to be self-administered by a student must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal **or designee** and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.
 - d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
 - e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, **or prescribed medication for adrenal insufficiency**, at all times, provided the student does not endanger himself/**herself** or other persons through misuse.



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FG. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored ~~event~~ **function** except as permitted by Board ~~P~~**policy 5330** and this ~~R~~**regulation**.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 ~~and 12.4~~, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6 ~~and to administer hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.29 and 12.30~~.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored ~~event~~ **function** at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the ~~event~~ **function**.

GH. Emergencies



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1. Any medical emergency requiring medication of students will be handled in accordance with Policy 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3) **and after the administration of hydrocortisone sodium succinate in accordance with N.J.S.A. 18A:40-12.29.b.(3).**
2. ~~Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.~~

III. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and



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5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

IJ. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted:



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[See POLICY ALERT No. 219]

7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the _____ be responsible for the supervision of all building construction in this **school** district. Supervision shall include field inspection of the **construction** contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The _____ shall report periodically to the Board **on the progress of** ~~that by his/her personal knowledge~~ the work of the construction contractor(s) and ~~the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.~~

The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take



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appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's office.

A change order involving additional cost will be submitted to by the _____ for Board for review and approval.

[Optional]

A change order not involving monetary considerations may be acted upon solely by the _____ and reported to the Board.]

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the _____.

N.J.S.A. **18A:6-7.1 et seq.**; 18A:18A-16; 18A:18A-43; 18A:18A-44
N.J.S.A. 18A:54-30 [vocational districts]

Adopted:



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[See POLICY ALERT Nos. 168, 175 and 219]

8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the school district.

The Board shall ~~determine~~ annually **approve** the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than **one hundred eighty** _____ ~~(one hundred eighty or more)~~ days of instruction **in accordance with N.J.S.A. 18A:7F-9**. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A half-day class or shortened school day shall be considered the equivalent of a full day only if school is in session for four or more hours, exclusive of recess periods or lunch periods.

A school day shall consist of not less than four hours, ~~of actual instruction~~, except that ~~in an approved Kindergarten~~, one continuous session of two and one-half hours may be considered a full day **for Kindergarten in accordance with N.J.A.C. 6A:32-8.3(b)**. ~~A half day class shall be considered the equivalent of a full day's attendance only if the class is in session for four hours or more, exclusive of recess periods or lunch periods.~~

[Optional for Districts Operating a Kindergarten Program

An approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c).]

The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district.



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The Superintendent shall

Optional

[in consultation with _____]

annually prepare and submit to the Board a school calendar **for the next school year** no later than **May 1** _____ **(date)**. The Board reserves the right to alter the school calendar when: such alteration is feasible and serves the best interests of the students of this district; **the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended school closing during the school year due to an unforeseen circumstance; and/or due to any reason deemed in the best interest of students.**

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.S.A. 18A:54-25 [vocational districts]
N.J.A.C. 6A:32-8.3

Adopted:



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[See POLICY ALERT No. 219]

8220 SCHOOL DAY

The Board of Education shall **annually approve** ~~determine~~ the times that school(s) will be in session for ~~the purpose of providing adequate time for students to profit from the educational program of the district, including the starting and ending time of a shortened day.~~ A school day shall be in accordance with N.J.A.C. 6A:32-8.3.

The schools of the district will be in session for students on those days ~~specified~~ and times recommended by the Superintendent and annually approved by the Board and at the following times:.

Grades: _____ Time in Session: _____

_____	_____
_____	_____
_____	_____

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members **or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.**

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any **delayed opening or emergency school closing of the schools.**

~~Students shall regularly be permitted to enter school _____ minutes before the start of class and, during inclement weather, shall be permitted to enter school _____ minutes before the start of class.~~

N.J.A.C. 6A:32-8.3

Adopted: _____



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[See POLICY ALERT No. 219]

R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and Building Principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules ~~shall~~ should be reported ~~approved~~ promptly to by the Superintendent.

A. Notification Provisions

1. ~~The Superintendent or designee shall notify~~ Notice to media outlets and/or activate an emergency call system when a decision is made for an unscheduled closing of school for the entire school day, the delayed opening of school, or the early closing of school ~~television and radio stations shall be by telephone call, with appropriate code, to the following stations.~~ The media outlets may include, but not be limited to, radio, television stations, and internet websites as listed below:

Television and/or Radio Station

2. ~~Parent(s) or legal guardian(s) will be notified at the beginning of each school year that they will be notified of an emergency school closing day by means of announcements over the media outlets radio stations listed above. The notice will include the call numbers of each station, its location on the AM or FM band, and the time(s) at which the announcement will be carried. Parent(s) or legal guardian(s) will be cautioned not to attempt to telephone the radio station.~~



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3. The Principal of each school building will, in cooperation with the _____ ~~(list appropriate organization of parents or volunteers)~~, prepare an emergency call chain for the prompt notification of parent(s) or legal guardian(s) that children will be sent home early.
 - a. The parent call chain will list the telephone number of the parent or legal guardian of each child in the school. The chain will be reviewed and updated annually. Each parent(s) or legal guardian(s) is responsible for supplying his/her telephone number or other information that will permit the notification of a person responsible for the child.
 - b. A copy of the complete parent call chain will be maintained by the Principal and will be kept as a confidential document. An additional copy will be kept in the office of the Superintendent.
 - c. Portions of the parent call chain will be released to volunteer callers as necessary for the integrity and efficient operation of the call chain process.
4. The Principal of each school building shall prepare an emergency call chain for the prompt notification of all teaching staff members and support staff members who regularly report to that school.
 - a. The staff call chain will be reviewed and updated annually. Each staff member is responsible for supplying the telephone number at which he/she can be reached for notification of the closing or delayed opening of school.
 - b. A copy of the complete staff call chain will be maintained by the Principal and will be kept as a confidential document.
 - c. Portions of the staff call chain will be released to staff members as necessary for the integrity and efficient operation of the call chain process.
5. The _____ will prepare and administer a staff call chain for central office employees.



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6. ~~The _____ will prepare and administer a staff call chain for _____ employees.~~
7. ~~Each staff call chain should be so organized as to ensure that the first called are those staff members who live farthest from the school, office, or facility to which they regularly report.~~

B. All Day Closing

1. The decision to close schools for the day will be made in accordance with Policy No. 8220 and ~~no later than _____ a.m.~~ As soon as the decision is made, the **Superintendent or designee _____ will promptly notify:**
 - a. ~~Television and radio stations (see paragraph A1) The media outlets identified in A.1. above;~~
 - b. **All Building Principals, school staff members;**
 - c. ~~The Director of Transportation (or transportation contractor);~~
 - d. ~~_____ (other individuals or offices to be notified);~~
 - ec. ~~_____ (private schools to which transportation is provided for district children); ; and~~
 - fd. ~~_____ Police Departments; (municipalities that are affected by decision or that provide school crossing guards);~~
 - e. **Board of Education President; and**
 - f. **Any other individuals or organizations the Superintendent or designee determines the need to be notified.**
2. ~~Each Building Principal and other person responsible for a call chain will promptly institute the process of notifying staff members of the closing by means of the staff call chain. Every effort should be made to notify staff members as soon as practicable.~~



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~~3. In the event a staff member cannot be reached by telephone, the caller will report that fact to the Building Principal or other person responsible for the call chain.~~

42. Notwithstanding a provision in a collective bargaining agreement, if applicable, uUnless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report for work on an emergency closed day. **It is the intention of this rule that all school offices be uniformly closed or open on a day when the schools are closed for emergency.**

C. Delayed Opening

~~1. When circumstances are such as to require the late opening of school, the school day will ordinarily be delayed by two hours. All beginning schedules will be in effect, modified only by the two hour delay.~~

21. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B. **above.**

32. Notwithstanding a provision in a collective bargaining agreement, uUnless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time **if the opening of school is delayed.**

43. If weather conditions **change deteriorate** after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.1. **above.**

54. The Principal of each school will modify the school's schedule to accommodate the shorter day. ~~Morning schedules may be canceled.~~ After-school and athletic events may be canceled.

~~6. Lunch will be served as usual, but may be delayed.~~



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D. Early Dismissal

1. **The A decision by the Superintendent or designee to close school early will be promptly relayed to the media outlets, school staff members, and the people or organizations listed in B.1. above.**
 - a. ~~Building Principals in the affected schools,~~
 - b. ~~The Director of Transportation (or transportation contractor),~~
 - c. ~~_____ (other individuals or offices to be notified),~~
 - d. ~~_____ (private schools to which transportation is provided for district children), and~~
 - e. ~~_____ Police Departments (municipalities that are affected by decision or that provide school crossing guards).~~
2. Building Principals in the affected schools will promptly notify all **school** staff members of the early closing, using appropriate building procedures.
3. Parents~~@~~ or legal guardian~~@~~ **may** will be notified of an **early dismissal through by an emergency call system, district or school website, a telephone communication chain, or any other method or process deemed appropriate the emergency parent call chain.** ~~Each caller will report to a person designated by the Principal the names of any parent@ or legal guardian@ who cannot be reached by telephone.~~
4. ~~Buses may be loaded as soon as they arrive at the school and may depart as soon as all students assigned to the bus have boarded.~~
54. A parent~~@~~ or legal guardian~~@~~ may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy and Regulation 5230 regarding the person(s) to whom a child may be released.



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65. The Principal ~~may~~ will designate a safe and secure location in the school building to which may be assigned students whose parent or temporary caretaker could not be reached by telephone or other means **or the student was unable to be released from school early for good reason.**

a. A teaching staff member will be assigned to supervise the students who remain in the school.

b. ~~Students who have remained in the school will be released at the time school regularly closes, by whatever means of transportation they would have taken were the school not closed early.~~

c. ~~The Principal may arrange for a late bus or transportation by private vehicle for students retained at the school.~~

Issued:



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Reporting Potentially Missing or Abused Children

Mar 20

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[See **POLICY ALERT** Nos. 94, 97, 100, 106, 133, 169, 180,
203, 208, 215 and 219]

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, N.J.S.A. 9:6-8.10, and **N.J.A.C. 6A:22-4.1(d)**.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.



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Reporting Potentially Missing or Abused Children

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates _____ as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.



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Reporting Potentially Missing or Abused Children

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. **18A:33-28**; 18A:36-24; 18A:36-25 et seq.

N.J.A.C. 6A:16-11.1

Adopted:



